

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, 25 SEPTEMBER 2018** 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 Sub-Committee meetings held on 23 and 24 April 2018, minutes of Policy and Finance Committee held on 19 June 2018 and the Emergency Committee held on 28 June 2018 – copies enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Revisiting Member Officer Protocol – report of Chief Executive – copy enclosed.
- ✓ 6. Members' Allowance Scheme – Appointment of Independent Panel – report of Director of Resources – copy enclosed.

- ✓ 7. Capital Monitoring 2018/2019 – report of Director of Resources – copy enclosed.
- ✓ 8. Performance Management Framework Review – report of Director of Resources – copy enclosed.
- ✓ 8a. Redevelopment of Clitheroe Market Site Update – report of Director of Economic Development and Planning – copy enclosed.
- ✓ 9. 75% Business Rates Pilot – report of Director of Resources – copy enclosed.
- ✓ 10. Attendance at LGA Conference – report of Chief Executive – copy enclosed.
- ✓ 11. Rental of former Physiotherapy Centre to Foundation for Ribble Valley Families – report of Chief Executive – copy enclosed.
- ✓ 12. Report from Social Mobility Working Group – report of Director of Resources – copy enclosed.
- ✓ 13. Local Taxation Write-Offs – report of Director of Resources – copy enclosed.

INFORMATION ITEMS

- ✓ 14. 100th Anniversary of Commemorating the Armistice in 1918 – report of Chief Executive – copy enclosed.
- ✓ 15. Corporate Peer Challenge – Action Plan Update – report of Director of Resources – copy enclosed.
- ✓ 16. Corporate Strategy Performance Report – report of Director of Resources – copy enclosed.
- ✓ 17. 2017/2018 Year End Performance Information Report – report of Director of Resources – copy enclosed.
- ✓ 18. Timetable for Budget Setting – report of Director of Resources – copy enclosed.
- ✓ 19. Overall Capital Monitoring 2018/19 – report of Director of Resources – copy enclosed.
- ✓ 21. Revenue Outturn 2017/2018 – report of Director of Resources – copy enclosed.
- ✓ 22. Revenue Monitoring 2018/2019 – report of Director of Resources – copy enclosed.
- ✓ 23. Overall Revenue Monitoring 2018/2019 – report of Director of Resources – copy enclosed.
- ✓ 24. Treasury Management Monitoring 2018/2019 – report of Director of Resources – copy enclosed.
- ✓ 25. Local Government Finance Settlement 2019/2020 – Technical Consultation Paper – report of Director of Resources – copy enclosed.

- ✓ 26. Insurance Renewals – report of Director of Resources – copy enclosed.
- ✓ 27. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 28. Minutes of Budget Working Group – 28 June 2018 and 8 August 2018 – copy enclosed.
- ✓ 29. Reports from Representatives on Outside Bodies
 - a) Rural Services Network Conference - report from Councillor R Sherras.
 - b) Armed Forces Community Covenant Report 2018 – Councillor Jim White.

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

DECISION

- ✓ 30. Local Taxation Write-offs – report of Director of Resources – copy enclosed.
- ✓ 31. Discretionary Rate Relief Application – report of Director of Resources – copy enclosed.

INFORMATION

NONE

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 5

meeting date: THURSDAY, 25 SEPTEMBER 2018
 title: REVISITING MEMBER/OFFICER PROTOCOL
 submitted by: CHIEF EXECUTIVE
 principal author: DIANE RICE, HEAD OF LEGAL AND DEMOCRATIC SERVICES

1 PURPOSE

1.1 To revisit the Member/Officer Protocol.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - }
 - Corporate Priorities - }
 - Other Considerations - }
- The Protocol is a public document which provides the framework within which Members and officers should operate.

2 BACKGROUND

2.1 In November 2017 the Council was the subject of a Peer Challenge Review, one of the recommendations of the Review was that the Council should re-visit its Member/Officer Protocol. No details about the issues that had been identified was provided.

2.2 A copy of the Protocol is attached as Appendix 1.

2.3 The Council's Chief Executive has asked that the Protocol be presented as a standing item to each Committee to remind Members and Officers of the guidance contained within the Protocol about the respective roles of Members, officers and how the relationship between Members and officers should be managed.

2.4 it is also an opportunity to make suggestions to the Accounts and Audit Committee on how the protocol could be strengthened and improved.

3 ISSUES

3.1 Any issues identified in relation to the Protocol by Committee, will be collated at each meeting and, if necessary, form the basis of changes to the Protocol as required, which will be considered by the Accounts and Audit Committee at their meeting in October.

4 RISK ASSESSMENT

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

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

- Equality & Diversity – N/A.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Note the terms of the Council's Protocol for Member/Officer Relations.
- 5.2 Consider whether to suggest any changes to the Protocol to the Accounts and Audit Committee

DIANE RICE
HEAD OF LEGAL & DEMOCRATIC SERVICES

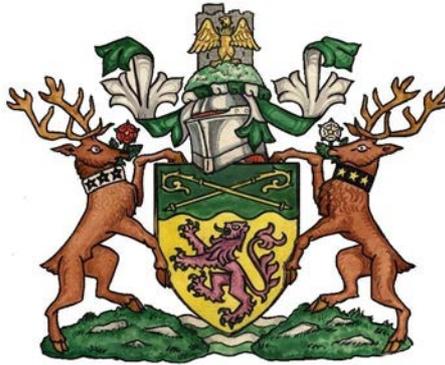
MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

For further information please ask for Diane Rice, extension 414418.

REF: DERtCMS/H&H/130918



**RIBBLE VALLEY
BOROUGH COUNCIL**

**A Protocol for
Member/Officer
Relations**

May 2014

RIBBLE VALLEY BOROUGH COUNCIL

MEMBER/OFFICER PROTOCOL

1. INTRODUCTION

- 1.1 Ribble Valley Borough Council recognises that the relationship between its members and its officers is of vital importance in its work on behalf of the people of the Borough. The purpose of this Protocol is to guide both members and officers of the Council in their relationships with each other. It sets out and stresses the need for mutual respect between councillors and officers, based on an understanding of their respective roles and on the need to maintain the highest standard of personal and professional conduct at all times.
- 1.2 Given the variety and complexity of Member/Officer relations, the Protocol does not seek to be prescriptive or comprehensive. The intention is simply to offer guidance on some of the issues which most commonly occur and which, in turn, may help and serve as a guide in dealing with other situations which might arise.
- 1.3 The Protocol is largely a statement of current practice and convention, but by collating and emphasising these principles it is hoped to promote greater clarity and certainty.
- 1.4 The Protocol forms part of the Council's constitution and as such is available for public inspection.

2. PRINCIPLES UNDERLYING MEMBER-OFFICER RELATIONS

- 2.1 Both members and officers are servants of the public, and they are indispensable to one another. However their responsibilities are distinct. Members are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Members and the Council and to carry out the Council's work under the direction and control of the Council, its committees and sub-committees.
- 2.2 Mutual respect between Members and Officers is essential to good local government.

3. ROLES OF MEMBERS

- 3.1 All members have important roles under the Council's constitution and all are subject to the same ethical framework and code of conduct. These roles include:
- representing the views of their constituents;
 - acting together as the full Council; and
 - membership of committees, sub-committees and working groups.
- 3.2 The Council and its committees are responsible for setting policies, service and performance targets and ensuring that they are delivered. They are accountable to the electorate for the delivery of policies and services. It is important to note that the law only allows for decisions to be taken by the Council, a committee or sub-committee or by an Officer. The law does not allow for decisions to be taken by a committee Chairman or by an other single member.
- 3.3 Members are not normally expected to be involved in the implementation of policies or the day-to-day management of services, but can expect reports on progress.
- 3.4 It is appropriate, however, for Members to propose initiatives and ideas about how things can be done better. It is essential that existing ways of doing things are challenged and reviewed. This needs to be done in a professional and constructive environment. Where Members have initiatives and ideas they should discuss them with the Director concerned and a way forward agreed by the parties concerned. This will usually be through the appropriate committee.
- 3.5 The Code of Conduct for Members has a number of provisions which are relevant to the relationship between Members and Officers. These are as follows:-
- A member must treat others with respect [Para.3(1)].
 - A member must not do anything which compromises or which is likely to compromise the impartiality of those who work for, on behalf of, the authority [Para. 3(2)d].
 - A member must when reaching decisions have regard to any relevant advice provided to him by –
 - (a) the authority's chief finance officer acting in pursuance of his duties under section 114 of the Local Government Finance Act 1988 or an equivalent provision in any regulations made under section 6(6) of the Local Government and Housing Act 1989; and
 - (b) the authority's monitoring officer acting in pursuance of his duties under section 5(2) of the Local Government and Housing Act 1989 (Paragraph 6).

4. ROLES OF OFFICERS

- 4.1 Officers are responsible for advising the Council and its Committees on policy and its implementation. They have a duty to give impartial advice to all Members. All officers are employed by, and accountable to, the local authority as a whole.
- 4.2 Support from officers is needed for all the Council's functions and the roles of the full Council, policy committee and individual Members representing their communities.
- 4.3 Day to day managerial and operational decisions should remain the responsibility of the Chief Executive and other officers.

5. RELATIONSHIP BETWEEN MAYOR AND OFFICERS

- 5.1 Officers will ensure that the Mayor is provided with all necessary secretarial and other support and that the dignity of the office of Mayor is respected at all times.

6. RELATIONSHIP BETWEEN LEADER AND OFFICERS

- 6.1 It is of fundamental importance to the effective running of the Council that there is a good working relationship between the Leader of the Council and Officers, in particular the Chief Executive. The Leader and the Chief Executive between them have the prime responsibility for providing leadership not just to the Council but to the wider community.
- 6.2 The Chief Executive will keep the Leader and Shadow Leader regularly informed on matters affecting the Council and will arrange for the necessary support to be provided to the Leader and Shadow Leader to enable him or her to fulfil the role.
- 6.3 In the absence of the Leader or Shadow Leader the Chief Executive will provide the necessary information and support to the Deputy Leader or Shadow Deputy Leader or to any other member nominated by the Leader or Shadow Leader.

7. RELATIONSHIPS BETWEEN CHAIRMEN AND MEMBERS OF POLICY COMMITTEES AND OFFICERS

- 7.1 It is clearly important that there should be a close working relationship between the Chairman of a committee and the relevant Director or Service Head. However such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officer's ability to deal impartially with other Members and other party groups.
- 7.2 Whilst the Chairman may, if he or she so wishes, be consulted as part of the process of drawing up the agenda for a forthcoming meeting, it must be recognised that in some situations an Officer will be under a duty to submit a report on a particular matter. Similarly, an Officer will always be fully responsible for the contents of any report submitted in his or her name. Any issues arising between a Chairman and an Officer in this area should be referred to the Chief Executive for resolution. Where individual members wish

to place an item on an agenda they should notify the Chairman and the Chief Executive.

- 7.3 Finally, it must be remembered that officers within a service are accountable to their Director and/or Service Head and that whilst Officers should always seek to assist a Chairman or any other Member, they must not, in so doing, go beyond the bounds of whatever authority they have been given by their Director or Service Head.

8. OFFICER RELATIONSHIPS WITH PARTY GROUPS

- 8.1 There is now statutory recognition for party groups and it is common practice for such groups to give preliminary consideration to matters of Council business in advance of such matters being considered by the relevant Council decision making body. Officers may properly be called upon to support and contribute to such deliberations by party groups; however, this should always be with the consent of the appropriate Director. Such consent will only be refused in exceptional circumstances and after discussions between the party Leader and the Chief Executive.
- 8.2 The support provided by officers can take many forms, ranging from a briefing meeting with a Chairman or Spokesperson prior to a committee meeting to a presentation to a full party group meeting. Whilst in practice such officer support is likely to be in most demand from whichever party group is for the time being in control of the Council, such support is available to all party groups and also to independent members.
- 8.3 Certain points must, however, be clearly understood by all those participating in this type of process, Members and Officers alike. In particular:
- (a) Officer support in these circumstances must not extend beyond providing information and advice in relation to matters of Council business. Officers must not be involved in advising on matters of party business. The observance of this distinction will be assisted if officers are not expected to be present at meetings, or parts of meetings, when matters of party business are to be discussed.
 - (b) Where Officers provide information and advice to a party group meeting in relation to a matter of council business, this cannot act as a substitute for providing all necessary information and advice to the relevant Committee when the matter in question is considered.
- 8.4 Special care needs to be exercised whenever Officers are involved in providing information and advice to a party group meeting which includes persons who are not members of the Council. Such persons will not be bound by the Council's Code of Conduct (in particular, the provisions concerning the declaration of interests and confidentiality) and for this and other reasons Officers may not be able to provide the same level of information and advice as they would to a Members only meeting.

- 8.5 Officers must respect the confidentiality of any party group discussions at which they are present in the sense that they should not relay either directly or indirectly the content of any such discussion to another party group.
- 8.6 Any particular cases of difficulty or uncertainty in this area of Officer advice to party groups should be raised with the Chief Executive or in his absence, the Monitoring Officer who will discuss them with the relevant group leader.

9. MEMBERS IN THEIR WARD ROLES AND OFFICERS

- 9.1 Officers will provide support to Members in their role as ward councillors. However the only basis on which the Council can lawfully provide support services (e.g. stationery, typing, printing, photocopying, transport etc) to Members is to assist them in discharging their role as Members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaigning activity or for private purposes.
- 9.2 Whenever a public meeting (with the exception of Committee meetings) is organised by the Council to consider a local issue, all the Members representing the ward or wards affected must, as a matter of course, be invited to attend the meeting. Similarly, whenever the Council undertakes any form of consultative exercise on a local issue, the ward members should be notified at the outset of the exercise.

10. MEMBERS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

- 10.1 Members are free to approach any Council department to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as Members of the Council. This can range from a request for general information about some aspect of a Service's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Director or another Senior Officer of the department concerned.
- 10.2 As regards the legal rights of Members to inspect Council documents, these are covered partly by statute and partly by the common law.
- 10.3 Members have a statutory right to inspect any Council document which contains material relating to any business which is to be transacted at a Council, committee or sub-committee meeting. This right applies irrespective of whether the member is a member of the committee or sub-committee concerned and extends not only to reports which are to be submitted to the meeting, but also to any relevant background papers. This right does not however apply to documents relating to certain items which may appear on the 'exempt' agenda for meetings. The items in question are those which contain exempt information.

- 10.4 The common law right of Members is much broader and is based on the principle that any member has a prima facie right to inspect Council documents so far as his/her access to the documents is reasonably necessary to enable the Member properly to perform his/her duties as a Member of the Council. This principle is commonly referred to as the “need to know” principle.
- 10.5 The exercise of this common law right depends therefore upon the Member’s ability to demonstrate that he/she has the necessary “need to know”. In this respect a Member has no right to “a roving commission” to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the “need to know”. This question must initially be determined by the particular Director whose department holds the document in question (with advice from the Head of Legal and Democratic Services). In the event of dispute, the question falls to be determined by the relevant Committee i.e. the Committee in connection with whose functions the document is held.
- 10.6 In some circumstances (e.g. a Committee Member wishing to inspect documents relating to the functions of that Committee) a Member’s “need to know” will normally be presumed. In other circumstances (e.g. a Member wishing to inspect documents which contain personal information about third parties) a Member will normally be expected to justify the request in specific terms.
- 10.7 Whilst the term “Council document” is very broad and includes for example, any document produced with Council resources, it is accepted by convention that a member of one party group will not have a “need to know” and therefore a right to inspect, a document which forms part of the internal workings of another party group.
- 10.8 Further and more detailed advice regarding Members’ rights to inspect Council documents may be obtained from the Head of Legal and Democratic Services.
- 10.9 Finally, any Council information provided to a Member must only be used by the Member for the purpose for which it was provided i.e. in connection with the proper performance of the Member’s duties as a Member of the Council.

11. MEDIA RELATIONS

- 11.1 Officers shall assist Members in explaining proposals and policies to journalists but not in promoting individual members or their political views. Exceptions are those described in the Code of Practice on Local Authority Publicity, principally when an individual Member is speaking for the Council as a whole or for a committee which they chair.

12. CORRESPONDENCE

- 12.1 Correspondence between an individual Member and an Officer should not normally be copied (by the Officer) to any other Member. Where exceptionally it is necessary to copy the correspondence to another Member, this should be made clear to the original Member.

12.2 Official letters on behalf of the Council should normally be sent out over the name of the appropriate Officer, rather than over the name of a Member. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter to appear over the name of a Member, but this should be the exception rather than the norm. Letters which for example, create obligations or give instructions on behalf of the Council should never be sent out over the name of a Member.

13. REVIEW OF PROTOCOL

13.1 This protocol is intended to provide Members and Officers with guidelines to determine their roles and relations with each other.

13.2 It is intended to be a 'live' document and will be reviewed from time to time to reflect changing circumstances.

13.3 Members or Officers with queries about the Protocol should contact the Head of Legal and Democratic Services, who is the Council's Monitoring Officer.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 6

meeting date: 25 SEPTEMBER 2018
title: REVIEW OF MEMBERS ALLOWANCE SCHEME
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To inform members of the requirement to review our members' allowance scheme
- 1.2 To inform members of the setting up of an independent panel to carry out the review.

2 BACKGROUND

- 2.1 The Local Authorities (Members' Allowances) (England) 2003 require the Council to establish a scheme of members' allowances in accordance with these regulations.
- 2.2 The Council is required to agree and publicise its members' allowance scheme each year and have an independent review at least every 4 years. The last review took place in early 2015.
- 2.3 The Council, in revising the existing scheme, must have regard to the recommendations made by the panel.

3 REVIEW OF MEMBERS' ALLOWANCES SCHEME FOR 2019/20

- 3.1 We are now due to commence our review in time for the 2019/20 municipal year and therefore need to appoint an independent panel.

Appointment of Panel

- 3.2 The Independent Panel in 2015 was;

- David Morris (ex Chief Executive)
- Keith Powers (North West Employers Organisation)
- Rev Andy Froud (St Mary's Church Clitheroe)
- Ian Lloyd (Clitheroe Chamber of Trade)

Advised by:
Marshal Scott, Diane Rice and myself

- 3.3 We intend to approach the same individuals to see if they are available to carry out this review.

Process

- 3.4 It is expected the panel will meet a number of times and interview a number of existing members regarding various aspects of the current scheme.
- 3.5 The outcome of their review will be reported early in the new calendar year. Any recommendations will need to be considered by you and ultimately approved by Full Council. It is intended to put the new scheme in place in time for the start of the new municipal year.

Publicity

- 3.6 As soon as reasonably practicable after receiving the Independent Remuneration Panel's report the Council must make it available for public inspection. A notice must be publicised in the local press describing the main features of the panel's recommendations and specifying the amounts of each allowance. The notice must also state that copies of the Panel's report are available for public inspection.
- 3.7 Once the Council has approved the Scheme for Members' Allowances it must make arrangements for its publication by:-
- ensuring that copies of the scheme are available for public inspection; and
 - publishing a notice in the local press describing the main features of the scheme and specifying the amounts payable in respect of each allowance mentioned in the scheme.
- 3.8 There should be an indication of any differences from the recommendations in the report of the Independent Remuneration Panel.
- 3.9 The Council is also required to publish the amount of allowances paid to each Member as soon as practicable at the end of each financial year.
- 4 RECOMMENDATION
- 4.1 That we appoint an independent panel to commence the review of our members' allowance scheme in time for the 2019/20 municipal year.

DIRECTOR OF RESOURCES

PF54-18/JP/AC
14 September 2018

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 7

meeting date: 25 SEPTEMBER 2018
 title: CAPITAL MONITORING 2018/19
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To report progress on the approved 2018/19 capital programme for this Committee for the period to the end of August 2018 and to request approval for additional capital budget on one capital scheme.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 Three schemes, totalling £156,420, were approved as this Committee's original estimate capital programme by the Policy and Finance Committee and Full Council at their respective meetings in February 2018 and March 2018.

2.2 Three schemes in the 2017/18 capital programme were not completed by 31 March 2018 and had unspent budget available at that date. The total unspent budget on these schemes, totalling £86,140 and known as slippage, was transferred into the 2018/19 capital programme budget.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of six schemes is £242,560. This is shown at Annex 1.

3 CAPITAL MONITORING 2018/19

3.1 The table below summarises this Committee's capital programme budget, expenditure to date and variance as at the end of August 2018. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

Original Estimate 2018/19 £	Slippage from 2017/18 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of August 2018 £	Variance as at end of August 2018 £
156,420	86,140	242,560	89,429	-153,131

3.2 At the end of August 2018 £89,429 had been spent or committed. This is 36.9% of the annual capital programme budget for this Committee.

3.3 The Civic suite upgrade scheme has been completed, three schemes are on-track to be completed in-year and officers are aiming to complete the New Council telephone system scheme in-year, dependent on the timescale for the preferred solution. However, the Lift replacement at Council Offices scheme will not be completed in-year.

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

- **Queensway Garages – replace roof covering and repairs (-£7,625):** The majority of the work on the scheme is complete and officers are awaiting agreement with residents on gaining access to the rear of some of the garages to complete the final part of the work. At this stage, it is expected that the scheme will be completed in-year.
- **Lift replacement at Council Offices (-£87,000):** The design and build specification needs to be finalised before the scheme is put out to tender. The time required for the tender, design and build stages means that the scheme will not be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.
- **Replacement server for Revenues and Benefits (-£12,400):** The pre-installation technical architecture review has been completed, the preferred server has been selected and IT consultant installation input has been confirmed, so the new server will be installed by December 2018. The latest cost of the server coupled with the need for IT consultant input on the scheme means that the estimated scheme cost is now £24,000 and additional budget of £10,500 is required (see additional approval request below).
- **New Council telephone system (-£45,000):** Following supplier input on the type of replacement system or system upgrade available to provide telephony resilience for future years, lead officers and CMT discussed the initial options considered and agreed the next steps for the scheme. Lead officers will now gather more information on technical specifications, costings and timescales and suggest a preferred solution. The preferred solution will be reported to CMT and a future Policy and Finance Committee meeting. At this stage, officers are aiming to complete the scheme in 2018/19, but this is dependent on the timescale for the preferred solution.

4 ADDITIONAL APPROVAL 2018/19

4.1 It is proposed that the increased £10,500 budget required for the Replacement server for Revenues and Benefits scheme could be funded from the Housing Benefits and Local Council Tax Support New Burdens Equipment Reserve.

4.2 This Committee is requested to approve the additional capital scheme budget of £10,500 on this basis.

5 RISK ASSESSMENT

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

- **Resources –** There is an additional financing requirement of £10,500 required for this Committee's 2018/19 capital programme, which can be funded from amounts already set aside in earmarked reserves.
- **Technical, Environmental and Legal –** The Revenues and Benefits replacement server's operating system will be supported on the latest release of the Northgate Revenues & Benefits software.
- **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 At the end of August 2018 £89,429 had been spent or committed. This is 36.9% of the annual capital programme budget for this Committee.
- 6.2 The Civic suite upgrade scheme has been completed, three schemes are on-track to be completed in-year and officers are aiming to complete the New Council telephone system scheme in-year, dependent on the timescale for the preferred solution. However, the Lift replacement at Council Offices scheme will not be completed in-year.
- 6.3 Additional budget of £10,500 is required on the Replacement server for Revenues and Benefits scheme. This can be funded by amounts already set aside in the Housing Benefits and Local Council Tax Support New Burdens Equipment Reserve.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Approve additional budget of £10,500 for the Replacement server for Revenues and Benefits scheme, to be funded by amounts already set aside in the Housing Benefits and Local Council Tax Support New Burdens Equipment Reserve.

SENIOR ACCOUNTANT
PF53-18/AC/AC
14 September 2018

DIRECTOR OF RESOURCES

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Policy and Finance Committee – Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Slippage from 2017/18 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of August 2018 £	Variance as at end of August 2018 £
QGARR	Queensway Garages – replace roof covering and repairs	23,000	0	23,000	15,375	-7,625
COLFT	Lift replacement at Council Offices	87,000	0	87,000	0	-87,000
CFUPG	Financial system upgrade	46,420	0	46,420	46,420	0
RBSVR	Replacement server for Revenues and Benefits	0	13,500	13,500	1,100	-12,400
PHONE	New Council telephone system	0	45,000	45,000	0	-45,000
CSUPG	Civic suite upgrade	0	27,640	27,640	26,534	-1,106
Total Policy and Finance Committee		156,420	86,140	242,560	89,429	-153,131

Policy and Finance Committee Individual Scheme Details

Queensway Garages – replace roof covering and repairs

Service Area: Estates
Head of Service: Adrian Harper

Brief Description of the Scheme:

The Garage site comprising 23 garages is now managed again by the Council.

The Garages are in a poor condition and are in need of repairs. The roof covering has reached the end of its economic life. An estimate for works including the removal and disposal of the existing asbestos cement roofs, replacing with steel roofing sheets and some maintenance work to the metal up and over doors would come to a cost of £23,000.

It should be noted that the Council previously generated an income of approximately £3,600 per year when Ribble Valley Homes managed the garage site. Now the Council have taken back management of the garage site, it is estimated further income of £3,600 per year will be accrued, resulting in estimated income of £7,200 per annum.

Revenue Implications:

-£3,600 Fees and charges income per annum – garage rents additional income now the Council manage the garages.

£500 Premises related costs per annum – yearly maintenance costs now the Council manage the garages.

Timescale for Completion:

Spring 2018: Specify and Tender.

Summer 2018: Commencement of works and completion.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2018 £	Variance as at end of August 2018 £
Total Approved Budget 2018/19	23,000	15,375	-7,625
ANTICIPATED TOTAL SCHEME COST	23,000		

Progress - Budget Holder Comments

August 2018: The majority of the work on the scheme is complete and officers are awaiting agreement with residents on gaining access to the rear of some of the garages to complete the final part of the work. At this stage, it is expected that the scheme will be completed in-year.

Policy and Finance Committee Individual Scheme Details

Lift replacement at Council Offices

Service Area: Council Offices
Head of Service: Adrian Harper

Brief Description of the Scheme:

The council offices lift is the only accessible entrance to the council offices. The exact age of the lift itself is unidentified. The gear box that controls the lift is 38 years old so it can be assumed that the lift has been in situ since 1979. The lift is coming to the end of its economic life. In 2013 essential repair works to the lift were undertaken to keep the lift in operation; the total cost of this was £5,170. These works entailed replacement of the lift ropes and repairs to the drive sheave. It is generally thought that a reasonable operating life cycle for a lift would be 20-25 years although this expectation is dependent on usage and the environment in which the lift has been installed. The design life of a lift can and has been extended with routine servicing and by using replacement parts of the correct compatibility. The older a lift becomes sourcing original parts becomes increasingly difficult as they are no longer manufactured. As the legislation changes modifications are required to improve/meet compliance. The current standards in force for new lift installations are the BS EN81 series. To ensure the increased safety of existing lifts BS EN81-80 contains the rules for improvement of existing lift installations. Any existing lift installation should be assessed to this standard to ensure it meets the highest level of safety. The lift at the council offices does not comply with BS EN81-80. However, currently there is no legal obligation to comply.

The lift requires replacement because it is coming to the end of its economic life, does not comply with the latest BS standards and is currently unreliable.

Revenue Implications:

None.

Timescale for Completion:

Spring 2018: Out to tender. Summer 2018: Install new lift.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2018 £	Variance as at end of August 2018 £
Total Approved Budget 2018/19	87,000	0	-87,000
ANTICIPATED TOTAL SCHEME COST	87,000		

Progress - Budget Holder Comments

August 2018: The design and build specification needs to be finalised before the scheme is put out to tender. The time required for the tender, design and build stages means that the scheme will not be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.

Policy and Finance Committee Individual Scheme Details

Financial system upgrade

Service Area: Financial Services
Head of Service: Lawson Oddie

Brief Description of the Scheme:

We were made aware towards the end of 2017 by the software supplier of our financial systems that the rich client version that we currently use is to be withdrawn from mid-2018 and that we will be forced to move to the web-based version.

As a result, a financial system upgrade capital scheme is required for the 2018/19 financial year.

Revenue Implications:

There will be an increase to our annual maintenance and support charge of £2,800. The current annual charge is £18,679.

Timescale for Completion:

We have been told that the very latest date that could be permitted for a move to the web-version of the software in 'live' would be December 2018. We will look to undertake the implementation after the audit of the Statement of Accounts for 2017/18 - therefore between August and December 2018. Any interim work that could be undertaken without impacting on the closedown process and audit will be undertaken earlier where possible.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2018 £	Variance as at end of August 2018 £
Total Approved Budget 2018/19	46,420	46,420	0
ANTICIPATED TOTAL SCHEME COST	46,420		

Progress - Budget Holder Comments

August 2018: The upgrade software has been paid for. The IT consultancy input for the web upgrade and conversion part of the scheme, which is required to complete the scheme, will be scheduled in within this financial year.

Policy and Finance Committee Individual Scheme Details

Replacement server for Revenues and Benefits

Service Area: Revenues and Benefits

Submitted by: Mark Edmondson

Brief Description of the Scheme:

This scheme allows for the future replacement of the current SUN M3000 server which hosts the Council's Revenues and Benefits system. In 2017, the current server would be over 5 years old.

Revenue Implications:

Reduced yearly support and maintenance costs of approximately £1,000 per annum.

Timescale for Completion:

During 2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2018 £	Variance as at end of August 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	13,500		
Total Approved Budget 2018/19	13,500	1,100	-12,400
Actual Expenditure 2017/18	0		
ANTICIPATED TOTAL SCHEME COST	24,000	<i>see below</i>	

Progress – Budget Holder Comments:

August 2018: The pre-installation technical architecture review has been completed, the preferred server has been selected and IT consultant installation input has been confirmed, so the new server will be installed by December 2018. The best quote received for the server and the need for IT consultant input on the scheme means that the estimated scheme cost is £24,000, which is £10,500 more than the current scheme budget of £13,500. The replacement server is required because the current server's operating system is not supported on the latest release of the Northgate Revenues & Benefits software and the additional budget requirement can be funded from the Housing Benefits and Local Council Tax Support New Burdens Equipment Reserve.

March 2018: The ICT section were awaiting technical and initial quote feedback from the main revenues system suppliers at year-end, before planning further quotes and the implementation

**Policy and Finance Committee
Individual Scheme Details**

approach for the server. Slippage of £13,500 into the 2018/19 financial year is required to purchase the replacement server.

***December 2017:** ICT are awaiting technical and initial quote feedback from the main revenues system suppliers, before planning further quotes and the implementation approach. Given this, there is no planned end date at this stage and completion within the current financial year cannot be estimated with any certainty at this stage. If the scheme is not completed by year-end, then any unspent budget will be rolled forward at year-end to support spend in 2018/19.*

***September 2017:** The scheme implementation and procurement plan will be worked up between Revenues section and ICT. At this stage, the aim is to complete the scheme by the end of the financial year.*

***July 2017:** The scheme implementation and procurement plan has not started yet. It will be worked up between Revenues section and ICT. At this stage, the aim is to complete the scheme by the end of the financial year.*

Policy and Finance Committee Individual Scheme Details

New Council telephone system

Service Area: Organisation and Member Development

Submitted by: Michelle Smith

Brief Description of the Scheme:

A new telephone system is required for the Council, as follows:

- The current Phillips system is now 10 years old and the manufacturers have indicated that it will be unsupported from 2016 onwards, which will create issues in respect of ongoing repair and maintenance.
- There have been several system failures recently. In addition, it has been difficult to get repairs done promptly and adequately when these failures have occurred. This has had a negative impact on the smooth running of Council departments.

The capital scheme may involve:

- A new system (including main switchboard).
- Servers and updated handsets hardware to run the system on.
- Technical/consultant input to help spec the detail of the system and assist with the procurement process.

Revenue Implications:

To be confirmed.

Timescale for Completion:

Start technical assessment and procurement with aim of implementing the new system as soon as possible in 2017/18.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2018 £	Variance as at end of August 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	45,000		
Total Approved Budget 2018/19	45,000	0	-45,000
Actual Expenditure 2017/18	0		
ANTICIPATED TOTAL SCHEME COST	45,000		

**Policy and Finance Committee
Individual Scheme Details****Progress – Budget Holder Comments:**

August 2018: Following supplier input on the type of replacement system or system upgrade available to provide telephony resilience for future years, lead officers and CMT discussed the initial options considered and agreed the next steps for the scheme. Lead officers will now gather more information on technical specifications, costings and timescales and suggest a preferred solution. The preferred solution will be reported to CMT and a future Policy and Finance Committee meeting. At this stage, officers are aiming to complete the scheme in 2018/19, but this is dependent on the timescale for the preferred solution.

March 2018: The scheme is still in development stage, having sought supplier input over a period of time on the most appropriate telephone system solution. This is an iterative process. Following supplier input, officers will now develop the system requirements, a detailed specification will be confirmed and quotes will be obtained. Slippage of £45,000 into the 2018/19 financial year is required to complete the delivery of the new system.

December 2017: An initial meeting and follow up telephone conference with a potential supplier have taken place. The potential supplier will now visit the Council and officers will then develop the system requirements. Following this, a detailed specification will be confirmed and quotes will be obtained. Given this, completion within the current financial year cannot be estimated with any certainty at this stage. If the scheme is not completed by year-end, then any unspent budget will be rolled forward at year-end to support spend in 2018/19.

September 2017: Officers met with a potential supplier in September and are currently awaiting technical feedback on the system requirements. Following this, a detailed specification will be produced and quotes obtained. The implementation timescale will be clearer at detailed specification stage. Given this, completion within the current financial year cannot be estimated with any certainty at this stage.

July/August 2017: Officers are meeting with a potential supplier in September to discuss the options available for a new telephone system. It is hoped that this will provide the information to work up the detailed specification for the scheme. The detailed specification will provide the basis for what we will ask suppliers to quote for and may possibly also lead to some new ways of working. Given this, completion within the current financial year cannot be estimated with any certainty at this stage. The implementation timescale will be clearer at detailed specification stage.

Policy and Finance Committee Individual Scheme Details

Civic suite upgrade

Service Area: Civic Suite

Submitted by: Adrian Harper

Brief Description of the Scheme:

1. Audio, lighting and CCTV:

The audio system is dated and ineffective for members not sat at the top table or for those in the public gallery. The lighting is original and ineffective. The proposal is to install a wireless delegate PA system. This to include individual wireless microphones for all members. The proposal for the lighting is to replace all lighting within the suite, the meeting rooms and the gallery with LED units and upgrade the existing CCTV system for the public gallery.

2. Projector and screen:

The projector is only approximately 7 years old but is outdated and there have been issues recently with reliability and quality. The proposal is to replace the projector with a HD projector together with a new wider 16:10 wall screen.

Revenue Implications:

None – existing service continues.

Timescale for Completion:

May 2017: Contact potential suppliers and request samples and specifications.

July 2017: Consultation with CMT regarding options.

September 2017: Obtain firm quotations and place orders.

November 2017: Commence upgrading works.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of August 2018 £	Variance as at end of August 2018 £
Original Estimate 2018/19	0		
Slippage from 2017/18	27,640		
Total Approved Budget 2018/19	27,640	26,534	-1,106
Actual Expenditure 2017/18	13,510		
ANTICIPATED TOTAL SCHEME COST	40,044		

**Policy and Finance Committee
Individual Scheme Details****Progress – Budget Holder Comments:**

August 2018: SCHEME COMPLETE – Spend has been on the areas that slippage was approved for, namely the audio conferencing system, motorised and other curtains and final electrical work.

March 2018: The work was all planned and ordered in 2017/18, but the following work still required completing at year-end: audio conferencing system installation, motorised curtains, other curtains and a small amount of electrical work. Slippage of £27,640 into the 2018/19 financial year is needed to fund this work.

December 2017: Four quotes have been obtained for the civic suite upgrade equipment sound system, which is the main cost item on this scheme. The sound system from the preferred supplier will be demonstrated to the member task and finish group in mid-January 2018, for their agreement before an order is placed. Work will also be undertaken on new lighting. It is expected that the scheme will be completed by the end of the financial year.

September 2017: Following discussion with potential suppliers the civic suite upgrade scheme and tables and seating renewal scheme are now being procured separately. A preferred supplier will be selected for the Civic Suite upgrade scheme following receipt of quotes, with the aim of completing the scheme within the financial year.

July 2017: The Civic suite upgrade scheme (which relates to audio, lighting, CCTV, projector and screen equipment) and the Council chamber seating renewal scheme (which relates to new seating and tables) are being implemented in tandem, as the technology elements of the upgrade scheme do have an impact on the type and layout of tables and seating in the Council chamber. Different layouts for the seating and tables have been considered and a preferred layout has been confirmed. Officers are meeting with a potential supplier of audio equipment in September. Following this, the detailed procurement can begin for both schemes. At this stage, the aim is to complete both schemes by the end of the financial year.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 8

meeting date: 25TH SEPTEMBER 2018
title: PERFORMANCE MANAGEMENT FRAMEWORK REVIEW 2018
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 To seek approval for the new Performance Management Framework following a review.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – The scope of the Peer Challenge covered:
 - Corporate Priorities – understanding of local place and priority setting,
 - Other Considerations - leadership, governance, financial planning, and capacity to deliver.

2 BACKGROUND

- 2.1 Performance management is a way of describing the number of different areas of work and management arrangements that the Council uses to ensure that it achieves what it sets out to do within the resources it has committed. It is also about how we consistently plan and manage improvements to our services.
- 2.2 The Performance Management Framework supports a coordinated approach, with everyone understanding their part in the different processes and actively participating in them. The framework provides the basis for ensuring that we understand the various elements which contribute to delivering effective and efficient services that meet the needs of the local community.
- 2.3 The Performance Management Framework links plans and performance outcomes and measures together, connecting corporate priorities with the activities and actions of managers and staff at a service, team and individual level.
- 2.4 The Corporate Strategy is a central part of the policy framework setting out the corporate priorities and objectives that the Council aims to achieve over the four years of the strategy.
- 2.5 The Council's Performance Management Framework has been subject to reviews in the past, with the last full review being completed in 2011.
- 2.6 Following the Peer Challenge an action plan was formulated and approved by committee. The action plan included a commitment to reviewing the Council's Performance Management Framework.

3 RISK ASSESSMENT

- 3.1 The approval of this report may have the following implications
- Resources – None identified.
 - Technical, Environmental and Legal – None identified.
 - Political – None identified.
 - Reputation – None identified.

- Equality & Diversity - None identified.

4 IT IS RECOMMENDED THAT COMMITTEE

- 4.1 Consider and approve the Performance Management Framework as provided at Appendix A.

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

RIBBLE VALLEY BOROUGH COUNCIL

Performance Management Framework



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

September 2018

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INTRODUCTION

Performance management is a way of describing the number of different areas of work and management arrangements that the Council uses to ensure that it achieves what it sets out to do within the resources it has committed. It is also about how we consistently plan and manage improvements to our services.

The Performance Management Framework supports a coordinated approach, with everyone understanding their part in the different processes and actively participating in them. Our framework provides the basis for ensuring that we understand the various elements which contribute to delivering effective and efficient services that meet the needs of the local community.

The Council has adopted this Performance Management Framework to ensure that services are focused on continuous improvement.

SCOPE AND CONTENT

The Performance Management Framework helps us to:

- be clear about what we are trying to achieve
- understand exactly how we are going to achieve it
- understand how we will monitor and report progress through regular evaluation
- understand how the contribution of individual members of staff, managers, teams and services relate to each other and help to deliver our priorities

Our Performance Management Framework provides an overview of the arrangements in place to manage performance and our performance management information system, Pentana Performance, provides performance information and data so that everyone knows what needs to be achieved, what is required of them and when, what is measured and managed, and what progress we are making - all in one place.

To help achieve our aims we are striving to ensure that the following characteristics, which are key in high performing organisations, are embedded at the Council:



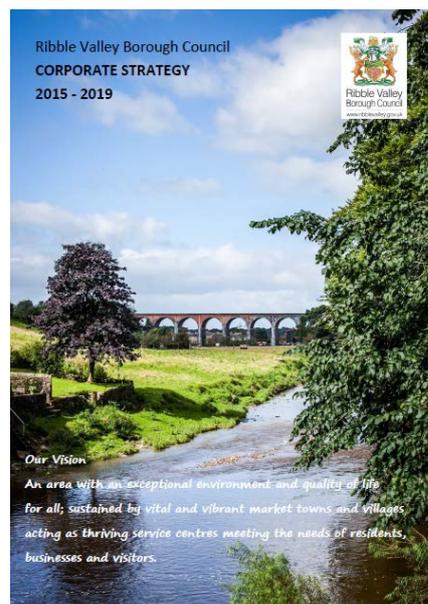
STRATEGIC PLANNING AND POLICY FRAMEWORK

Strategic planning is the essential foundation for effective performance management. The purpose of strategic planning is to translate high level priorities into management action and linked measures of performance.

Strategic planning needs to be undertaken at all levels of the Council. Our Performance Management Framework links plans and performance outcomes and measures together, connecting corporate priorities with the activities and actions of managers and staff at a service, team and individual level.

The Corporate Strategy is a central part of the policy framework setting out the corporate priorities and objectives that the Council aims to achieve over the four years of the strategy.

The Council plans its finances to deliver these priorities and to manage spending within available resources by producing and regularly updating a rolling budget through the Medium Term Financial Strategy (MTFS). The MTFS summarises the same priorities and objectives as the Corporate Strategy but expresses them in financial terms, whilst highlighting any imbalance - being the need to make savings and manage expectations.



Corporate Strategy



Underpinning these are other specific plans and policies that explain the approach to particular areas of activity and that link to relevant legislation.

Service Plans should be produced by each of our services showing what they will do to contribute to the achievement of outcomes within the Corporate Strategy, and key operational actions and activities for service delivery.

Individual Performance Appraisals contain personal objectives that will help to achieve actions within the relevant Service Plan and the priorities and outcomes in the Corporate Strategy.

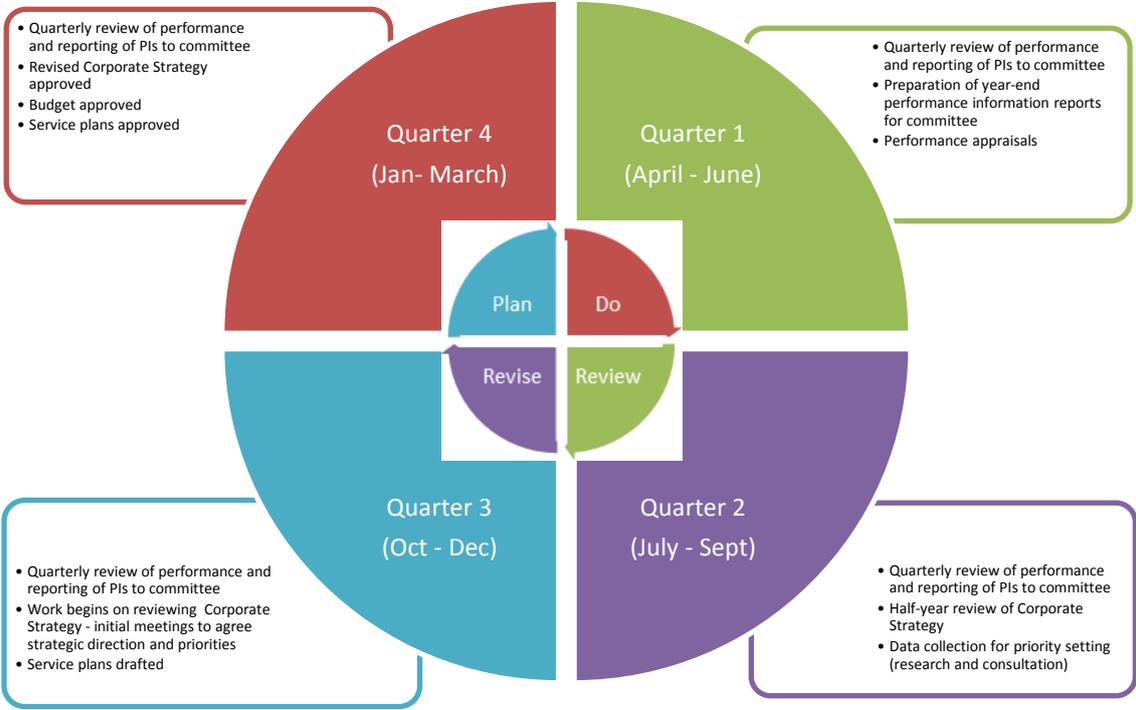
DEVELOPMENT OF THE NEW CORPORATE STRATEGY 2019-2023

Following local elections in May 2019 the new Council will agree a strategic direction and together with senior management agree the priorities for the Council over the strategy's four year life-span. Priority setting will be based on meeting the needs of the local community. Research, consultation and performance information will also be used to help set objectives.

The new strategy will be subject to regular review. Our strategic planning broadly takes place on an annual cycle, but in order to respond effectively to ever changing environment in which

we have to deliver services to our customers, planning and reviewing is a recurring process that also takes place on a quarterly basis.

The diagram below sets out the annual strategic planning and performance cycle:



PERFORMANCE PLANNING, MONITORING AND REVIEW CYCLE

The performance planning, monitoring and review cycle provides an opportunity to continuously review our performance and to take early action if something is going wrong. There are four stages to the process:

PLANNING

Where are we now, and where do we want to be?

Where we are now is reflected in actual performance against our agreed measures (at both a corporate and service level). This helps us to interpret data and contextual information to understand current performance, look for recognised trends (if there are any) and identify opportunities that will improve performance and help us to get to where we want to be through planned and systematic changes.

DOING

How do we get to where we want to be?

To get to where we want to be we need to maximise our capacity to deliver actions set out in our various plans, manage risks and allocate resources and use performance management monitoring and information to ensure we remain on course.

REVIEWING

How are we doing and are we there yet?

By monitoring and managing performance we can assess our progress towards achieving our ambitions.

REVISING

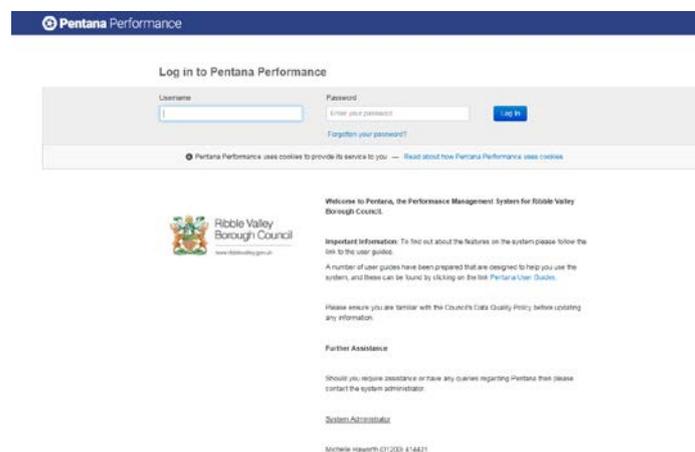
What do we do next?

It is important that our services evolve to meet changing business needs and those of our residents. Having reviewed our performance we may need to change what we are doing to revise our ambitions and priorities in light of emerging issues and lessons learned so that we continuously improve the services we deliver.

To maximise the effectiveness of business planning and the performance monitoring and review cycle a timetable sets out how these align to each other, and to the budget monitoring and financial planning process.

PERFORMANCE MANAGEMENT SYSTEM – PENTANA PERFORMANCE

To facilitate efficient and effective performance management, important data and related contextual information is monitored and reported through Pentana Performance, our performance management information system.



The screenshot shows the login interface for Pentana Performance. At the top, there is a blue header with the Pentana Performance logo. Below this is a white box titled "Log in to Pentana Performance". Inside this box, there are two input fields: "Username" and "Password". The password field has a "Show/Hide" icon. To the right of the password field is a blue "Log In" button. Below the password field, there are two links: "Forgot your password?" and "Forgot your password?". Below the login box, there is a small blue banner with the text "Pentana Performance uses cookies to provide its service to you" and a link "Read about how Pentana Performance uses cookies".

Below the login box, there is a section for "Ribble Valley Borough Council" with its logo and website address. To the right of the logo, there is a "Welcome to Pentana, the Performance Management System for Ribble Valley Borough Council." message. Below this, there is an "Important Information" section with a link to the user guide. Below that, there is a section for "Further Assistance" with a link to contact the system administrator. At the bottom, there is a "System Administrator" section with the name "Michelle Howarth" and the phone number "01203 414421".

The system provides a number of ways to help make the most of one of our most important assets: information. Pentana Performance is cloud-based performance management software that provides real time visibility, and control, of every aspect of strategic and operational performance and risk. The Council uses the system to:

- Control and improve strategic and operational performance
- Meet targets and achieve objectives
- Comply with regulations and standards
- Anticipate problems and opportunities

The modules we currently use include:

- **KEY PERFORMANCE INDICATOR (KPI) MANAGEMENT** - The module is used to focus management attention on key metrics in order to take corrective action where needed. The Performance module provides an integrated, organisation-wide repository for performance information.
- **DASHBOARDS, CHARTS AND MANAGEMENT REPORTING** - This module provides visually comparable trend data for performance indicators against specified time periods using flexible charting tools. Dashboards provide single-page displays of the most important information people need to do a job. The modules present results and progress in visually-engaging reports.
- **ACTION MANAGEMENT** - This module allows us to track progress on actions, plans and projects.

The system also includes the following modules which we currently do not subscribe to:

- **INCIDENT REPORTING, FEEDBACK AND COMPLAINTS MANAGEMENT** - These modules manage the customer communication process, allowing users to monitor contact from start to finish, consolidating all customer communications into a single, structured system that makes it easier to investigate and resolve incidents.
- **AUDIT RECOMMENDATIONS** - The system can be used to improve collaboration and transparency in progressing recommendations arising from risk and control reviews. Managing recommendations transforms audits in to the starting point for strategic organisational change projects.
- **APPRAISAL AND COMPETENCE MANAGEMENT** - This module can be used to carry out performance appraisals. The system can be used to help understanding of and communicate the individual's role in the organisation's strategic success. The Appraisal module streamlines the employee performance management process and captures business intelligence to support HR decision-making.
- **DOCUMENT AND POLICY MANAGEMENT** - This module can be used to communicate policies to staff to protect the organisation from exposure to the risk of non-compliance. The system provides an integrated, organisation-wide document repository for all corporate policies, ensuring compliance and efficient administration.
- **RISK MANAGEMENT** - The risk module helps to ensure a dynamic and integrated process for risk management. Organisation wide risks can be seen in interactive dashboards and heat maps, giving management a live view of emerging risk and plans for action.

ACCOUNTABILITY – TAKING RESPONSIBILITY FOR RESULTS

Effective performance management requires clearly defined and structured accountability. Business planning and regular review and revision need to take place at all levels of the Council – the different roles and responsibilities expected from each of these is set out below.

COMMITTEE

Ultimately, councillors are responsible for setting the direction of the Council. They do this annually by approving the Corporate Strategy. The document sets out the strategic direction of the Council over a four year period (the period between local elections), providing a focus to ensure that the services we deliver meet the needs of our communities.

The Strategy 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.

Throughout the year Heads of Service are responsible for providing regular performance information to each committee.

Each committee also receives an annual report, prepared by the Policy and Performance Officer, detailing year-end performance under their area of responsibility. This report also provides information on targets set for the following year.

CORPORATE MANAGEMENT TEAM

Corporate Management Team review performance on a quarterly basis and can ask Heads of Service to review areas of concern and agree management action to address under-performance at any time.

CHIEF EXECUTIVE AND DIRECTORS

The Chief Executive and Directors are responsible for overseeing the performance of the whole of their service area. They make sure that Service Plans are monitored.

HEADS OF SERVICE

Heads of Service managers are assigned as 'owners' of success measures, actions and performance indicators with overall responsibility for their performance and early intervention if things are going wrong, so that action can be taken to get back on-track.

Heads of Service should meet with their teams regularly to share information, review progress of performance information and service plans, and take action to deal with underperformance, develop ideas, identify emerging issues and areas of work for the next plan and agree a way forward on a variety of matters.

Heads of Service have general responsibility for corporate activities and actions such as sickness absence management, governance and assurance and health and safety. Whilst various mechanisms are in the place to monitor these, Pentana can be used so that relevant data and information is captured in one place.

INDIVIDUALS

All staff have a responsibility to deliver the tasks that have been agreed in their appraisal and understand how their work contributes to team, service and Council priorities. Within Pentana, individuals can be assigned to success measures, actions and project milestones that they will be responsible for, updating data and commentary at agreed frequencies (monthly, quarterly, half yearly or annually).

PRINCIPAL POLICY AND PERFORMANCE OFFICER

The Principal Policy and Performance Officer co-ordinates the Councils performance management, monitoring and reporting and provides guidance and support on corporate and service business planning arrangements.

SUPPORT SERVICES

Human Resources support the delivery of quality services through the development of a skilled and motivated workforce.

Other support services will provide advice and support so that governance arrangements are in place that will deliver the Council's priorities whilst making the best use of resources that represent value for money and proper stewardship.

Financial management is a crucial part of the business planning cycle – planning how to allocate resources, understanding what can be afforded, and managing the budget, cost and income risks. Resources (Finance) will provide sound financial advice and help find solutions and manage opportunities and challenges that will deliver services within available resources.

ASSURANCE AND QUALITY CONTROL

Our performance culture is founded on the knowledge that everyone contributes through our performance management framework and, where appropriate, measurable activities at every level (i.e. individual, team, service and corporate) that translate into outcomes that affect and have an impact on delivering and improving our services.

The key to this is determining success measures that are derived from purpose. This means understanding what the system or activity is there to do (e.g. Increase recycling rates; Increase number of affordable homes) and then ensuring that the measures help us to tell whether we are actually doing this.

Once we have the right measures, they must be measured the right way. This involves considering good quality data reported in a timely and accurate way that tells us about the actual performance of our measures. The key is to intelligently interpret data – as well as contextual information - and to use this to understand the capability of the system or activity, taking into account recognised trends and variations and identifying opportunities for improving performance where this is needed. The right measures then provide an evidence base from which to make decisions, initiate systematic adjustments and determine actions.

PERFORMANCE MANAGEMENT FRAMEWORK (PMF) EVALUATION

This PMF will be reviewed annually or when significant changes are made to the way the Council plans and monitors performance to ensure it both remains appropriate to the Council's performance management needs, and contributes to the achievement of measurable service and corporate improvements.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 8a

meeting date: TUESDAY, 25 SEPTEMBER 2018
title: RE-DEVELOPMENT OF CLITHEROE MARKET SITE - UPDATE
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
principal author: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING

1. PURPOSE

1.1 To receive an update on the market area re-development project and agree actions in respect of a development scheme for this site.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To encourage economic development and sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – To continue to progress the re-development of the town centre and market site.
- Other Considerations – To ensure the Council is a well-managed and efficient authority.

2. BACKGROUND

2.1 Since 2014 discussions have been ongoing in respect of a scheme for the re-development of the Clitheroe Market Quarter Development.

2.2 A design team, led by the Chairman of Policy and Finance Committee and the Chairman of the Market Working Group, with officer support, was established to progress the scheme in September 2017.

2.3 At Policy and Finance Committee on 19 June 2018 Members considered the work done to date by the design team, which saw a reduction in the scale of development and consideration of the level of leisure offer within the development.

2.4 The Committee agreed the following actions:

1. Approve the scheme as now proposed in principle for it to move to the next stage.
2. Agree that Heads of Terms, a Development Agreement and Financial Appraisal be prepared based upon the scheme as now presented and reported back to this Committee for consideration.
3. Delegate to the Chief Executive, in consultation with the Chairman and Vice-Chairman of this Committee, a strategy for publicising the scheme as it develops.

3. UPDATE

3.1 Since June 2018 two further meetings have been held between Barnfield Construction and Council officers. Whilst both meetings were constructive, no further progress has been made.

3.2 Unfortunately, Council Officers have been unable to progress actions 2 and 3 as agreed by Policy and Finance Committee in June as concerns have been raised in respect of access to the site and the deliverability of the scheme along with concerns raised by residents and businesses. The Council is committed to bringing forward a scheme for the re-development of the market area, which meets the needs to Clitheroe Town Centre, the existing market traders and businesses, the existing visitors and the future potential tenants and visitors to the town centre.

3.3 This is a sensitive site for which the re-development needs to respect the historic context of the town. To ensure that the right development is secured for the town centre it is recommended that rather than proceed with the actions agreed at June Committee Officers bring a further report to a subsequent Policy and Finance Committee advising on ways to move forward with the re-development of Clitheroe Town Centre.

4 RISK ASSESSMENT

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

- Resources – Any amendments to the scheme may alter the financial viability of the development and/ or may have implications in respect of the original procurement process. This will be a key consideration in ensuring the Council does not face challenges in relation to procurement and state aid rules.
- Technical, Environmental and Legal – The scope to re-negotiate away from the brief and the submission is limited. A detailed assessment of the likely risk of challenge will need to be made as any revisions which result in the scheme moving significantly away from the original submission by way of scope and value are finalised.
- Political – The Council has made a commitment to bring forward a scheme for the re-development of the market area and to consider views from the consultation in that process.
- Reputation – The report highlights the Council’s responsibility as a well-managed authority and its desire to ensure the views of the public can be taken into account.
- Equality & Diversity – None.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Agree to a further report being brought to a later Committee to advise Members on the most appropriate way to move forward with the re-development of this site rather than progress with the actions agreed at the June Policy and Finance Committee

NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 9

meeting date: 25 SEPTEMBER 2018
title: BUSINESS RATE 75% PILOTS
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To inform members regarding the announcement of the Government's invitation for applications for 75% Business Rate Pilots for 2019/20.

2 BACKGROUND

- 2.1 The current 50% Business Rate Retention scheme was introduced in 2013.
- 2.2 Following this local authorities were encouraged to form Business Rate pools sharing risk and reward in return for retaining the levy payable on growth which would otherwise be paid over to the Government.
- 2.3 The Lancashire Business Rate Pool was formed in 2016/17 and has proved successful for all the constituent authorities. There have been some changes in membership since it was formed but the pool continues to operate on the same principles as originally agreed with the Government.
- 2.4 In 2017/18 the Government welcomed proposals for 100% pilots and launched five initial 100% business rates retention pilots in devolution deal areas. These pilots were continued into 2018/19. The government will continue to have separate discussions with the devolution deal areas about their pilot programme.
- 2.5 At the 2017 Autumn Budget it was confirmed that London would become a 100% business rates retention pilot for the duration of the 2018/19 financial year. The pilot comprises of the thirty-two London Boroughs, the City of London and the Greater London Authority. The government will continue to have separate discussions with London about their pilot programme.
- 2.6 At the provisional Local Government Finance Settlement in December 2017, the government announced a further ten 100% business rates retention pilots for the duration of the 2018/19 financial year in local authority areas across England. Whilst these pilots are set to end on 31 March 2019, they are inviting the areas involved to apply to become 75% business rates retention pilots in 2019/20.
- 2.7 This latest announcement on 24 July 2018 sets out the Government's intentions to invite pools of authorities to submit applications to pilot 75% business rates retention in 2019/20, for one year only. The deadline for applications is 25 September 2018. The intention is that the new 75% pilots will provide an opportunity to test and gather information on the design of the new business rate retention system in preparation for 2020/21.

3 NEW 75% PILOTS

- 3.1 Authorities selected as pilots will be expected to forgo Revenue Support Grant and Rural Services Delivery Grant. The value of these grants will be taken into account when revised tariffs and top-up's for the pilot authorities are set up.

- 3.2 The Government expect that a proposed pool would comprise a county council and all of the associated district councils; a group of unitary authorities; or a two-tier area and adjoining unitaries, and it should extend across a functional economic area. Proposals would need to set out the tier splits for all authorities, including Fire and Rescue.
- 3.3 Bids will be required to set out how the pilot will manage risk and reward at a strategic level, and have regard to the financial sustainability of all local authorities involved and also set out how any potential business rate growth will be spent. The bid will also need to make clear the governance arrangements for strategic decision making.
- 3.4 The Government have decided that because the new 75% pilots are testing the pooled authorities approach to risk the 'no detriment' clause applied to previous pilots will no longer apply. Instead of this the Government have increased the safety net from 92.5% to 95% for these new pilot pools.

4 CURRENT BR POOL

- 4.1 As you are aware the current Lancashire Business Rate Pool has proved very successful for all members with retained levies last year totalling £6.011m. Individually pool members have benefitted with retained levies ranging from £389k to £1,113k.
- 4.2 Ribble Valley BC is lead authority for a 3 year period for the Lancashire Pool through whom all payments are channelled.
- 4.3 The table below shows the overall pool position for the last financial year.

2017/18 Lancashire Business Rates Pool Outturn	
	Total £
Retained Levy Calculation	
Total NNDR Income	194,459,738
Small Business Rate Relief	21,210,103
Relief to Other Ratepayers	0
Localism reliefs	1,429,240
Adjusted NNDR Income	217,099,081
40% District Share	86,839,632
Less Tariff payable	-51,222,860
Total Retained Income	35,616,772
Business Rate Baseline Funding Level 17/18	23,489,460
Growth for Year	12,127,312
Levy Rate if no pool existed	45-50%
Total Levy Payment Due to MHCLG if no pool	6,011,453
Retained Levy under Pooling Arrangements (90%)	5,410,308
Due to LCC under Pooling Arrangements (10%)	601,145
Forecast - Based on NNDR1	
Total Levy Payment Due if not under Pooling	4,071,648
Retained Levy under Pooling Arrangements (90%)	3,664,483
Due to LCC under Pooling Arrangements (10%)	407,165

4.4 As you are aware the Lancashire Pool operates on the basis that each member stands their own risk having given up their right to safety net protection on joining the pool. Incidentally a safety net of 92.5% does apply individually but only to the pool as a whole. Additionally each member retains 90% of their levy on growth above their baseline with the remaining 10% payable to LCC. As such the Lancashire Pool works very well and on a simple and transparent basis.

5 LANCASHIRE POSTION - 75% PILOTS

5.1 Discussions have taken place at S151 officer level regarding the potential for a Lancashire wide 75% pilot pool. As lead officer for the current Lancashire BR Pool I have carried out some modelling of a new 75% pilot based on current 2018/19 expected business rate income.

5.2 LCC have independently commissioned a piece of work by Local Government Futures to explore how the financial benefits of a potential 75% pilot in Lancashire.

5.3 Two meetings have been held of LCFO's (6 September 2018 and 13 September 2018) and also a brief discussion took place at the CE's/Leaders meeting on 11 September 2018 where the appetite for a new 75% pilot, and developing a potential application to the Government were explored

6 POSSIBLE FINANCIAL BENEFITS

6.1 Detailed calculations of the financial benefits of a 75% pilot pool have been estimated.

6.2 This is based on the assumption that the Government's 25% share forgone is shared out pro-rata to current tier splits. It is also based on 2018/19 NNDR1 returns completed by each authority. The model includes all Lancashire authorities for illustration purposes.

6.3 A summary is shown in the table below which compares the growth (or loss) we are currently all set to receive for 2018/19 compared with how much growth (or loss) we could receive if we were a 75% pilot will everyone included.

LA	Summary			
	Current Growth £	Pilot Growth £	Extra Growth £	After reallocated to cover losses due to pilot £
Burnley	2,020,664	3,030,997	1,010,332	987,922
Chorley	1,736,086	2,604,128	868,043	848,789
Fylde	1,292,008	1,938,013	646,004	631,675
Hyndburn	229,324	343,986	114,662	112,119
Pendle	832,981	1,249,472	416,491	407,253
Ribble Valley	1,263,730	1,895,595	631,865	617,850
Rossendale	776,324	1,164,486	388,162	379,552
South Ribble	2,385,956	3,578,934	1,192,978	1,166,517
West Lancashire	975,755	1,463,633	487,878	477,056
Wyre	1,360,267	2,040,400	680,133	665,047
Preston	-131,204	-196,806	-65,602	0
Lancaster	770,281	2,310,845	1,540,564	1,506,393
Blackpool	-358,920	-538,381	-179,460	0
Blackburn with Darwen	2,527,745	3,791,617	1,263,872	1,235,839

LA	Summary			
	Current Growth £	Pilot Growth £	Extra Growth £	After reallocated to cover losses due to pilot £
Lancashire CC	3,213,552	4,820,329	1,606,776	1,571,137
Lancashire Fire & Rescue	401,323	601,985	200,662	196,211
Total	19,295,873	30,099,233	10,803,360	10,803,360

- 6.4 You will see two Authorities are predicting a loss in 18/19 based on their NNDR1's (Blackpool and Preston). Under a pilot these losses would actually increase, because the government is reducing how much they are standing of these losses from 50% to 25%. Given the principles of pilots put forward by the Government I have shown the increases in these losses being shared pro rata across the rest of the pilot for illustration purposes
- 6.5 As you are aware the current Lancashire Business Rate Pool has proved very successful for all members with retained levies last year totalling £6.011m. However as you can see from the table above we could be looking at a further £10m of growth within our Lancashire authorities.
- 6.6 As you are aware the Lancashire Pool operates on the basis that each member stands their own risk having given up their right to safety net protection on joining the pool. Incidentally a safety net of 95% will apply to the new pilot pool as a whole. Nonetheless the issue of each member underwriting any losses will be a principle we will all have to agree to.
- 6.7 The table above only shows the extra loss of going to a 75% pilot being shared amongst members. It may be that the authorities affected would expect the full loss to be shared which would fit in with the government's intentions.

7 LATEST POSITION

- 7.1 Lancashire Leaders at their meeting on 11 September 2018 considered whether there was potentially an appetite to submit a 75% pool pilot bid for 2019/20.
- 7.2 The general consensus was a bid should be submitted as the opportunity to retain a further £10m of business rates growth was financially very attractive.
- 7.3 However, how we reach agreement across Lancashire regarding how risks and benefits would be shared was identified as being more difficult to achieve.
- 7.4 Chief Financial Officers were asked to explore whether a proposal for a pilot bid could be put together that was supported by all Lancashire councils bearing in mind that to submit a pilot bid would require all S151 officers signing up to the submission by 25 September.
- 7.5 At the time of writing this report discussions are ongoing regarding the proposed pilot principles and I will update the Committee as soon as more information is available.

8 RECOMMENDATION

- 8.1 Consider whether we would be interested in joining a Lancashire bid to become a new 75% pilot pool.

DIRECTOR OF RESOURCES
17 SEPTEMBER 2018

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.10

meeting date: 25 SEPTEMBER 2018
 title: ATTENDANCE AT LOCAL GOVERNMENT ASSOCIATION CONFERENCE
 submitted by: CHIEF EXECUTIVE
 principal author: MARSHAL SCOTT

1 PURPOSE

1.1 To consider a request from the Conservative Group to increase attendance at the annual Local Government Association [LGA] Conference.

2 BACKGROUND

2.1 The LGA Conference and Exhibition is an annual event held over three days, usually in early July.

2.2 The Conference provides an opportunity for delegates to engage in a range of sessions on how innovation and good practice can deliver the best local public services for their communities.

2.3 Policy discussions are held on topical issues ranging from sustainable funding, adult and children's social care, housing and homelessness, as well as local government in a post-Brexit world.

3 ISSUES

3.1 Historically the event has been attended by the Leaders of the two political groups on the Council accompanied by the Chief Executive.

3.2 I have been advised by the Conservative Group that they would like 5 representatives to go to the Conference in future, to give the Deputy Leader of the Conservative Group and some chairmen the opportunity to familiarise themselves with the LGA and issues within local government.

3.3 Next year's Conference will be held in Bournemouth between the 2-4 July 2019. The cost to attend is £545 + VAT for each delegate, plus hotel accommodation and travel. This would give an estimated cost of approximately £1,000 per delegate.

3.4 The table below sets out the attendance at this year's Conference which was held in Birmingham, by other Lancashire Council's.

Burnley	1	Rossendale	0
Chorley	0	South Ribble	5
Fylde	0	West Lancs	3
Hyndburn	0	Wyre	0
Lancaster	0	Lancashire	4
Pendle	2	Blackburn	2
Preston	2	Blackpool	4

3.5 If Committee do agree to increase the number of delegates, it would be useful to set out the positions of the attendees.

4 RISK ASSESSMENT

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

Resources: the cost of each additional delegate attending next year's LGA Conference is approximately £1,000. The budget includes provision for the attendance of the Chief Executive and the two party Leaders. The cost of any additional delegates will need to be added to the budget.

Technical, Environmental and Legal: None.

Political: this is a request from the ruling Group.

Reputation: no particular comments.

Equality and Diversity: no particular comments.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Consider the request from the Conservative Group to increase the number of attendees at next year's LGA Conference.

5.2 Confirm the positions of those attending.

CHIEF EXECUTIVE

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.11

meeting date: 25 SEPTEMBER 2018
 title: RENTAL OF FORMER PHYSIOTHERAPY CENTRE TO THE FOUNDATION FOR RIBBLE VALLEY FAMILIES
 submitted by: CHIEF EXECUTIVE
 principal author: MARSHAL SCOTT

1 PURPOSE

- 1.1 To consider giving a six months' rent free period to the Foundation for Ribble Valley Families for the use of the former Physiotherapy Centre in Clitheroe.

2 BACKGROUND

- 2.1 At your last meeting, Committee agreed to rent the above building to the Foundation for Ribble Valley Families. The agreement was for a temporary licence for 28 weeks at £60 per week with the licence then continuing subject to a week's notice either side.

3 ISSUES

- 3.1 I have now been advised by the Conservative Group that they wish the Council to grant a six month rent free period to the above Charity.

4 RISK ASSESSMENT

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

Resources: the rental income of £1,560 agreed at the last meeting will be lost. However, prior to the approach from the Foundation for Ribble Valley Families the building was unused.

Technical, Environmental and Legal: the Council has a legal duty to obtain best value in property transactions but short term licences are exempt.

Political: this is a recommendation from the ruling group.

Reputation: if other community and voluntary groups were aware of the rental conditions for this property they may have been interested.

Equality & Diversity: other occupiers of Council premises may request similar treatment.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Consider the Conservative Group recommendation that the Foundation for Ribble Valley Families be given a six months' rent free period of the Former Physiotherapy Centre

CHIEF EXECUTIVE

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 12

meeting date: 25TH SEPTEMBER 2018
 title: REPORT FROM SOCIAL MOBILITY WORKING GROUP
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 To present this committee with the findings of the Social Mobility Working Group and some potential actions.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives –
 - Corporate Priorities –
 - Other Considerations -
 - To sustain a strong and prosperous Ribble Valley
 - To help makes people's lives safer and healthier
 - To develop, with relevant partners, measures to support social mobility

2 BACKGROUND

- 2.1 Following the publication of the 'State of the Nation 2017: Social Mobility in Great Britain report' in November 2017 questions were asked about Ribble Valley's ranking in the Youth area. The borough was ranked 13th worst in the cold spots.
- 2.2 The Social Mobility Commission is an advisory non-departmental public body established under the Life Chances Act 2010. It has a duty to assess progress in improving social mobility in the UK and to promote social mobility in England.
- 2.3 Using 16 indicators, the index assesses the education, employability and housing prospects of people living in each of England's 324 local authority areas. The index highlights where people from disadvantaged backgrounds are most (hot spot) and least (cold spot) likely to make social progress.
- 2.4 Over recent years, the education system has benefited from significant investment in early years, rising standards in schools and growing numbers of working-class youngsters getting a university place, but there remains an entrenched and unbroken correlation between social class and educational success: the income gap is larger than either the ethnicity gap or the gender gap in schools. In short, Britain's deep social mobility problem, for this generation of young people in particular, is getting worse not better.
- 2.5 Policy and Finance Committee at their meeting on 20 March 2018 looked at the results of the report for Ribble Valley. It was agreed to set up a working group "to determine the reasons for the apparent lack of social mobility amongst young people in the Ribble Valley and to provide recommendations for the Council and partners as to how they should tackle the problems going forward".

3 MATTERS CONSIDERED BY THE WORKING GROUP

- 3.1 The working group agreed that 'socially mobile' means making meaningful progress in education / employment.
- 3.2 The group decided to look at all sources of evidence and further information available before coming to any conclusions. This included approaching the DWP (the Job Centre), CAB, Ribble Valley Food Bank, Lancashire County Council (LCC) and Local

Enterprise partnership (LEP).

3.3 The working group noted that:

- schools no longer have dedicated careers advisors to give help and advice to young people
- the only sixth form in the borough is CRGS, which has high entrance attainment levels. This means that those who do not achieve entry may have to travel long distances to colleges outside the borough, for example to Blackburn, Accrington, Craven, and Nelson
- schools are very much 'results based' and in some cases non-achievers may be seen as failures with few systems in place to support them. It was also felt that the aspirations of young people cannot be changed at 16
- in 2016 the number of disadvantaged pupils at Key Stage 4 in Ribble Valley (classed as those that have claimed free school meals (FSMs) at any point during the previous 6 years / children that are looked after) totalled 105.

NEET data (Not in Education, Employment or Training)

3.4 The group felt the focus should be on young people who are NEET as well as those who are in employment but not doing any training as these are likely to be on minimum wage and therefore not as socially mobile.

3.5 School pupils are recorded and tracked from the age of 14. Information is updated by the schools at the end of year 11 when the school knows where the pupil has gone ie into employment or college etc. and also information is passed on by the colleges. It is possible that some information is not recorded if pupils transfer to a college out of the county area e.g. to Craven. The NEET team at LCC follow up on the unknowns by making direct contact with the pupil to ascertain what they are doing. However, the team is now much reduced and therefore data for all districts might not be as up-to-date as it once was. Reporting is done on a monthly basis with a big push for November/December reporting period as this forms the annual report. It is estimated that through this following-up process approximately 50% of unknowns are recorded as being NEET.

Apprenticeships

3.6 The Government is trying to develop the apprenticeship system by introducing an apprentice levy scheme for all employers with more than 250 employees. Apprenticeships enable training and development 'on the job' that give transferrable skills once qualified. There are 5 employers in Ribble Valley that have over 250 employees.

Information from LCC

3.7 LCC provided data relating to boroughs in Lancashire including the final destinations of 2017 school leavers and the data used to calculate the 16 indicators in the State of the nation report. The LCC link for more information on social mobility is <http://www.lancashire.gov.uk/lancashire-insight/deprivation/social-mobility/>

3.8 A further request for information to the NEET team at LCC has received no response.

DWP

3.9 The DWP do not normally come across many school leavers, as young people (school leavers) cannot usually claim benefit until they turn 18 (unless there is an estrangement issue).

3.10 They have approximately five 18 year olds on their books at the present time. They are seeing a slight increase in the amount of 17-24 year old claimant's in Clitheroe due to The Sidings in Clitheroe housing young people who cannot live with their parents.

- 3.11 DWP are hoping that the amount of NEET customers will steadily decrease, as LCC are currently recruiting some Co-ordinator posts across Lancashire and these posts will be working with children from secondary schools, looking at options with 15-16 year olds (Year 11 students). They think this provision within schools has not been particularly well funded in the last few years (which could have had a bearing on the figures we have been looking at?)

The Ribble Valley Food Bank and Citizens Advice Bureau (CAB)

- 3.12 The Ribble Valley Food Bank has not responded to email requests for information.
3.13 CAB does not keep detailed statistics specific to NEET.

LEP

- 3.14 Janet Jackson who works in the LEP Skills Hub came to talk to the working group about what they are doing to increase social mobility and was able to share some up-to-date data on the number of NEETs (and unknowns) for 2017/18 (as at April) and 2018/19 (as at April). In Ribble Valley the number of NEETs had increased from 13 to 26 and the number of unknowns from 26 to 70 – a combined marked increase from 2.8% to 6.6% of school leavers who are NEET or unknown. This data was based on all pupils not just those that are disadvantaged (claiming FSMs).
- 3.15 Janet informed the working group that there is now an Enterprise Advisor Scheme working with 120 schools in Lancashire to match employers with schools to enhance work experience opportunities or careers support. This includes talks in school, as well as visits out of school. Employer encounter activity is reported as having a positive impact on social mobility. Unfortunately there had been no take up from either CRGS or St Augustine's RC High. From September there will be a legal requirement to have a careers lead in all schools. Usually these posts are filled from existing teaching staff rather than a trained careers specialist. It was felt that schools should be encouraged to get employers in to talk to pupils about work and help them understand that there are a variety of options available post 16, not all of which involve continuing in academia. The working group discussed rural based college courses as much of our borough is rural. These courses aren't offered everywhere - with only Myerscough and Burnley catering for such subjects.
- 3.18 Janet informed the group about a new initiative called 'Moving On' whereby the opportunities in Lancashire that are available all year round for those who have not started college or 'dropped out' are marked on a map.
- 3.19 She also reported that there are more than 50 apprenticeships currently available in the borough, which is quite normal for the area. The data showed that:
- most of the vacancies are in catering/hospitality
 - some of the apprenticeships may be in areas which are harder to travel to for young people
 - 10 out of the 76 available apprenticeships have had no applicants
 - some vacancies have been advertised for some length of time
 - North Lancashire Training Group and the colleges are the main training providers

4 ACTIONS

- 4.1 The 'State of the Nation 2017: Social Mobility in Great Britain report' listed some recommended actions in the Youth area:
- Local Enterprise Partnerships (LEPs) should follow the approach of the North East LEP, which works to improve careers support for young people by facilitating collaboration between employers, schools and colleges via joint groups and websites.

- Universities should play a more active role in their local community by encouraging local employers to hire graduates and organising student volunteering in isolated areas nearby
- Government should develop education and skills policies to better support disadvantaged young people in isolated areas, for example, by targeting any unused apprenticeship levy at regions that have fewer high-level apprenticeships.

Possible Actions that RVBC can take

- 4.2 Encourage the take up of the Enterprise Advisor Scheme in CRGS and St Augustine's RC High. The Enterprise Co-ordinator working with schools in Ribble Valley would be willing to come to a future meeting and talk about their work in schools and to discuss where they need some support to reach CRGS and St Augustine's in particular. (Longridge High, Bowland and Ribblesdale are already involved and St Cecilia's has just come on board.)When looking at the Apprenticeships available in the borough and the take-up the working group agreed that there is perhaps an opportunity to change the aspirations of young people and to emphasise that there are skills to be learned by young people even if the initial apprenticeship isn't their preferred line of work.
- 4.4 It was suggested that it might be worth carrying out a mapping exercise to look where the NEETs are located in comparison to the apprenticeships available. The group is concerned about the transport systems available. See map at Appendix A for the distribution of apprenticeships. Unfortunately however, the LEP has, as yet, been unable to provide the distribution data of NEETs. There might be the opportunity to look into a 'Wheels to Work' scheme.
- 4.5 The main way the Council can help is by signposting what is available. For example spreading the word about upcoming job fairs (there will be one in the Cathedral Quarter in Blackburn in September that we could help share information about with schools/employers). The Families and Well Being Service can text NEETs/unknowns with information regarding events if done with plenty of notice. Lancashire Work Based Learning Forum have been involved with recent recruitment events in the area and could provide a good link if we decide that additional promotion of apprenticeships is needed in the area. The new website could be used to signpost to where to look for apprenticeships.

5 RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications
- Resources – None identified.
 - Technical, Environmental and Legal – None identified.
 - Political – None identified.
 - Reputation – Enhance the reputation of the Council in working in partnerships to improve the quality of life for residents.
 - Equality & Diversity – To extend opportunities to all sections of the community.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Consider the above actions and agree to the Council taking a more pro-active approach to signposting and encouraging partnerships.
- 6.2 Agree that any future 'State of the Nation: Social Mobility in Great Britain' reports are reported to this Committee in order to monitor the situation and any progress made.

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 13

meeting date: 25 SEPTEMBER 2018
title: LOCAL TAXATION WRITE OFFS
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To obtain Committee's approval to write off certain Council Tax and Business Rate debts.

1.2 Relevance to the Council's ambitions and priorities:

❖ *Council Ambitions/Community Objectives/Corporate Priorities*

Without the revenue collected from business 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. We only write debts off where all avenues of debt recovery have been fully explored.

Business Rates

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.

Council Tax

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

2.5 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.

3 CURRENT POSITION

3.1 There is now one case where a company has been dissolved and one case where the company has been liquidated and therefore we need to write off these debts. Annex 1 shows details of the debts we are seeking approval to write off against the collection fund – these total £996.03 Council Tax and £120.00 costs and £14,641.05 business rate and £180.00 costs.

4 FINANCIAL IMPLICATIONS

- 4.1 Where Council Tax debts are written off the costs are borne by the Council Tax collection fund and therefore fall on Council Tax payers.
- 4.2 The cost of business rate write offs are met in part by central government 50% and in part by local government, i.e. ourselves 40%, the county council 9% and the fire and rescue authority 1%.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve writing off £996.03 Council Tax and £120.00 costs and £14,641.05 Business Rates and £180.00 costs where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF50-18/ME/AC
12 September 2018

Write offs – NNDR

Year	Name	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.		
2017/18	Hail Fellows Pub Co Ltd	Bayley Arms Hotel, Avenue Road, Hurst Green
		*9,069.78
Total		9,069.78

*includes £60 costs

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.			
2017/18	Signor Sassi Restaurant	1 st Floor Office, The Avenue, Brockhall Village, Old Langho, Blackburn	*366.00
2018/19			269.00
2017/18		No 1 Restaurant and Bar, Brockhall Village, Old Langho, Blackburn	*3,648.00
2018/19			1,468.27
TOTAL			5,751.27

*includes £60 costs

Write offs – Council Tax

Year	Name	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.		
2017/18	Hail Fellows Pub Co Ltd	Bayley Arms Hotel, Avenue Road, Hurst Green
		*470.87
Total		470.87

*includes £60 costs

Year	Name	Amount £
DISSOLVED		
Dissolution is the last stage of liquidation, the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed.		
2017/18	Signor Sassi Restaurant	Flat at The Avenue, Brockhall Village, Old Langho
2018/19		375.00
		*270.16
Total		645.16

*includes £60 costs

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.14

meeting date: 25 SEPTEMBER 2018
 title: COMMEMORATING THE 100TH ANNIVERSARY OF THE ARMISTICE
 IN 1918
 submitted by: CHIEF EXECUTIVE
 principal author: MARSHAL SCOTT

1 PURPOSE

- 1.1 To inform Committee of how the Council intend to Commemorate the 100th Anniversary of the Armistice in 1918.

2 BACKGROUND

- 2.1 11 November 2018 will be the 100th Anniversary of the signing of the Armistice which brought to an end World War 1.
- 2.2 This anniversary is being commemorated across the United Kingdom in many different ways.
- 2.3 The Corporate Management Team has explored what we could do as a Council to commemorate this important anniversary.

3 THE COMMEMORATION

- 3.1 The Council has agreed to take part in the national beacon lighting event. 100 Beacons of Light will be lit at 7pm on 11 November 2018. Our Beacon will be lit by the Mayor on the Clitheroe Castle Curtain Wall.
- 3.2 In addition the Corporate Management Team have looked at what can be done to supplement this beacon lighting event in a unique way. After much discussion the intention is to project a Poppy onto the surface of the Castle Keep for the week leading up to the 11 November 2018. The Poppy will be visible each night and hopefully will be seen by many people and bring to everyone's attention this historic anniversary.

4 RISK ASSESSMENT

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

Resources: the estimated cost of the projection equipment and gobo is £3,000 which can be met within existing budgets.

Technical, Environmental and Legal: None identified.

Political: None identified.

Reputation: it is important the Council commemorate the 100th Anniversary of Armistice Day.

Equality and Diversity: None identified.

5 **CONCLUSION**

- 5.1 What is being suggested offers a way of commemorating this important day in a way that will be seen by a large number of people.

CHIEF EXECUTIVE

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 15

meeting date: 25TH SEPTEMBER 2018
 title: CORPORATE PEER CHALLENGE – ACTION PLAN UPDATE
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

1.1 To report to committee on progress made with implementing the Corporate Peer Challenge Action Plan, which was devised to deal with the issues raised by the Peer Challenge Team.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives –
 - Corporate Priorities –
 - Other Considerations -
- The scope of the Peer Challenge covered: understanding of local place and priority setting, leadership, governance, financial planning, and capacity to deliver.

2 BACKGROUND

2.1 As part of their 'sector led improvement' support to local government, the Local Government Association (LGA) offered the delivery of a Corporate Peer Challenge. Peer Challenges are designed to help Councils improve their performance.

2.2 The Peer Challenge team were onsite 20th – 22nd November 2017.

2.3 The core components that the team looked at were the issues of leadership, governance, corporate capacity and financial resilience. In addition the agreed scope of the Peer Challenge included:

1. Promoting local growth – this will likely explore how the council might better promote Ribble Valley as a place for businesses to start up and grow. This recognises the local challenges in many people commuting out of borough to work and will seek to examine how the council might better develop the borough as a place to work, not just reside.
2. Balancing growth and housing – this will likely explore how the council can progress sustainable local development, including increasing the number of new homes (including affordable homes) being built in the context of the desire of many local people to limit the number of housing development in the borough.

2.4 The full LGA Corporate Peer Challenge Feedback Report was reported to this committee in January 2018. In summary the peer team felt that "Ribble Valley Borough Council has much to be proud about. The council delivers good core services through a committed workforce achieving high levels of customer satisfaction and value for money. The council has a history of prudent financial management and remains in a comfortable position relative to the rest of the sector".

2.5 However, there were a number of suggestions and observations made within the report that have led to some key recommendations for the Council.

2.6 An action plan was formulated and agreed by this committee in March 2018. It was agreed that this committee should be presented with 6 monthly progress reports.

2.7 The action plan and updates is provided at Appendix A for Members consideration.

3 RISK ASSESSMENT

3.1 The approval of this report may have the following implications

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

4 CONCLUSION

4.1 Consider the Corporate Peer Challenge Action Plan updates as provided at Appendix A.

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

CORPORATE PEER CHALLENGE - ACTION PLAN

Key Recommendations:

- Strengthen engagement with staff and partners to ensure clarity of vision and desired outcomes in relation to the Corporate Strategy, priorities and initiatives.
- Review the Performance Management Framework linked to the Corporate Strategy.
- Review the resourcing of Corporate Strategy priorities.
- Develop an Economic Development Strategy.
- Explore opportunities to strengthen early engagement with developers in order to maximise community benefits, as well as opportunities to strengthen community engagement/communication in relation to development.
- Strengthen engagement between the Leadership and Corporate Management Team – this includes the chairs of committees.

Issue (from the report)	Required Action	Milestones	Due Date	Lead	Update
Strengthen engagement with staff and partners to ensure clarity of vision and desired outcomes in relation to the Corporate Strategy, priorities and initiatives					
More needs to be done to ensure clarity of vision and priorities. Key to this will be recognising and valuing the good work that the council has already undertaken which provide the building blocks for the future.	<ul style="list-style-type: none"> • Mini review of the existing Corporate Strategy 	<ul style="list-style-type: none"> • Revised Corporate Strategy – CMT & Leader • Revised Corporate Strategy – Policy and Finance Committee 	<ul style="list-style-type: none"> • July 2018 	<ul style="list-style-type: none"> • CEO/ Principal Policy and Performance Officer 	<ul style="list-style-type: none"> • Completed – reported to Policy and Finance Committee June 2018
A new Corporate Strategy will be developed next year. This provides an opportunity for the Leadership to develop a clear timetable of engagement with both staff and partners. This will help ensure wider ownership of the vision, ambitions and priorities.	<ul style="list-style-type: none"> • Inform staff, public and other key stakeholders of the revised Corporate Strategy and progress updates 	<ul style="list-style-type: none"> • Circulation of revised Corporate Strategy to staff • Publish revised Corporate Strategy on the Council’s website 	<ul style="list-style-type: none"> • July 2018 	<ul style="list-style-type: none"> • Principal Policy and Performance Officer 	<ul style="list-style-type: none"> • Completed – information in Backchat and published on the Council’s website

Issue (from the report)	Required Action	Milestones	Due Date	Lead	Update
<p>The council need to ensure continued, timely engagement of staff at all levels to ensure wider understanding and buy in.</p> <p>It is important that the council continues to engage staff at all levels of the organisation to ensure ownership of future ambitions and priorities. Feeding back to staff following the staff survey is key.</p> <p>Regular Corporate Strategy progress updates to staff and celebration of successes will help to keep the whole organisation engaged around delivery of the plan.</p>	<ul style="list-style-type: none"> Review Internal Communications 	<ul style="list-style-type: none"> Review of Internal Communications – Personnel Committee 	<ul style="list-style-type: none"> September 2018 	<ul style="list-style-type: none"> Head of HR/ Principal Communications Officer 	<ul style="list-style-type: none"> Following the Staff Survey an action plan was developed and approved by personnel Committee in June 2018. Several actions around Internal Communications were included and are now being implemented. Reported to Policy and Finance Committee September 2018
Review the Performance Management Framework linked to the Corporate Strategy					
<p>As part of the development of the new Corporate Strategy, the framework should be reviewed to ensure it is rooted in the priorities and ambitions of the council moving forward.</p> <p>There are opportunities to review the monitoring information shared with committees to maintain clear governance, ownership and constructive challenge.</p>	<ul style="list-style-type: none"> Review the Performance Management Framework in light of revised Corporate Strategy Review performance monitoring information provided to committees to enable progress with key priorities to be better monitored 	<ul style="list-style-type: none"> Revised Performance Management Framework and Indicators 	<ul style="list-style-type: none"> September 2018 	<ul style="list-style-type: none"> CMT, Heads of Service and Principal Policy and Performance Officer 	<ul style="list-style-type: none"> Review of Performance Management framework reported to Policy and Finance Committee September 2018. Review of Performance Indicators is ongoing.
Review the resourcing of Corporate Strategy priorities					
<p>Ensuring capacity to deliver corporate priorities.</p> <p>The challenge now will be to ensure good 'succession planning' for the years to come.</p>	<ul style="list-style-type: none"> Consider resource implications of new Corporate Strategy and Council priorities 	<ul style="list-style-type: none"> Periodic review of priorities and resources 2019/2020 Budget – review of priorities and resources 	<ul style="list-style-type: none"> 6 monthly February 2019 	<ul style="list-style-type: none"> CMT 	<ul style="list-style-type: none">

Issue (from the report)	Required Action	Milestones	Due Date	Lead	Update
<p>Anecdotal evidence suggesting delivery of appraisals and one to ones may be patchy in some areas. The council should consider reviewing its current approach to ensure consistency across all teams.</p> <p>There is also an opportunity to review the current appraisal system, including competency based approaches. This should be aligned to the development of a new Corporate Strategy next year so that the appraisal system is rooted firmly within the council's future priorities and ambitions and the type of council it wants to be.</p>	<ul style="list-style-type: none"> Review the Performance Appraisal system 	<ul style="list-style-type: none"> Revised Performance Appraisal System – Personnel Committee 	<ul style="list-style-type: none"> September 2018 	<ul style="list-style-type: none"> CMT/ Head of HR 	<ul style="list-style-type: none"> The Performance Appraisal System was reviewed in April 2018. Around 20% of appraisals are still to be conducted – these are being actively monitored and pursued (an improvement on previous years).
<p>The council may benefit from further work to review its use of ICT linked to its ambitions for the future. The peer team had a sense that some service areas may still rely quite heavily on paper copies of documents and files. If this is the case, could more be done to reduce the need for this which may have the potential to reduce the costs of printing as well as supporting the council's sustainability agenda?</p>	<ul style="list-style-type: none"> Produce a comprehensive IT Strategy 	<ul style="list-style-type: none"> Adoption of IT Strategy – Policy and Finance Committee 	<ul style="list-style-type: none"> July 2018 	<ul style="list-style-type: none"> Head of Financial Services 	<ul style="list-style-type: none"> Adopted by Policy and Finance Committee - June 2018

Issue (from the report)	Required Action	Milestones	Due Date	Lead	Update
Develop an Economic Development Strategy					
<p>Develop an Economic Strategy that better reflects the borough's standing as a key player in the region.</p> <p>Economic Development to play a key part in overseeing the Economic Development Strategy.</p> <p>An Economic Development Strategy developed with partners should help prioritise resources and future investment in the key areas that will make a difference.</p> <p>The new strategy might include how to attract new and diverse industries, inward investment, marketing of key employment sites, higher value jobs for local people (harnessing good local educational outcomes) and branding.</p> <p>The Economic Development Strategy should reflect the council's appetite for risk in terms of economic development investment going forward.</p> <p>The Economic Development Strategy could be used to help raise the economic profile of the borough both regionally and nationally.</p>	<ul style="list-style-type: none"> Develop a comprehensive Economic Development Strategy that is realistic and achievable and follows the Council's vision and priorities for the economic development of the Borough 	<ul style="list-style-type: none"> Production of Comprehensive Economic Development Strategy Report to Economic Development Committee 	<ul style="list-style-type: none"> September 2018 December 2018 	<ul style="list-style-type: none"> Director of Economic Development and Planning 	<ul style="list-style-type: none"> Due to the delay in the appointment of the new Director (in post August) the due date has been amended and will now be reported to Economic Development committee in January 2019.

Issue (from the report)	Required Action	Milestones	Due Date	Lead	Update
<p>Work with partners to better articulate growth ambitions.</p> <p>Become a stronger voice regionally and nationally, particularly through the Local Enterprise Partnership (LEP). The council have a real opportunity to raise their profile through the LEP; stepping up to the plate to harness their relatively strong economic position to better influence and shape future work. In particular, discussions relating to the Strategic Economic Plan and Growth Deal for Lancashire.</p>	<ul style="list-style-type: none"> Attempt to gain Council representation on the LEP 	<ul style="list-style-type: none"> Seat on the LEP Board 	<ul style="list-style-type: none"> December 2018 	<ul style="list-style-type: none"> Council Leader 	<ul style="list-style-type: none">
<p>The council should continue to work in partnership with the other councils in the region outside of any Combined Authority if it is to realise its ambitions for the borough, particularly the LEP.</p>	<ul style="list-style-type: none"> Political Leadership and Member involvement through Lancashire Leaders 	<ul style="list-style-type: none"> Agreed system of collaborative working 	<ul style="list-style-type: none"> December 2018 	<ul style="list-style-type: none"> Council Leader 	<ul style="list-style-type: none">
<p>Explore opportunities to strengthen early engagement with developers in order to maximise community benefits, as well as opportunities to strengthen community engagement/communication in relation to development</p>					
<p>Through infrastructure planning and costing, the council should maximise contributions to meet infrastructure needs arising from development.</p> <p>There may be opportunities to review the pre-application offer to developers, agents and architects to strengthen current approaches, including early engagement with councillors. Holding the line on viability, particularly in the face of demands around affordable housing, is key. Recognising there is often the opportunity to adjust the housing</p>	<ul style="list-style-type: none"> Absorb changes to National Planning Policy Framework (NPPF) Articulate the vision for the area in terms of house building and economic development Review the Core Strategy Determine infrastructure requirements Consider adopting the Community Infrastructure Levy 	<ul style="list-style-type: none"> Outline Plan to Planning Committee Discussion and debate on the extent of new development Interim reports to Planning Committee Updated Core Strategy/Local Plan Review 	<ul style="list-style-type: none"> April/ May 2018 September 2018 Throughout 2018 - 2020 March 2020 	<ul style="list-style-type: none"> Head of Regeneration and Housing Head of Regeneration and Housing Head of Regeneration and Housing 	<ul style="list-style-type: none"> Changes to NPPF were published later than anticipated (24 July). Ongoing – this has been delayed due to the appointment of new Director Local Plan review is ongoing

Issue (from the report)	Required Action	Milestones	Due Date	Lead	Update
<p>mix and/or tenure, which can deal with some of the gap on the viability to maintain affordable housing numbers, is also important.</p> <p>Explore opportunities to develop an 'implementation group' to take a programme based approach to oversee delivery of major sites with planning permission and associated infrastructure.</p> <p>The council should continue to share learning and offer support to parishes who wish to pursue neighbourhood plans.</p>	<ul style="list-style-type: none"> Support the development of neighbourhood plans 	<ul style="list-style-type: none"> Support to be offered as required 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Head of Regeneration and Housing 	<ul style="list-style-type: none"> Web pages have been updated. Assistance is offered whenever requested. Longridge Neighbourhood Plan is progressing.
Strengthen engagement between the Leadership and Corporate Management Team – this includes the chairs of committees					
<p>Strengthen engagement between the Leadership and Corporate Management Team in order to take the council forward positively; the council should consider a 'top team development' session to begin to shape this work going forward.</p>	<ul style="list-style-type: none"> Review the Council's Governance arrangements 	<ul style="list-style-type: none"> Conduct review of the Council's Governance arrangements Report to Policy and Finance Committee 	<ul style="list-style-type: none"> September 2018 	<ul style="list-style-type: none"> CEO/ Head of Legal Services 	<ul style="list-style-type: none"> The review of the Council's Governance arrangements takes place annually as part of the Annual Accounts and any issues raised are considered by the Accounts and Audit Committee
<p>To ensure continued cohesive leadership of the council in meeting the challenges ahead, the development of a standard approach to senior member and Corporate Leadership Team engagement should be considered. Investing this time together will support collaborative working. This might involve regular meetings e.g. quarterly, between the Leader, committee chairs and CLT. It could</p>	<ul style="list-style-type: none"> Organise training sessions for senior members and officers 	<ul style="list-style-type: none"> Identify training requirements Develop training programme 	<ul style="list-style-type: none"> July 2018 	<ul style="list-style-type: none"> Head of Legal Services/ Head of HR 	<ul style="list-style-type: none"> Annual Training Plan is being compiled and will include Member training – to be reported to Personnel Committee September 2018
	<ul style="list-style-type: none"> Revisit the Officer/ Member Protocol 	<ul style="list-style-type: none"> Report to Accounts and Audit Committee 	<ul style="list-style-type: none"> July 2018 	<ul style="list-style-type: none"> CEO/ Monitoring Officer 	<ul style="list-style-type: none"> The Head of Legal will be reporting the Member Officer Protocol, as a part 1 Information item, to each committee in the 2nd cycle

Issue (from the report)	Required Action	Milestones	Due Date	Lead	Update
<p>also involve a future programme of ‘top team days’ – particularly leading up to the development of the new Corporate Strategy next year.</p> <p>The relationships between members and officers, including communication and understanding of respective roles, will be key in helping the council move forward positively. To this end, the council may benefit from re-visiting its current Member Officer protocol to ensure continued understanding and buy in across the council.</p>	<ul style="list-style-type: none"> • Create a forum for two-way communications between senior members and corporate management team 	<ul style="list-style-type: none"> • Regular meetings with CMT/Committee Chairmen 	<ul style="list-style-type: none"> • Commencing April 2018 	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CMT and Senior members held an Away Day was in May 2018. The intention is to hold similar meetings at regular intervals • The Chief Executive and CMT have meetings with the Leader and Deputy Leader of the Conservative group on a regular basis

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 16

meeting date: 25TH SEPTEMBER 2018
 title: CORPORATE STRATEGY 2017-2018 PERFORMANCE REPORT
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

1.1 To inform committee of progress made with achieving the Corporate Strategy priorities during 2017-2018.

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 for the borough, to outline how we propose to deliver them and how progress will be measured.

2 BACKGROUND

2.1 Our Corporate Strategy sets out the strategic direction of the Council for any given period, providing a focus to ensure that the services we deliver meets the needs of our communities. The 2015-2019 Strategy has a four-year scope, but is 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 This report details the performance made against our priorities and objectives during the year 2017-2018.

3 RISK ASSESSMENT

3.1 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 are 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. It is important that we deliver on these priorities.
- 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.

4 CONCLUSION

- 4.1 Consider the Corporate Strategy Performance Report as provided at Appendix A.

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

Ribble Valley Borough Council
CORPORATE STRATEGY
PERFORMANCE REPORT
2017- 2018



Ribble Valley
Borough Council
www.ribblevalley.gov.uk

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,

Our Priorities

The Corporate Strategy contains five corporate priorities to address issues that matter most to the borough.

Each priority has a number of objectives, underlying actions, and key measures of success, which allows progress towards the achievement of the priority to be monitored.

This document is reporting progress made in 2017/2018 against these priorities.



Priority 1

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

Priority 2

To sustain a strong and prosperous Ribble Valley

Priority 3

To help make people's lives safer and healthier

Priority 4

To protect and enhance the existing environmental quality of our area

Priority 5

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

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

Our Objectives	2017/18 Performance
<ul style="list-style-type: none"> To maintain critical financial management and controls, and ensure the authority provides council tax payers with value for money, within the current financial constraints 	<ul style="list-style-type: none"> The Council has a long standing record of excellent financial management which has helped ensure the security of its current financial position. This has also been reflected independently through the council's external auditors Grant Thornton UK LLP in their appraisal of the council's finances. The Council is proud of its position in holding the lowest Band D council tax charge in Lancashire whilst also holding the highest levels of public satisfaction ratings. 2017/18 was the seventh out of the last eight years that the council tax has been frozen and the council's Band D charge is in the lower quartile in the country at only £145.69 (ranked 38 out of 201 Shire Districts).
<ul style="list-style-type: none"> To treat everyone equally and ensure that access to services is available to all, including our most vulnerable citizens 	<ul style="list-style-type: none"> Consideration is given in the delivery of all services to resident need and demographics
<ul style="list-style-type: none"> To engage with all our communities to ensure we deliver services to meet customer needs and expectations 	<ul style="list-style-type: none"> The Council ran its biennial customer satisfaction survey (The Perception Survey) in early 2018. The survey is used to gauge public perception and monitor the levels of satisfaction with the council's services. The data collected is used to help inform the development of council strategies.

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> We have sought some stability in elements of our Government funding by submitting an Efficiency Plan in order to secure a 4 year finance settlement (2016-2020) based on indicative figures provided at the time of the 2016/17 finance settlement. The Efficiency Plan, which was submitted to the government in October 2016 identified a potential budget gap for 2017/18, 2018/19 and 2019/20. We highlighted that the council's plan to meet this shortfall over that period was through: <ul style="list-style-type: none"> Encouraging growth in our taxbase Encouraging business expansion and enterprise in our area Continuing to deliver cost effective and efficient services Reviewing the major sources of income available to the council
<ul style="list-style-type: none"> To meet the Equality Duty 	<ul style="list-style-type: none"> No progress made

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> To seek to continually improve, ensuring that council services are fit for purpose and customer focused 	<ul style="list-style-type: none"> The Council continually monitors its service provision through the performance management system and customer surveys.

Measures of Success	2017/18 Performance
<ul style="list-style-type: none"> Percentage of residents that think the council provides value for money 	<ul style="list-style-type: none"> In the 2018 Perception Survey 60% of respondents said that they agreed that Ribble Valley Borough Council provides value for money.
<ul style="list-style-type: none"> Equality Duty met 	<ul style="list-style-type: none"> The Council remains at level 1 of the duty
<ul style="list-style-type: none"> Percentage of residents satisfied with the council 	<ul style="list-style-type: none"> In the 2018 Perception Survey 59% of respondents said that they were happy with the way in which the Council ran services.

PI Code	Short Name	2016/17	2017/18		2018/19	Current Performance	Trend	Latest Notes
		Value	Value	Target	Target			
PI PS2	Council provides value for money	N/A	60%	75%	N/A			71.2% in 2015/2016
PI PS1 (BV3)	Overall satisfaction with the authority	N/A	59%	75%	N/A			73% in 2015/2016
PI HR12 (BV2a)	Equality Standard for Local Government	1	1	2	2			Limited progress made due to capacity and priorities

Priority 2 - To sustain a strong and prosperous Ribble Valley

Our Objectives	2017/18 Performance
<ul style="list-style-type: none"> To promote stronger, more confident and more active communities throughout the borough 	<ul style="list-style-type: none"> The Council provides technical support and assistance as well as making necessary decisions at key stages for town and parish councils who are developing a Neighbourhood Development Plan. Neighbourhood planning is a key part of the Localism Act and allows communities to become directly involved in planning policy. There are currently three areas that have been designated. Of these one submitted plan has been withdrawn and another plan is currently in its examination process. We are also supporting the Village Halls Association by providing a secretariat. The Association promotes strong and inclusive communities and helps improve access to services.
<ul style="list-style-type: none"> To encourage economic development throughout the borough with specific focus on tourism, the delivery of sufficient land for business development, and supporting high growth business opportunities 	<ul style="list-style-type: none"> A new Director of Planning and Economic Development has been appointed. The Council has developed a new website which aims to encourage economic development within the borough. The tourism sector accounts for approximately 14% of employment, and it is estimated that day visits generated £113.2 million for the local economy of Ribble Valley in 2014. There are estimated to be around 3,700 jobs in tourism-related businesses. In recent years a number of key developments have taken place within the borough that have contributed to local employment and economic growth including: <ul style="list-style-type: none"> Samlesbury Enterprise Zone and BAE Systems Site Relocation of Thwaites' Brewery Holmes Mill Development Christian Heritage Retreat Centre at Stonyhurst College A new casting foundry and recreation facility at Fort Vale Engineering premises A new 18-unit park on land adjacent to the Time Technology Park Salthill Expansion - James Alpe Ltd are progressing a new 7 acre industrial unit development site Barrow Enterprise Site - The council is currently engaged in ongoing discussions with developers regarding delivery of the Barrow Enterprise Site, helping to bring development forward as the Borough's principal strategic employment location to support economic growth. Several developments are already completed at the site.

Our Objectives	2017/18 Performance
	<ul style="list-style-type: none"> ○ Supermarket Developments - recent years have also seen the introduction of both Aldi and Lidl supermarkets. ● To support these aims, there are a number of organisations that the Council works with in partnership, both locally and across Lancashire, that help ensure that opportunities are available where businesses and the economy can continue to develop: <ul style="list-style-type: none"> ○ Lancashire Enterprise Partnership ○ Boost Lancashire ○ Growth Lancashire - Previously called Regenerate Pennine Lancashire ○ Lancashire Economic Development ○ Local Business Groups ○ As well as this, the council maintains good links and regular communications with other relevant business organisations that serve the area. Notably, East Lancashire Chamber of Commerce and the Federation of Small Businesses have strong links with the local area and serve many businesses within it.
<ul style="list-style-type: none"> ● To seek to improve the transport network, especially to our rural areas 	<ul style="list-style-type: none"> ● Despite cuts by Lancashire County Council to some rural bus services, Ribble Valley Borough Council continues to provide grant funding to The Little Green Bus which offers a community transport service for the elderly and vulnerable people. We also continue to support the Clitheroe Interchange, which has been earmarked for closure by the County Council.
<ul style="list-style-type: none"> ● To work with our partners to ensure that the infrastructure in the Ribble Valley is improved, in order to be fit for purpose 	<ul style="list-style-type: none"> ● There is ongoing work through the planning process to ensure that the road infrastructure supports new developments, such as the requirements for a new roundabout on the A59 near the Standen development which is due to commence Summer 2018. ● We work in partnership to lead on a wide range of issues on behalf of others in the region and sub-region. Our partnerships are also challenging from a geographical perspective as a result of the size and complexity of the county and the lack of boundary co-terminosity among major partners such as the police and PCT's.

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> ● To identify options and support the delivery of employment land 	<ul style="list-style-type: none"> ● We have identified allocations in the local plan and we have liaised with landowners to support sites being brought forward.

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> To press forward with the redevelopment of the Clitheroe market area 	<ul style="list-style-type: none"> Work has continued to bring forward the Council's preferred scheme with members considering the outcome of the working group.
<ul style="list-style-type: none"> To develop, with relevant partners, additional measures to support the visitor economy 	<ul style="list-style-type: none"> The Council has helped to sow the seeds of Lancashire's reputation as the UK's 'food county'. Ribble Valley is now one of the UK's premier food destinations, while Clitheroe is the official food capital of Lancashire. Ribble Valley Wedding Heaven The Council recognises the economic importance and potential of food and wedding tourism, the value of which goes way beyond the income generated by venues and specialist services. The impact of guests staying, dining and shopping in the borough is significant and attracting first-time visitors offers valuable opportunities for repeat tourism visits.
<ul style="list-style-type: none"> To work with the County Council and other providers to improve the local infrastructure 	<ul style="list-style-type: none"> The Council liaises through the community rail partnership, the LEP and works with schools planning and health authorities.
<ul style="list-style-type: none"> To encourage parish councils and local communities to take more responsibility, wherever possible, for the local delivery of services 	<ul style="list-style-type: none"> Ribble Valley is 'fully parished' with 2 town councils, 33 parish councils and 5 parish meetings. Our Parish Council Liaison Committee, which meets 6 times a year, and is chaired by a parish councillor. The committee enables the parishes to speak with a single voice for the diverse communities throughout our vast area. In addition, officers regularly attend meetings of the parish councils and offer advice and support.

Measure of Success	2017/18 Performance
<ul style="list-style-type: none"> Business start-ups and survival rates 	<ul style="list-style-type: none"> A new measure is being developed for 2018/19
<ul style="list-style-type: none"> An increase in visitor numbers 	<ul style="list-style-type: none"> A new measure is being developed for 2018/19
<ul style="list-style-type: none"> Percentage of residents satisfied overall with the local area as a good place to live 	<ul style="list-style-type: none"> In the 2016 Perception Survey 93.7% of respondents were satisfied overall with the local area as a good place to live

PI Code	Short Name	2016/17	2017/18		2018/19	Current Performance	Trend	Latest Notes
		Value	Value	Target	Target			
PI PS37 (NI5)	Overall/general satisfaction with local area	N/A	79%	90%				93.7% in 2015/216

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

Our Objectives	2017/18 Performance
<ul style="list-style-type: none"> To improve the health and wellbeing of people living and working in our area 	<ul style="list-style-type: none"> The refurbishment work has been completed at Ribblesdale Pool which has improved the facility and will see an increase in user numbers in line with targets set with Sport England. We supported the Ribble Valley Cycle Festival in partnership with other local organisations and businesses with an interest in cycling development.
<ul style="list-style-type: none"> To improve the opportunity for young people to participate in recreational and sporting activity 	<ul style="list-style-type: none"> The Council annually awards grants to young residents of the borough for equipment and tuition for youngsters who excel in sport, dance, drama and music. We co-ordinated a summer activity programme for young people which saw over 5,000 attendees accessing the activities.
<ul style="list-style-type: none"> To ensure that Ribble Valley remains a safe place to live 	<ul style="list-style-type: none"> The British Crime Survey states that Ribble Valley is the safest place in Lancashire in which to live, and one of the safest places in the UK. The Ribble Valley Community Safety Partnership (RVCSP) was formed in response to the Crime and Disorder Act 1998. The main aim of the Partnership is to work together to make the lives of Ribble Valley residents safer. RVCSP is made up of a number of agencies, including Ribble Valley Borough Council, Lancashire Police Authority, Lancashire Fire and Rescue, and Victim Support and any other bodies that can make a positive contribution towards the development and effective delivery of the Community Safety priorities. Following the strategic assessment which was carried out in 2015, the priorities identified for Ribble Valley were: Domestic Abuse, Road safety, ASB and Rural crime.

Our Objectives	2017/18 Performance
<ul style="list-style-type: none"> To take a leading role in working with partners on the evolving public health agenda 	<ul style="list-style-type: none"> The Council has established strong links with health partners to support the government's agenda to address public health improvements and the challenges faced by the NHS. The Council's health representative attends the Lancashire Health and Wellbeing Partnership and chairs the East Lancashire Health and Wellbeing Partnership, for which the council provides the secretariat. Locally the council is part of a pioneering pilot scheme looking at delivering integrated health care through a multi-community partnership based on the Ribblesdale locality footprint. We work with a wide range of organisations to build capacity and deliver services including the voluntary and community sector and local communities themselves.
<ul style="list-style-type: none"> To combat rural isolation 	<ul style="list-style-type: none"> The Council provides financial support to various luncheon clubs throughout the borough through the provision of grants. There has also been work to actively encourage the development of new luncheon clubs. Grant assistance was also provided to the Village Halls Association which promotes schemes to tackle rural isolation such as the Good Neighbours Scheme which funds activities in village halls and community centres to help rural residents overcome isolation.

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> To seek to improve Ribble Valley food businesses, to achieve a food hygiene rating of 3 star and above 	<ul style="list-style-type: none"> Ongoing
<ul style="list-style-type: none"> To tackle fuel poverty across the borough 	<ul style="list-style-type: none"> Boiler replacement grants, carpet grants and emergency top ups for fuel have been made available. We work in partnership with Homewise Society (Home Improvement Agency) to provide boiler services, gas fire services, glazing improvements, energy switch advice, winter warm, safety and home energy checks.

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> The Council leads on the borough's Community Safety Strategy, and works with partners to deliver initiatives to address its priorities. The Partnership addresses the problems around underage drinking and substance misuse through the deployment of CAN safe (Community Alcohol Network) teams (made up of police, trading standards, Addaction & LCC) on targeted evenings to reduce risks and to protect and educate young people. This is further supported via the establishment of the Community Alcohol Partnership which aims to stop the supply of alcohol to underage young people. Working with the Road Safety team, now based at Lancashire Fire and Rescue, we have engaged all Clitheroe Royal Grammar School sixth form pupils in the high impact 'Safe Drive, Stay Alive' campaign with a target of reducing the incidence of Killed and seriously injured on our roads. Additionally, there has been support for Speed indicator devices in villages, and the establishment of average speed measurements on some of the borough's most dangerous roads. The Partnership has addressed the priorities by working to secure funding to pay for a 'place based' DV (Domestic Violence) worker which has allowed for a significant increase in the reporting of domestic violence followed by appropriate counselling and support for the victims. Rural crime is being addressed via decoy projects and cross border crime initiatives. Additionally, there has been a campaign to encourage residents to secure their property and vehicles. Working with police analysts, the Council reviews its safety priorities on a 3 yearly basis. The next review is due to be published in the autumn of 2018.
<ul style="list-style-type: none"> To emphasise, and re-establish if necessary, the alcohol free zones in Clitheroe and other parts of the Ribble Valley 	<ul style="list-style-type: none"> We work with the Alcohol Partnership (LCC Trading Standards and the police) on a number of initiatives.
<ul style="list-style-type: none"> To work with the NHS, Ribble Valley GP's and other partners on local health and wellbeing needs 	<ul style="list-style-type: none"> The Council received an Affordable Warmth Grant awarded by Lancashire County Council through which the Council offered financial support to residents of the borough to help insulate homes and replace boilers. The Council works in partnership with Lancashire County Council and East Lancashire Clinical Commissioning Group through the provision of 'Up and Active' schemes and cardiac rehabilitation. There are a number of schemes which fall under the umbrella of 'Up and Active' including exercise referral, weight management and healthy walks.
<ul style="list-style-type: none"> To ensure access to services in isolated communities 	<ul style="list-style-type: none"> Ongoing work

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> To become a dementia-friendly borough 	<ul style="list-style-type: none"> The Council has identified as a priority a growing dementia challenge and are supporting local networks and partnerships and working towards being a Dementia Friendly borough. The Council continues to work with the Alzheimer's Society and several businesses, community groups and public sector organisations to promote the area as a centre of excellence in dementia awareness.

Key Measures of Success	2017/18 Performance
<ul style="list-style-type: none"> Number of Ribble Valley food businesses achieving 3 star and above in the National Food Hygiene rating system 	<ul style="list-style-type: none"> A new measure is being developed for 2018/19
<ul style="list-style-type: none"> Percentage of residents satisfied with sports and leisure facilities 	<ul style="list-style-type: none"> In the 2018 Perception Survey 47% of residents were satisfied with sports In the 2018 Perception Survey 65% of residents were satisfied with leisure facilities
<ul style="list-style-type: none"> Percentage of people participating in sport on 3 or more occasions per week 	<ul style="list-style-type: none"> Information is provided by the Active People Survey – the most recent data will be made available in October 2018
<ul style="list-style-type: none"> Percentage of residents who feel safe in their local area during the day and after dark 	<ul style="list-style-type: none"> In the 2018 Perception Survey 95% of residents feel safe in their local area during the day In the 2018 Perception Survey 85% of residents feel safe in their local area after dark

PI Code	Short Name	2016/17	2017/18		2018/19	Current Performance	Trend	Latest Notes
		Value	Value	Target	Target			
PI PS11	People surveyed who feel safe in their local neighbourhood after dark	N/A	70%	85%				80.5% in 2015/2016
PI PS12	People surveyed who feel safe in their local neighbourhood during the day	N/A	90%	95%				95.5% in 2015/2016
PI PS20a	% satisfied with sports facilities	N/A	47%	60%				55% in 2015/2016
PI PS20b	% satisfied with leisure facilities	N/A	55%	65%				62% in 2015/2016
PI EH1	The percentage of food premises' inspections that should have been carried out that were carried out	95.53%	100%	100%	100%			
PI EH18 (NI 184)	% of Food establishments in the area which are broadly compliant with food hygiene law	99%	100%	90%	90%			

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

Our Objectives	2017/18 Performance
<ul style="list-style-type: none"> To conserve our countryside, the natural beauty of the area and enhance our built environment 	<ul style="list-style-type: none"> Primrose Lodge has been registered with 'The Environment Bank' which is an environmental credit scheme allowing developers to purchase conservation credits from The Environment Bank, which are used to fund the creation and management of conservation sites. The resulting monies will be used to restore the lodge. The lodge is already a Lancashire biological heritage site and the council is consulting with Lancashire Wildlife Trust on how the site might be transformed into a nature reserve. There are 293 Biological Heritage Sites, 16 Sites of Special Scientific Interest (SSSIs), plenty of accessible countryside plus more formal open spaces and children's play areas throughout the borough. The area is rich with assets that contribute to the quality of life the area offers.
<ul style="list-style-type: none"> To retain weekly collections of residual waste 	<ul style="list-style-type: none"> The Council's weekly refuse collection and recycling service is to continue as normal despite a £430,000 cut in funding from Lancashire County Council. Councillors agreed to protect the service after the withdrawal of recycling credits by Lancashire County Council. Despite this significant loss of funding the council is proud to be able to maintain a weekly refuse collection service.
<ul style="list-style-type: none"> To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling 	<ul style="list-style-type: none"> The Council introduced its new 'Pick Up or Pay Up' campaign against dog fouling within the borough. This involved the introduction of dog control orders where owners who do not clean up after their dogs receive fines or fixed penalty notices.

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> To deliver a co-ordinated approach to Planning through the Local Development Framework by progressing the Housing and Economic Development Development Plan 	<ul style="list-style-type: none"> Ongoing. Public Examination is due to take place in November 2018.
<ul style="list-style-type: none"> To increase the use of renewable energy sources 	<ul style="list-style-type: none"> Ongoing
<ul style="list-style-type: none"> To provide an economic, efficient and effective waste collection service 	<ul style="list-style-type: none"> Despite a significant loss of funding the Council is proud to be able to maintain an efficient and effective weekly refuse collection service.

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> To continue with our approach of zero tolerance of dog fouling, litter and fly tipping 	<ul style="list-style-type: none"> The Council introduced its new 'Pick Up or Pay Up' campaign against dog fouling within the borough. This involved the introduction of dog control orders where owners who do not clean up after their dogs receive fines or fixed penalty notices
<ul style="list-style-type: none"> To deliver a waste and responsible dog ownership education and awareness programme 	<ul style="list-style-type: none"> Ongoing
<ul style="list-style-type: none"> To support the work of the Forest of Bowland AONB 	<ul style="list-style-type: none"> Ongoing

Measure of Success	2017/18 Performance
<ul style="list-style-type: none"> Percentage of residents satisfied with parks and open spaces 	<ul style="list-style-type: none"> 65% of residents were satisfied with parks and open spaces
<ul style="list-style-type: none"> Percentage of residents satisfied with the cleanliness of the borough 	<ul style="list-style-type: none"> 61% of residents were satisfied with the Council keeping public land clear of litter and refuse
<ul style="list-style-type: none"> Percentage of residents satisfied with the waste and recycling collection services 	<ul style="list-style-type: none"> 89% of residents were satisfied with the waste collection services 85% of residents were satisfied with waste recycling
<ul style="list-style-type: none"> Percentage of waste sent for reuse, recycling and composting 	<ul style="list-style-type: none"> 28.53% of waste was sent for reuse, recycling and composting

PI Code	Short Name	2016/17	2017/18		2018/19	Current Performance	Trend	Latest Notes
		Value	Value	Target	Target			
PI PS23 (BV119e)	% satisfied with parks and open spaces	N/A	65%	70%				69% in 2015/2016
PI PS7 (BV89)	Satisfaction with the council keeping public land clear of litter and refuse	N/A	61%	75%				71.4% in 2015/2016
PI EH15	Number of high profile dog fouling patrols undertaken	300	160	250	250			
PI EH16	Number of 'Out of Hours' surveillance patrols undertaken	35	10	30	30			
PI EH17	Number of school presentation runs in order to raise awareness of dog fouling	14	0	5	5			
PI PS8 (BV90a)	Satisfaction with household waste collection	N/A	89%	90%				88.4% in 2015/2016
PI PS9 (BV90b)	Satisfaction with waste recycling	N/A	85%	90%				87.3% in 215/2016
PI ES10 (NI 192)	Percentage of household waste sent for reuse, recycling and composting	37.08%	28.53%	36%	36%			

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

Our Objectives	2017/18 Performance
<ul style="list-style-type: none"> To meet the housing needs of all sections of the Community 	<ul style="list-style-type: none"> The Council offers disabled facilities grants to enable disabled people within the borough to have better freedom of movement around the house and remain in their own home. Through the planning process we ensure the provision of older people accommodation on all sites over 30 units. We are working to improve the private rented sector housing stock through the Housing Health and Safety Rating System (HHSRS system). Between 2011 and 2017, 5,353 new homes have been granted planning permission and during the same period 1,537 new homes were built. In the last 3 years the Core Strategy figure of 280 has been exceeded.
<ul style="list-style-type: none"> To provide additional affordable homes throughout the Ribble Valley 	<ul style="list-style-type: none"> Between 2011 and 2017, 503 affordable homes have been delivered. The council offers Landlord/Tenant Grants in which the Council match funds a landlord's investment in a property in return for an affordable rental property. The grant ensures that the council has nomination rights to the property and that rents are set in line with the Local Housing Allowance.

Our Key Actions	2017/18 Performance
<ul style="list-style-type: none"> To bring empty properties back into use 	<ul style="list-style-type: none"> We are encountering problems with this action as housing is not being brought forward by landlords
<ul style="list-style-type: none"> To work with partners to agree priorities and secure investment in housing 	<ul style="list-style-type: none"> Ongoing
<ul style="list-style-type: none"> To implement measures to address the specific housing needs of older people 	<ul style="list-style-type: none"> Ongoing

Measures of Success	2017/18 Performance
<ul style="list-style-type: none"> Number of properties brought back in to use 	<ul style="list-style-type: none"> None in 2017/2018
<ul style="list-style-type: none"> Number of affordable homes delivered 	<ul style="list-style-type: none"> 71 affordable homes were delivered in 2017/2018
<ul style="list-style-type: none"> Number of households, and length of time spent, in temporary accommodation 	<ul style="list-style-type: none"> As at 31st March 2018 there were 7 households living in temporary accommodation. The average length of time spent in temporary accommodation during 2017/2018 was 16.25 weeks.

<ul style="list-style-type: none"> Provision of older people accommodation on all sites over 30 units 	<ul style="list-style-type: none"> Ongoing
<ul style="list-style-type: none"> Development of 280 properties per year 	<ul style="list-style-type: none"> 400 properties were constructed during 2017/2018 and 409 new homes were granted planning permission.
<ul style="list-style-type: none"> Maintaining a 5 year supply 	<ul style="list-style-type: none"> We are maintaining a five year supply

PI Code	Short Name	Type	2016/17	2017/18		2018/19	Current Performance	Trend	Latest Notes
			Value	Value	Target	Target			
PI RH12	Number of new homes constructed	Number	390	400	280	280			
PI RH1 (BV64)	No of private sector vacant dwellings that are returned into occupation or demolished	Number	2	0	3	4			
PI RH5 (BV183b)	Length of stay in temporary accommodation (Hostel)	Number	18.75	16.25	15.00	15.00			
PI RH8 (NI 156)	Number of households living in temporary accommodation	Number	7	7	5	5			
PI RH7 (NI 155)	Number of affordable homes delivered (gross)	Number	100	71	85	85			

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 17

meeting date: 25th SEPTEMBER 2018
title: 2017/2018 YEAR-END PERFORMANCE INFORMATION
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 This is the year-end report of 2017/2018 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives –
 - Corporate Priorities –
 - Other Considerations -Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
 - The outturn figures for all local performance indicators relevant to this committee for 2017/18. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2017/2018 data and 2016/2017 data. A significant variance is greater than 15% (or 10% for cost PIs).
 - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
 - Targets for service performance for the year 2017/2018 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
 - Targets have also been provided for 2018/2019.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 11 indicators that can be compared to target:
 - 81.82% (9) of PIs met target (green)
 - 18.18% (2) of PIs close to target (amber)

- 0% (0) of PIs missed target (red)
- 2.6 Analysis shows that of the 14 indicators where performance trend can be compared over the years:
- 28.57% (4) of PIs improved
 - 0% (0) of PIs stayed the same
 - 71.43% (10) of PIs worsened
- 2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following the work of Internal Audit and before the final publication of the indicators on the Council's website.
- 2.8 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.
- 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS
- 3.1 In respect of PIs for Revenues and Benefits, Mark Edmondson, Head of Revenues and Benefits, has provided the following information regarding performance and targets:
- **PI RB5 (BV9) - % of Council Tax collected** - Collection is slightly down this year from 98.79% to 98.75%. The target was for marginal improvement, but unfortunately collection was slightly down. NB We will still be comfortably in the top quartile.
 - **PI RB6 (BV10) - Percentage of Non-domestic Rates Collected** - Our collection rate is slightly down on that predicted. The main reason for this was that a couple of large RV's came into the list late in the year which had an impact.
- 4 CONCLUSION
- 4.1 Consider the 2017/2018 performance information provided relating to this committee.

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

APPENDIX 1

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

Legal Services Performance Information 2017/2018

PI Code	Short Name	2016/17	2017/18		2018/19	Current Performance	Trend year on year	Corporate Objective
		Value	Value	Target	Target			
PI LD3	Number of corporate complaints received	12	13					
PI LD1 (BV179)	Standard searches carried out in 10 working days	97.10%	95.48%	85.00%	90.00%			

Financial Services Performance Information 2017/2018

PI Code	Short Name	2016/17	2017/18		2018/19	Current Performance	Trend year on year	Corporate Objective
		Value	Value	Target	Target			
PI FS6	Accrued investment interest earned	£22308	£21002	£15660	£20000			
PI FS7 (BV8)	% of invoices paid on time	98.89%	99.40%	99.00%	99.00%			
PI IT1	Number of unique website visitors (excluding authorities own staff)	243,681	248,677					

Revenues and Benefits Services Performance Information 2017/2018

PI Code	Short Name	2016/17	2017/18		2018/19	Current Performance	Trend year on year	Corporate Objective
		Value	Value	Target	Target			
PI RB1	CTAX direct debit take-up as a percentage of chargeable accounts	74.88%	75.84%	74.9%	75.9%			
PI RB3	NNDR Direct Debit take-up as a percentage of chargeable properties	52.96%	53.82%	53%	53.9%			
PI RB5 (BV9)	% of Council Tax collected	98.79%	98.75%	98.80%	98.80%			
PI RB6 (BV10)	Percentage of Non-domestic Rates Collected	98.52%	98.32%	98.53%	98.50%			
PI RB10 (BV79b1)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period	95.67%	94.79%	75.00%	95.00%			
PI RB11 (BV79b2)	HB overpayments recovered as % of the total amount of HB overpayment debt outstanding	46.98%	44.47%	40.00%	44.53%			
PI RB12 (BV79b3)	Percentage of Over Payments Written Off in period (HB)	1.98%	1.40%					
PI RB13 (BV78a)	Speed of processing - new HB/CTB claims	17.8	18.9	23.0	20.0			
PI RB14 (NI 181)	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	6.3	6.5	10.0	6.9			

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 18

meeting date: 25 SEPTEMBER 2018
title: TIMETABLE FOR BUDGET SETTING
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

1.1 To inform you of the timetable for setting the 2019/20 budget.

2 BACKGROUND

2.1 Part of our Corporate Governance arrangements is to set out clearly to both officers and members the Council's budget timetable.

3 BUDGET TIMETABLE

3.1 Attached at Annex 1 is a comprehensive timetable covering the main elements of the Council's budget setting progress together with key dates and responsibilities.

3.2 The timetable includes what are foreseen as being the most important tasks ahead. As the budget setting process proceeds the timetable will be reviewed and updated for any items which may have an impact on progress.

3.3 The timetable will be circulated to Heads of Service and the Corporate Management Team.

4 CONCLUSION

4.1 The timetable has been set for the forthcoming budget setting period

4.2 You will see this timetable is considerably detailed and clearly indicates who is responsible for which actions. We have used our experience from previous year's budget setting process to inform this year's deadlines. Again we intend to monitor when we actually achieve each individual task in order to inform future timetables.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF44-18/LO/AC
29 August 2018

Annex 1

Budget Timetable 2019/20 Task		Who?	When?
1	Invite all Heads of Service to submit new Capital Bids for the financial year 2023/2024 (Deadline for return Friday 21 September 2018)	Head of Financial Services	Thursday 9 August 2018
2	Housing Benefit Mid-Year Estimate return to be submitted	Senior Accountant (AC)/Director Of Resources	Friday 31 August 2018
3	Meetings arranged between Accountants, Heads of Service and Budget Holders to undertake in-depth review of Fees and Charges in order to maximise income	Accountants / Accounting Technician / Heads of Service	September 2018
4	Distribution of recharge time allocation sheets to service managers for purpose of calculating departmental recharges	Senior Accountants	Monday 3 September 2018
5	Budget Working Group meeting: - Restructuring Update, Budget Forecast 2019/21, Business Rates, Budget Setting Guidance, Fair Funding Review, Pay award Implications	Budget Working Group	Wednesday 5 September 2018
6	Contact all Heads of Service with regard to Fees and Charges budget guidance provided from Budget Working Group	Head of Financial Services	Thursday 6 September 2018
7	Finalise Revised Capital Programme for 2018/19	Head of Financial Services/Senior Accountant (AC) All Heads of Service	Thursday 20 September 2018
8	Calculate Capital Charges and distribute	Head of Financial Services	Friday 21 September 2018
9	Deadline for submission of Capital Bids for 2023/24 by Heads of Service	Senior Accountant (AC)/ All Heads of Service	Friday 21 September 2018

Annex 1

Budget Timetable 2019/20 Task		Who?	When?
10	Consideration of Budget Forecast up to 2021/22 by Policy and Finance Committee	Policy and Finance Committee	Tuesday 25 September 2018
11	Request mid-year Business Rates forecast from Lancashire Business Rates Pool Members	Head of Financial Services/Lancashire Business Rates Pool members	Friday 28 September 2018
12	Deadline for completion of recharge time allocation sheets by all staff – All sheets to be in the Accounts Office by this date at the latest	Heads of Service/individual members of staff	Friday 28 September 2018
13	Budget Working Group meeting: - Fees and Charges, Budget Monitoring, Fair Funding review	Budget Working Group	Wednesday 3 October 2018
14	Calculation of Taxbase for council tax setting purposes for 2019/20	Director of Resources/Head of Financial Services/ Head of Revenues and Benefits	Friday 5 October 2018
15	Request VAT Shelter forecast for 2018/19 and 2019/20 from Ribble Valley Homes	Senior Accountant (AC)/Ribble Valley Homes	Friday 12 October 2018
16	Return of mid-year Business Rates forecast from Lancashire Business Rates Pool Members		Friday 19 October 2018
17	Send out Precept Letters to Parish Councils (For return Friday 21 December 2018)	Head of Financial Services/Accounting Technician	Friday 26 October 2018
18	Consideration of Fees and Charges and Capital Reports by Committees: Community Services Committee (Date to Printing: Friday 19 October 2018. Distribution Monday 22 October 2018)	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 30 October 2018

Annex 1

Budget Timetable 2019/20 Task		Who?	When?
19	Consideration of Fees and Charges and Capital Reports by Committees: Planning and Development Committee <u>(Date to Printing: Friday 19 October 2018. Distribution Monday 22 October 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 1 November 2018
20	Final Calculations of ALL Recharges – This is the final deadline for the last recharge to be calculated	Accountants	Friday 2 November 2018
21	Budget Working Group meeting: - Council Taxbase, Autumn Statement 2018, Earmarked Reserves Review	Budget Working Group	Wednesday 7 November 2018
22	Consideration of Fees and Charges and Capital Reports by Committees: Health and Housing Committee <u>(Date to Printing: Friday 26 October 2018. Distribution Monday 29 October 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 8 November 2018
23	Consideration of Fees and Charges and Capital Reports by Committees: Licensing Committee <u>(Date to Printing: Friday 2 November 2018. Distribution Monday 5 November 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 13 November 2018
24	Consideration of Fees and Charges and Capital Reports by Committees: Economic Development Committee <u>(Date to Printing: Friday 2 November 2018. Distribution Monday 5 November 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Thursday 15 November 2018
25	Finalise VAT Shelter budget for inclusion under Policy and Finance Committee and any associated movement in earmarked reserves	Senior Accountant (AC) /Head of Financial Services/Ribble Valley Homes	Friday 16 November 2018
26	Consideration of Fees and Charges and Capital Reports by Committees: Policy and Finance Committee <u>(Date to Printing: Friday 9 November 2018. Distribution Monday 12 November 2018)</u>	Service Committees/Senior Accountants/Heads of Service	Meeting Date: Tuesday 20 November 2018
27	Anticipated announcement of Provisional Settlement information from DCLG (including New Homes Bonus)	DCLG	December 2018

Annex 1

Budget Timetable 2019/20 Task		Who?	When?
28	Assess implications of Settlement for RVBC	Director of Resources/Head of Financial Services	December 2018
29	Committee budget figures to be passed to Director of Resources and Head of Financial Services	All Accountants/Head of Financial services/Director of Resources	Monday 3 December 2018
30	CMT to consider the budget position that will be reported to service committees – prior to Budget Working Group	CMT	Wednesday 5 December 2018
31	Budget Reports for ALL Committees completed and passed to Director of Resources and Head of Financial Services for review	All Accountants/Head of Financial services/Director of Resources	Friday 7 December 2018
32	Budget Working Group meeting: - Local Government Grant Settlement, Draft Revenue Budget 2019/20	Budget Working Group	Wednesday 12 December 2018
33	Director of Resources to finalise council tax base	Director of Resources	December 2018
34	Calculate Collection Fund (Council Tax) Surplus/Deficit and apportion between Precepting Authorities	Director of Resources/Head of Financial Services	Mid December 2018
35	Anticipated publication of NNDR1 Return by Central Government	Director of Resources/Head of Revenues and Benefits	Mid December 2018
36	Deadline for return of parish precept letters	Parish Clerks/Accounting Technician	Friday 21 December 2018
37	Consideration of Revenue Budget Reports by Committees: Community Services Committee (Date to Printing: Friday 14 December 2018. Distribution Monday 17 December 2018)	Service Committees	Meeting Date: Tuesday 8 January 2019

Annex 1

Budget Timetable 2019/20 Task		Who?	When?
38	Consideration of Revenue Budget Reports by Committees: Planning & Development Committee <u>(Date to Printing: Friday 14 December 2018. Distribution Monday 17 December 2018)</u>	Service Committees	Meeting Date: Thursday 10 January 2019
39	Proposed Special CMT to review Revenue and Capital budgets	CMT	Monday 14 January 2019
40	Notify Lancashire County Council, Police and Crime Commissioner Lancashire and Lancashire Combined Fire Authority of the Collection Fund (Council Tax) Surplus/Deficit and Taxbase	Head of Financial Services	Mid-January 2019
41	Final review of salaries budgets/vacancies, key income sources such as planning fees and any grant budgets in order to inform the budget report to Special Policy and Finance Committee on any budget changes required since service committees reports produced.	All Senior Accountants/Head of Financial Services/Director of Resources	Monday 14 January 2019
42	Budget Working Group - NNDR1, Revenue Budget 2019/20, Collection Fund, Forward Capital Programme	Budget Working Group	Wednesday 16 January 2019
43	Consideration of Revenue Budget Reports by Committees: Health & Housing Committee <u>(Date to Printing: Friday 4 January 2019. Distribution Monday 7 January 2019)</u>	Service Committees	Meeting Date: Thursday 17 January 2019
44	Consideration of Revenue Budget Reports by Committees: Policy & Finance Committee <u>(Date to Printing: Friday 11 January 2019. Distribution Monday 14 January 2019)</u>	Service Committees	Meeting Date: Tuesday 22 January 2019
45	Consideration of Revenue Budget Reports by Committees: Economic Development Committee <u>(Date to Printing: Friday 11 January 2019. Distribution Monday 14 January 2019)</u>	Service Committees	Meeting Date: Thursday 24 January 2019
46	Anticipated return date for NNDR1 (To Central Government and local preceptors)	Director of Resources/Head of Revenues and Benefits/Head of Financial Services	Thursday 31 January 2019

Budget Timetable 2019/20 Task		Who?	When?
47	Lancashire County Council to be notified of their anticipated 10% share of retained business rates levy from the Pool	Director of Resources/Head of Revenues and Benefits/Head of Financial Services	Thursday 31 January 2019
48	Settlement Debate in Parliament	Central Government	Early February 2019
49	Meeting of Special Policy and Finance Committee to approve budget and recommend Council Tax to Full Council <u>(Date to Printing: Friday 25 January 2019. Distribution Monday 28 January 2019)</u>	Director of Resources/Head of Financial Services/Members	Meeting Date: Tuesday 5 February 2019
50	Provision of Financial Information for Council Tax Leaflet and website	Head of Financial Services/ Head of Revenues and Benefits	Mid-February 2019
51	Arrange formal budget consultation meeting with Representatives of Business Rates Payers	PA to Director of Resources	Mid-February 2019
52	Entering of Proposed/Approved Budget onto Financials system	All Accountants	Mid-February 2019
53	Receipt of Precept Letters from Major Precepting Authorities – Date yet to be confirmed for Lancashire County Council Meeting	Head of Financial Services	Mid-February 2019
54	Receipt of Precept Letters from Major Precepting Authorities – Date yet to be confirmed for Police and Crime Commissioner Meeting	Head of Financial Services	Mid-February 2019
55	Receipt of Precept Letters from Major Precepting Authorities – Date yet to be confirmed for Lancashire Combined Fire Authority Meeting	Head of Financial Services	Mid-February 2019

Budget Timetable 2019/20 Task		Who?	When?
56	Production of Summary Budget Books for Full Council	Head of Financial Services	Mid-February 2019
57	Full Council to agree Budget and set Council Tax <u>(Date to Printing: Friday 22 February 2019. Distribution Monday 25 February 2019)</u>	Director of Resources/Head of Financial Services/Members	Meeting Date: Tuesday 5 March 2019
58	Inform Heads of Service of approved Budget	Director of Resources, Head of Financial Services & CMT	Mid-March 2019
59	Publish Fees and Charges on website	Accounting Technician (SM)	Mid-March 2019
60	Production of Final Budget Book	Head of Financial Services	Mid-March 2019

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 19

meeting date: 25 SEPTEMBER 2018
title: OVERALL CAPITAL MONITORING 2018/19
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To provide members with information relating to the progress of the Council's approved capital programme for the period to the end of August 2018.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 Nineteen schemes, totalling £1,215,620, were approved for inclusion in the overall capital programme original estimate budget by the Policy and Finance Committee and Full Council at their respective meetings in February 2018 and March 2018.

2.2 In addition, the following amendments have been made to the capital programme in-year so far:

- The 2017/18 capital programme budgets for two schemes, totalling £275,000, were moved from 2017/18 to the 2018/19 capital programme, following assessment of the progress on those schemes when the 2017/18 revised capital programme budget was set in January 2018.
- There were twelve 2017/18 capital schemes that were not completed by 31 March 2018 and had unspent budget available at that date. The total unspent budget on these schemes was £551,090 and this is known as slippage. This slippage has been transferred into the 2018/19 capital programme budget.
- Additional budgets have been approved on two capital schemes so far in 2018/19. One was an additional funding allocation of £23,990 from Central Government for Disabled Facilities Grants and one was approval from Policy and Finance Committee in June 2018 for a replacement Hook Lift vehicle scheme, totalling £50,000.

2.3 Consequently, the total approved budget for the 2018/19 overall capital programme of thirty two schemes is £2,115,700.

3 CAPITAL MONITORING 2018/19

3.1 The table overleaf summarises the overall capital programme by committee, showing the total approved budget, actual expenditure and variances to the end of August 2018. Annex 1 shows the overall capital programme by scheme, including budget, expenditure and variances to the end of August 2018.

Committee	Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of August 2018 £	Variance as at end of August 2018 £
Community Services	712,200	0	93,320	50,000	855,520	539,642	-315,878
Planning and Development	0	0	30,200	0	30,200	0	-30,200
Policy and Finance	156,420	0	86,140	0	242,560	89,429	-153,131
Health and Housing	347,000	175,000	341,430	23,990	887,420	278,745	-608,675
Economic Development	0	100,000	0	0	100,000	0	-100,000
OVERALL TOTAL	1,215,620	275,000	551,090	73,990	2,115,700	907,816	-1,207,884

3.2 At the end of August 2018 £907,816 had been spent or committed. This is 42.9% of the overall capital programme for 2018/19.

3.3 Four schemes have been completed already. Based on review of progress on each of the remaining twenty eight schemes, at this stage:

- sixteen schemes are currently on-track to be completed in-year
- six schemes are in progress but may not be fully completed in-year
- one scheme will not be completed in-year
- two schemes are on hold, awaiting developments in other areas before any progress can be made; and
- three are on-going Housing grants schemes.

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

- **Play Area Improvements 2018/19 (-£35,891):** Main improvement works will be planned for October 2018 onwards, based on playground assessments after the school summer holidays. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work. Some budget will be kept unallocated until March 2019 to ensure any work which may occur as a result of vandalism can be funded.
- **Replacement of Refuse Wheelie Bins (-£10,000):** No spend to date. An order for bulk purchase of bins will be placed in due course to ensure purchase within the 2018/19 financial year.
- **Renewal of Sections of Floor to Residual Waste Transfer Station, Phase 2 (-£23,500):** No spend to date. The work will be planned in at a convenient time later in the financial year, when there is less green waste transfer, to allow the waste transfer station to continue to operate as effectively as possible whilst the work is undertaken.

- **Replacement of Garwood (12 tonne GVW) single bodied RCV with single multi-use vehicle – PN05 PWL (-£10,724):** The vehicle was delivered and paid for in July 2018, at a cost of £109,276, so the scheme is complete. The scheme budget was £120,000.
- **Replacement Mower (Haytor) – PN07 MVG (-£41,000):** Quotes are currently being obtained for the replacement mower. At this stage, it is expected that the new mower will be purchased before the financial year-end.
- **Replacement Mini Tractor and Trailer (John Deere) – PN06 TSZ (-£12,000):** Initial assessment of replacement costs and needs means that the tractor and trailer is likely to be replaced by a tractor unit only. Procurement is in progress.
- **Replacement Truck (Ford) c/w Tail Lift – PE60 KJJ (-£37,500):** This is a specialist vehicle, built to a bespoke specification. The detailed specification has been developed with a potential supplier and quotes are now being obtained before the preferred supplier is chosen. The build and delivery time for this vehicle will be known only when the preferred supplier is chosen, but it is likely to be longer than for the purchase of a standard specification vehicle.
- **All Weather Pitch Lighting (-£31,000):** This scheme is on hold, whilst consideration is given to the Clitheroe Wolves/Lancaster Foundation Edisford development proposal.
- **Off-Street Car Parks – Update of Payment Systems (-£16,340):** No spend as at the end of August 2018, but an order has been made for refurbishing the seven car parking machines in September 2018, at a cost of £16,205. At this stage, it is expected that the work will be completed by the end of the calendar year.
- **Castle Museum – Refurbishment of Windows (-£20,924):** The works administration team are continuing with their window refurbishment work and the scheme should be completed within the financial year and within budget, subject to any further additional works being identified.
- **Replacement of Hook Lift vehicle – PN07 VWG (-£50,000):** This is a specialist vehicle, built to a bespoke specification. The detailed specification has been developed with a potential supplier, quotes have been obtained and the preferred supplier has been chosen. The build and delivery time for this vehicle is several months longer than for the purchase of a standard specification vehicle.
- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update (-£30,200):** The Local Land Property Gazetteer and Planning integration has now been completed, so the Council's ICT team are in discussions with the software supplier on the approach, timings and revised costings for the Planning Portal Link and Planning System Update work. In addition, the scheme approach will be reviewed by the new Director, together with the Head of Planning and the ICT Manager.
- **Lift replacement at Council Offices (-£87,000):** The design and build specification needs to be finalised before the scheme is put out to tender. The time required for the tender, design and build stages means that the scheme will not be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.

- **Replacement server for Revenues and Benefits (-£12,400):** The pre-installation technical architecture review has been completed, the preferred server has been selected and IT consultant installation input has been confirmed, so the new server will be installed by December 2018. The latest cost of the server coupled with the need for IT consultant input on the scheme means that the estimated scheme cost is now £24,000 and additional budget of £10,500 is required. Approval for the additional budget is being requested from Policy and Finance Committee elsewhere on this agenda (see Policy and Finance Capital Monitoring 18/19 report).
- **New Council telephone system (-£45,000):** Following supplier input on the type of replacement system or system upgrade available to provide telephony resilience for future years, lead officers and CMT discussed the initial options considered and agreed the next steps for the scheme. Lead officers will now gather more information on technical specifications, costings and timescales and suggest a preferred solution. The preferred solution will be reported to CMT and a future Policy and Finance Committee meeting. At this stage, officers are aiming to complete the scheme in 2018/19, but this is dependent on the timescale for the preferred solution.
- **Disabled Facilities Grants (-£335,138):** Committed expenditure at the end of August 2018 was £257,382, based on twenty schemes approved prior to this financial year and thirty three schemes approved so far in 2018/19. There were a further twenty six applications working towards approval. There is a higher level of referrals and grants approved so far in 2018/19 than in previous years.
- **Landlord/Tenant Grants (-£85,091):** One scheme has been approved so far and works are in progress on this scheme. One potential scheme is currently being considered by the Housing team, involving grants for six individual flats. This scheme would use up a significant amount of the remaining 2018/19 budget, but a formal application can only be made on this scheme if it is granted planning permission.
- **Clitheroe Market Improvements (-£175,000):** The scheme remains on hold, awaiting the final plans for the Clitheroe Market Development scheme.
- **Affordable Warmth – Capital Grants (-£13,446):** Committed expenditure at the end of August 2018 was £7,434, based on five grants approved in 2017/18 and nine grants approved so far in 2018/19. Other applications are currently being considered. It is expected that the rest of the unspent budget will be committed over the winter months.
- **Economic Development Initiatives (-£100,000):** Development opportunities to bring forward land for employment will be reported to this Committee in due course. It is anticipated that this capital scheme be considered to help support any emerging initiatives that arise as a result of that report.

4 CONCLUSION

- 4.1 At the end of August 2018 £907,816 had been spent or committed. This is 42.9% of the overall capital programme for 2018/19.
- 4.2 Four schemes have been completed already. Based on review of progress on each of the remaining twenty eight schemes, at this stage:
- sixteen schemes are currently on-track to be completed in-year
 - six schemes are in progress but may not be fully completed in-year

- one scheme will not be completed in-year
- two schemes are on hold, awaiting developments in other areas before any progress can be made; and
- three are on-going Housing grants schemes.

4.3 Approval for £10,500 additional budget for the Replacement server for Revenues and Benefits scheme is being requested from Policy and Finance Committee elsewhere on this agenda. As this request is subject to approval, this additional £10,500 budget has not been included within this overall monitoring report.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF55-18AC/AC
17 September 2018

Overall Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of August 2018 £	Variance as at end of August 2018 £
Community Services Committee								
PLAYS	Play Area Improvements 2018/19	40,000	0	0	0	40,000	4,109	-35,891
REPWB	Replacement of Refuse Wheelie Bins	10,000	0	0	0	10,000	0	-10,000
TSFLR	Renewal of Sections of Floor to Residual Waste Transfer Station (Phase 2)	23,500	0	0	0	23,500	0	-23,500
RVKXD	Replacement of Paper Collection Vehicle - VX55 KXD	49,000	0	0	0	49,000	42,247	-6,753
RVYEK	Replacement of Refuse Collection Vehicle - PO60 YEK	222,500	0	0	0	222,500	219,689	-2,811
VERTI	Purchase of Verti Drain Equipment	46,000	0	0	0	46,000	43,944	-2,056
CPMHY	Replacement of Car Parking Van – Fiat Doblo PN09 MHY with an equivalent spec	13,000	0	0	0	13,000	9,740	-3,260
RVPWL	Replacement of Garwood (12 tonne GVW) single bodied RCV with single multi-use vehicle – PN05 PWL	120,000	0	0	0	120,000	109,276	-10,724
GVMVG	Replacement Mower (Haytor) - PN07 MVG	41,000	0	0	0	41,000	0	-41,000
GVKXP	Replacement Mower (Kubota) - PN09 KXP	18,500	0	0	0	18,500	17,334	-1,166
GVTSZ	Replacement Mini Tractor and Trailer (John Deere) - PN06 TSZ	12,000	0	0	0	12,000	0	-12,000
GVKJJ	Replacement Truck (Ford) c/w Tail Lift - PE60 KJJ	37,500	0	0	0	37,500	0	-37,500
EAWPL	All Weather Pitch Lighting	31,000	0	0	0	31,000	0	-31,000

Overall Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of August 2018 £	Variance as at end of August 2018 £
WVAZL	Replacement of IVECO Daily Crew Cab - PO60 AZL	48,200	0	0	0	48,200	44,500	-3,700
PLAYR	Play Area Improvements 2017/18	0	0	12,940	0	12,940	12,298	-642
CPPAY	Off-Street Car Parks – Update of Payment Systems	0	0	16,340	0	16,340	0	-16,340
CMWIN	Castle Museum – Refurbishment of Windows	0	0	36,000	0	36,000	15,076	-20,924
GVLSY + GVTZG	Replacement Pick-up Vehicles (Ford Ranger S/C 4WD x 2) - PK07 LSY and PK07 TZG	0	0	21,590	0	21,590	21,429	-161
RPIMP	Ribblesdale Pool Improvement Work	0	0	6,450	0	6,450	0	-6,450
GVVWG	Replacement of Hook Lift vehicle – PN07 VWG	0	0	0	50,000	50,000	0	-50,000
	Total Community Services Committee	712,200	0	93,320	50,000	855,520	539,642	-315,878
Planning and Development Committee								
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	0	30,200	0	30,200	0	-30,200
	Total Planning and Development Committee	0	0	30,200	0	30,200	0	-30,200
Policy and Finance Committee								
QGARR	Queensway Garages – replace roof covering and repairs	23,000	0	0	0	23,000	15,375	-7,625
COLFT	Lift replacement at Council Offices	87,000	0	0	0	87,000	0	-87,000
CFUPG	Financial system upgrade	46,420	0	0	0	46,420	46,420	0
RBSVR	Replacement server for Revenues and Benefits	0	0	13,500	0	13,500	1,100	-12,400

Overall Capital Programme 2018/19

Cost Centre	Scheme	Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Actual Expenditure including commitments as at end of August 2018 £	Variance as at end of August 2018 £
PHONE	New Council telephone system	0	0	45,000	0	45,000	0	-45,000
CSUPG	Civic suite upgrade	0	0	27,640	0	27,640	26,534	-1,106
	Total Policy and Finance Committee	156,420	0	86,140	0	242,560	89,429	-153,131
Health and Housing Committee								
DISCP	Disabled Facilities Grants	297,000	0	271,530	23,990	592,520	257,382	-335,138
LANGR	Landlord/Tenant Grants	50,000	0	49,020	0	99,020	13,929	-85,091
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	175,000	0	-175,000
CWARM	Affordable Warmth – Capital Grants	0	0	20,880	0	20,880	7,434	-13,446
	Total Health and Housing Committee	347,000	175,000	341,430	23,990	887,420	278,745	-608,675
Economic Development Committee								
ECDVI	Economic Development Initiatives	0	100,000	0	0	100,000	0	-100,000
	Total Economic Development Committee	0	100,000	0	0	100,000	0	-100,000
OVERALL CAPITAL PROGRAMME 2018/19 TOTAL								
		1,215,620	275,000	551,090	73,990	2,115,700	907,816	-1,207,884

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No 21

meeting date: 25 SEPTEMBER 2018
 title: REVENUE OUTTURN 2017/18
 submitted by: DIRECTOR OF RESOURCES
 principal author: TRUDY HOLDERNESS

1 PURPOSE

1.1 To report on the outturn for the financial year 2017/18 in respect of the Revenue Budget for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 Our full Statement of Accounts was signed off for audit by the Director of Resources on 31 May 2018 and that audit has now been completed.

2.2 The 2017/18 financial year was the first where we are required to meet the new deadlines for release of our Statement of Accounts for external audit by the 31 May and approval following audit by 31 July. We also matched these new deadlines in last year's closedown process in preparation for this year's new requirements.

2.3 Our final audited Statement of Accounts was approved by Accounts and Audit Committee at their meeting on 25 July 2018.

3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of £34,679 on the net costs of services. After transfers to and from earmarked reserves, the overall underspend is £15,543. This has been added to General Fund Balances.

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

Cost Centre	Cost Centre Name	Revised Estimate 2017/18	Actual 2017/18	Variation	Associated Earmarked Reserves Variance	Net Variance
		£	£	£	£	£
OMDEV	Organisation & Member Development **	0	0	0	0	0

Cost Centre	Cost Centre Name	Revised Estimate	Actual	Variation	Associated Earmarked Reserves	Net Variance
		2017/18	2017/18		Variance	
		£	£	£	£	£
COMPR	Computers **	0	0	0	4,260	4,260
FSERV	Financial Services**	0	0	0	0	0
LSERV	Legal Services **	0	0	0	0	0
REVUE	Revenues and Benefits **	0	0	0	0	0
CONTC	Contact Centre**	0	0	0	0	0
CIVST	Civic Suite **	-3,080	0	3,080	83	3,163
CLOFF	Council Offices **	5,810	0	-5,810	0	-5,810
CORPM	Corporate Management	335,920	331,938	-3,982	0	-3,982
CEXEC	Chief Executives Department **	0	0	0	0	0
CSERV	Corporate Services	165,720	157,219	-8,501	0	-8,501
CLTAX	Council Tax	350,280	344,382	-5,898	3,048	-2,850
NNDRC	National Non Domestic Rates	30,350	21,844	-8,506	0	-8,506
CIVCF	Civic Functions	53,390	49,362	-4,028	0	-4,028
COSDM	Cost of Democracy	441,950	434,252	-7,698	0	-7,698
ELADM	Election Administration	68,970	68,525	-445	0	-445
DISTC	District Elections	3,720	4,123	403	37,129	37,532
BYELE	District By Election	750	3,889	3,139	-3,139	0
PARIS	Parish Elections	0	1,389	1,389	-1,389	0
ELECT	Register of Electors	79,040	59,666	-19,374	16,867	-2,507
LUNCH	Luncheon Clubs	14,020	4,320	-9,700	0	-9,700
LANDC	Land Charges	19,120	26,600	7,480	0	7,480
LICSE	Licensing	35,630	28,412	-7,218	0	-7,218

Cost Centre	Cost Centre Name	Revised Estimate 2017/18	Actual 2017/18	Variation	Associated Earmarked Reserves Variance	Net Variance
		£	£	£	£	£
FLDRB	Flood Grants – Businesses	0	0	0	0	0
FLDRH	Flood Grants – Households	0	-20,000	-20,000	20,000	0
EMERG	Community Safety	64,230	61,309	-2,921	0	-2,921
FMISC	Policy & Finance Miscellaneous	-126,800	-70,576	56,224	-61,951	-5,727
PERFM	Performance Reward Grant	780	772	-8	0	-8
PARGR	Parish Grants	15,720	13,817	-1,903	1,903	0
SUPDF	Superannuation Deficiency Payment	94,590	94,601	11	0	11
ESTAT	Estates	60,630	63,394	2,764	2,325	5,089
RURAL	Rural Areas Delivery	0	0	0	0	0
FGSUB	Grants and Subscriptions	164,840	161,663	-3,177	0	-3,177
NET COST OF SERVICES		1,875,580	1,840,901	-34,679	19,136	-15,543

4 EARMARKED RESERVES

4.1 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.

4.2 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 or accounting for funds we are committed to spend (re grants) received, 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.

4.3 The table below provides details of the revised estimate, our actual outturn and the impact in both cases of the movement in earmarked reserves. Full details are provided of the earmarked reserves that have been impacted and the reason for the movement

	Revised Estimate 2017/18 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	1,875,580	1,840,901	-34,679	
FNBAL/ H372 - Parish Grants The reserve was established by transferring money payable by Central Government for the achievement of targets contained within Local Area Agreements into a separate reserve for parish grants.	-15,720	-13,817	1,903	Fewer parish grants completed in 2017/18 than anticipated when the estimates were prepared.
FNBAL/H362 - Individual Electoral Registration Reserve The reserve was established from grants received for the implementation of Individual Electoral Registration.	-8,480	8,387	16,867	The variance is mostly due to an increase in the grant received in year, as a result of a successful bid for more funding.
FNBAL/H230 - Election Reserve The reserve was established from monies set aside on an annual basis to smooth out the cost of local elections.	18,070	50,671	32,601	Additional contributions made to the election reserve to top it up in preparation for the District Election in 2019/20
FNBAL/H269 - Revaluation Reserve Reserve 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.	2,060	2,060	0	No variance

	Revised Estimate 2017/18 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
<p>FNBAL/H337 - Equipment Reserve</p> <p>This reserve was established by setting aside unspent budget provisions and miscellaneous grants received to fund equipment and new burdens imposed on the council.</p>	-12,320	-1,169	11,151	<p>The variance is a combination of funding an Icon upgrade where only part of the cost has fallen in the 2017/18 financial year, rather than the full cost.</p> <p>This has resulted in a lower contribution from the reserve than initially envisaged. This is offset by an additional contribution made to the reserve in respect of a Transparency Grant that has been received.</p>
<p>FNBAL/H326 - VAT Shelter Reserve</p> <p>As part of the housing stock transfer to a social housing landlord a VAT shelter agreement was established. The council receives an annual payment from the landlord which is set aside in an earmarked reserve, largely to fund future capital expenditure.</p>	205,650	130,738	-74,912	<p>Reduced VAT shelter income was received from Ribble Valley Homes than anticipated at the time of setting the revised estimate.</p>
<p>FNBAL/H262 - ITC Equipment reserve</p> <p>The reserve was established to fund the purchase of computer equipment, both capital and revenue.</p>	-6,520	-2,260	4,260	<p>Resources set aside in the ITC earmarked reserve have been used in year to fund the cost of software and licences.</p> <p>Resources have also been set aside health check work in relation to the government connect network, which was not able to be undertaken prior to the end of the 2017/18 financial year.</p>
<p>FNBAL/H375 Flood Resilience Reserve</p> <p>Reserve established to set aside outstanding flood resilience grants.</p>	0	20,000	20,000	<p>These are earmarked flood resilience grants that have been set aside until grant conditions are met.</p>

	Revised Estimate 2017/18 £	Outturn £	Variance £	Reason for Movement on Earmarked Reserve
FNBAL/H369 Pension Triennial Revaluation Reserve Reserve established from set aside superannuation savings. This is as a result of the payment being made in full at the beginning of the year, rather than monthly, resulting in a lower amount due in year.	7,920	12,778	4,858	The difference between the prepayment made and contributions that would have been due otherwise was greater than anticipated. This has resulted in a greater amount being set aside.
CPBAL/H330 Capital Reserve Fund This reserve is used to fund capital programme.	0	2,408	2,408	Additional income received from freehold sales and sale of equipment has been added to reserve
Committee Net Cost of Services after Movements on Earmarked Reserves	2,066,240	2,050,697	-15,543	

5 KEY MOVEMENTS FROM REVISED ESTIMATE TO OUTTURN

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

Service Area	Description of Variance	Amount £
OMDEV Organisation and Member Development	Although some corporate training courses were in the process of being organised, they could not take place before the financial year end, resulting in an underspend.	-8,383
NNDRC National Non Domestic Rates	Government grant received to cover additional administration costs resulting from changes in business rates.	-12,000
ELECT Register of Electors	Additional grant from Ministry of Justice after a successful bid for additional funding in relation to Individual Electoral Registration.	-20,794

Service Area	Description of Variance	Amount £
FMISC Finance Miscellaneous	Reduction in VAT shelter money received from Ribble Valley Homes resulting in a lower contribution to the earmarked reserve.	74,912

6 CONCLUSION

- 6.1 There have been a number of variations in both income and expenditure during the year, and this has given rise to an overall underspending of £34,679 on the net cost of services. After transfers to and from earmarked reserves the overall underspend is £15,543.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF45-18/TH/AC
 29 August 2018

BACKGROUND PAPERS;
Policy & Finance closedown working papers 2017/18

For further information please ask for Lawson Oddie.

POLICY & FINANCE COMMITTEE – VARIANCES 2017/18

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
OMDEV: Organisation & Member Development							
There has been a lower level of staff turnover experienced for this service in November to March than that budgeted for.	3,194						
Although some corporate training courses were in the process of being organised, they could not take place before the financial year end, resulting in an underspend	-8,383						
A prudent approach was taken when reducing the estimate for printing & stationery and photocopying, to follow recent spending patterns. However a greater level of underspend has taken place. This will be further reviewed in future budget setting.	-1,553						
Reduction in support cost mainly from Computer Services and Financial Services due to a reduction in net expenditure in these services			-479				
The decrease in net expenditure on this service is reflected in lower recharges to other services			7,130				
Total Organisation & Member Development	-6,742	0	6,651	0	-91	0	-91
COMPR: Computer Services							
The overspend is as a result of additional staff cost for maternity cover.	2,020						

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
No staff currently undertaking professional qualification training due to a member of staff leaving.	-1,630						
Reduction in hardware and software maintenance costs due to the cancellation of some contracts, and identification of alternative providers.	-4,247						
Some work with regard to the government connect service was delayed and could not be completed by the end of the financial year. This has resulted in an underspend in 2017/18. However, this has been set aside in an earmarked reserve in order to fund this work in 2018/19.	-4,317					4,260	
The reduction in net expenditure is reflected in lower recharges to other services			7,965				
Total Computer Services	-8,174	0	7,965	0	-209	4,260	4,051
FSERV: Financial Services							
There has been a lower level of staff turnover in this service area experienced in November to March than that budgeted for.	5,839						
Due to changes in staffing there has been an underspend on the professional qualification training budget.	-1,482						
Increase in support costs mainly due to an increase in office recharge costs			489				
The increase in net expenditure is reflected in higher recharges to other services			-2,419				
Total Financial Services	4,357	0	-1,930	0	2,427	0	2,427

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
LSERV: Legal Services							
There has been a lower level of staff turnover in this service area experienced in November to March than that budgeted for.	2,219						
An underspend has occurred on the training budget, as no staff undertook professional qualification training in year.	-1,418						
The online subscription for reference books was less than estimated. Also no other reference books were purchased in the year, which led to the underspend shown.	-2,571						
Spend on legal fees and land registry fees was lower than that anticipated at the time of setting the budget.	-1,788						
Reduction in support costs mainly from an increase in office recharge costs, offset by lower recharges from Computer Services and Member Development due to decreases in net expenditure in those service areas.			-570				
The decrease in net expenditure is reflected in lower recharges to other services			5,798				
Total Legal Services	-3,558	0	5,228	0	1,670	0	1,670

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
REVUE: Revenues							
An underspend has occurred on the training budget. There are currently no staff undertaking professional qualification training, however the budget was left to allow other ad-hoc training to be undertaken.	-1,600						
The mileage of the Visiting Officer post has been that anticipated in the budget.	-1,648						
A delay in upgrading the Icon system has resulted in an underspend on software maintenance costs.	-1,700						
Increase in support costs is mainly due to the office recharge costs following increases in net expenditure in that area.			564				
The decrease in net expenditure is reflected in lower recharges to other services			5,004				
Total Revenues	-4,948	0	5,568	0	620	0	620
CONTC: Contact Centre							
There has been a lower level of replacement uniforms for contact centre staff. Although full replacement is every other year, a budget remained to allow for any costs in respect of staff turnover – which did not fully materialise.	-1,912						
Several smaller budgets were underspent such as training, staff medicals, transport expenses, purchase of equipment	-1,639						
Reduction in support costs mainly from Computer Services due to decreases in net expenditure in this service.			-346				

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
The decrease in net expenditure is reflected in lower recharges to other services			3,860				
Total Contact Centre	-3,551	0	3,514	0	-37	0	-37
CIVST: Civic Suite							
The decrease in net expenditure is reflected in lower recharges to other services			4,348				
Total Civic Suite	0	0	4,348	0	4,348	0	4,348
CLOFF: Council Offices							
Increase in recharges to other services, caused by an increase in building repairs costs which were covered by a virement from other budgets.			-5,935				
Total Council Offices	0	0	-5,935	0	-5,935	0	-5,935
CORPM: Corporate Management							
Reduction in support costs mainly from the Chief Executives Department and Contact Centre due to decreases in net expenditure in those services.			-3,982				
Total Corporate Management	0	0	-3,982	0	-3,982	0	-3,982
CEXEC: Chief Executives							
Reduced staffing costs due to higher than budgeted turnover of staff within the Environmental Health and Housing and Regeneration sections	-3,407						

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
The level of training spend anticipated by the budget holder at the time of setting the revised estimate has not materialised, resulting in the underspend shown.	-2,634						
Lower levels of mileage within the Environmental Health service. This has largely been due to a review of working practices.	-1,535						
Reduction in support costs from Civic suite, Computer services and Organisation and Member Development. This has been partially offset by an increase in the office recharge costs due to changes in net expenditure within that area			-567				
The decrease in net expenditure is reflected in lower recharges to other services			11,097				
Total Chief Executives	-7,576	0	10,530	0	5,908	0	5,908
CSERV: Corporate Services							
The cost of the production of the Ribble Valley News publication has been lower than in previous years, resulting in the saving shown	-2,137						
The underspend on promotional activities is partly due to a number of activities not having taken place by the end of the financial year	-4,045						

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
Reduction in support costs mainly from Organisation and Member Development services due to reduction in net expenditure in that service area.			-2,342				
Total Corporate services	-6,182	0	-2,342	0	-8,524	0	-8,524
CLTAX: Council Tax							
Only part of the work of upgrading the Icon system has been able to take place. The work is being funded from earmarked reserves and so the balance of the work required will be undertaken in 2018/19 and funded from the same earmarked reserve.	-3,048					3,048	
The variance shown is in respect of the discounts given to those affected by the floods of December 2015. Also shown as a variance is the grant income received from the Government to fund these discounts. Neither element was included in the revised estimate – but both variances negate each other.	-63,925	63,925					
An increase in support service costs mainly from Revenue Services and Computer Services is due to an increase in net expenditure in those service areas.			-4,215				
Below average income from summonses / court fees		3,460					
Total Council Tax	-66,973	67,385	-4,215	0	-3,803	3,048	-755

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
NNDRC: National Non Domestic Rates							
Additional cost of upgrading Northgate system, resulting from a change in legislation	2,550						
Government grant received for additional administration costs resulting from changes to business rates. This is partially offset by a reduction in the Cost of Collection Grant.		-10,997					
Reduction in support costs mainly from Revenue Service due to decreases in net expenditure in that service			-1,261				
Below average income from summonses			2,110				
Total National Non Domestic Rates	2,550	-10,997	849	0	-7,598	0	-7,598
CIVCF: Civic Functions							
There has been no expenditure on civic regalia or plaques. There has also been a reduction in mayoral car expenses (mostly fuel), and other reduced civic function expenses such as refreshments etc.	-3,901						
Reduction in support costs mainly from Legal Services due to decrease in net expenditure in this service area.			-125				
Total Civic Functions	-3,901	0	-125	0	-4,026	0	-4,026

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
COSDM: Cost of Democracy							
A number of areas of areas of slightly reduced expenditure, including equipment, subsistence, car allowances, traveling expense, council meeting expense and statutory notices.	-4,186						
Decrease in support cost mainly from office recharge costs, Financial Services and Legal Services. This has been partially offset by a reduction in support costs from Community Services.			-3,559				
Total Cost of Democracy	-4,186	0	-3,559	0	-7,745	0	-7,745
ELADM: Elections Administration							
Decrease in support costs mainly from Legal Services and Organisation and Member Development due to changes in net expenditure in those service areas.			-445				
Total Election Administration	0	0	-445	0	-445	0	-445
VARIOUS: District, By and Parish Elections							
Staffing costs such as postal vote issuing and opening, presiding officer and poll clerk fees above that budgeted for.	2,288						
Other election costs above that budgeted for.	2,643						
Increase in contribution to elections earmarked reserve to ensure reserve is sufficient for next district election						32,601	
Total Elections	4,931	0	0	0	4,931	32,601	37,532

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
ELECT: Register of electors							
Decrease in support costs mainly from Legal Services due to changes in net expenditure from that service area.			-436				
Additional grant from Ministry of Justice as a result of bidding for additional funding. This has been added to earmarked reserves, net of additional expenditure		-20,794				16,867	
Total Register of Electors	0	-20,794	-436	0	-21,230	16,867	-4,363
LUNCH: Luncheon Club							
The provision for grants towards the cost of establishing new luncheon clubs was underspent as only a few clubs have applied.	-9,690						
Total Luncheon Clubs	-9,690	0	0	0	-9,690	0	-9,690
LANDC: Land Charges							
Fewer 'Part 2 enquiries' that are referred to Lancashire County Council than anticipated	-1,137						
Decrease in support costs mainly from Financial Services and Computer Services due to decrease in net expenditure in those service areas			-825				
Lower income levels due to fewer Part 1 & Part 2 enquiries being received		9,448					
Total Land Charges	-1,137	9,448	-825	0	7,486	0	7,486

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
LICSE: Licensing							
Increase in number of premises licences issued, offset by a reduction in taxi licences		-5,097					
Decrease in support costs mainly from Legal Services due to decrease in net expenditure in that service area.			-1,584				
Total Licensing	0	-5,097	-1,584	0	-6,681	0	-6,681
FLDRH :Flood Grants - Households							
Until Flood Grant conditions have been met, the underspent budget has been set aside in an earmarked reserve, with a view to being released in 2018/19.	-20,000					20,000	
Total Flood Grants Households	-20,000	0	0	0	-20,000	20,000	0
EMERG: Community Safety							
A number of planned schemes were not able to be undertaken in the 2017/18 financial year, resulting in the underspend shown	-2,363						
There has been a decrease in support costs, mainly from the Chief Executive's department			-406				
Total Community Safety	-2,363	0	-406	0	-2,769	0	-2,769
FMISC: Finance Miscellaneous							
Government Transparency grant received at the end of the financial year. This has been added to earmarked reserves.		-8,103				8,103	

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
<p>This variance is as a result of the superannuation contribution payment being made in full at the beginning of the year, rather than monthly, resulting in a lower amount due in year.</p> <p>The difference between this prepayment and the contributions that would have otherwise been due was greater than anticipated.</p> <p>This has resulted in a greater amount being set aside in earmarked reserves.</p>		-4,858				4,858	
Rebate on previously paid audit commission fees		-4,975					
Reduced income from Ribble Valley Homes in respect of VAT shelter work. This has therefore resulted in a lower contribution to earmarked reserves		74,912				-74,912	
Total Finance Miscellaneous	0	56,976	0	0	56,976	-61,951	-4,975
ESTAT: Estates							
Additional legal expenses have been incurred during the year.	1,085						
Reduced income from ground rents and garage rents. Any income from freehold sales have been added to the capital earmarked reserve.		1,448				2,325	
Decrease in support costs mainly from Legal Services due to changes in net expenditure in that service area			-264				
Total Estates	1,085	1,448	-264	0	2,269	2,325	4,594

	Variance in Expenditure	Variance in Income	Variance in Support	Variance in Capital	Total Variance	Associated Earmarked reserve	Net VARIANCE
FGSUB: Grants & Subscriptions - Policy & Finance Committee							
Spend on other grants and subscriptions was lower than that anticipated at the revised estimate.	-948						
The budget that remained to support any delayed claims for Concurrent Function Grant to Parish Councils was not required.	-2,751						
Increase in support costs mainly from Community services due to an increase in net expenditure in that service area.			523				
Total Grants & Subscriptions - P&F Committee	-3,699	0	523	0	-3,176	0	-3,176
PARGR / PERFM: Parish / Performance reward grants							
Less schemes completed than anticipated when estimates prepared, expenditure funded from earmarked reserve	-1,903					1,903	
Total Parish Grants	-1,903	0	0	0	-1,903	1,903	0
Other	-15,038	7,714	-3,246	54	-10,516	83	-10,433
Total Variances for Policy & Finance Committee	-156,698	106,083	15,882	54	-34,679	19,136	-15,543

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 22

meeting date: 25 SEPTEMBER 2018
 title: REVENUE MONITORING 2018/19
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To let you know the position for the period April to July 2018 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

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

Other Considerations – none identified.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of July. You will see an overall overspend of £23,249 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves there remains an overspend of £23,249.

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
CEXEC	Chief Executives Department	0	360,675	372,278	11,603	R
CIVCF	Civic Functions	60,220	27,714	26,022	-1,692	G
CIVST	Civic Suite	-1,500	15,598	16,518	920	G
CLOFF	Council Offices	0	100,543	152,853	52,310	R
CLTAX	Council Tax	337,060	28,562	25,431	-3,131	A
COMPR	Computer Services	0	113,187	133,392	20,205	R
CONTC	Contact Centre	0	62,778	62,661	-117	G
CORPM	Corporate Management	340,540	0	0	0	G
COSDM	Cost of Democracy	450,060	83,070	82,228	-842	G
CSERV	Corporate services	185,780	8,689	7,139	-1,550	G
ELADM	Election Administration	5,370	0	0	0	G
ELECT	Register of Electors	106,150	25,878	-1,904	-27,782	R

Cost Centre	Cost Centre Name	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	
EMERG	Community Safety	64,130	3,124	665	-2,459	A
ESTAT	Estates	67,450	-11,231	-7,355	3,876	A
FGSUB	Grants & Subscriptions - Policy and Fin	167,320	119,989	121,249	1,260	G
FMISC	Policy & Finance Miscellaneous	-61,370	12,938	10,966	-1,972	G
FSERV	Financial Services	0	244,314	240,959	-3,355	A
LANDC	Land Charges	15,020	-20,135	-12,664	7,471	R
LICSE	Licensing	43,050	-10,084	-13,544	-3,460	A
LSERV	Legal Services	0	125,454	128,114	2,660	A
LUNCH	Luncheon Clubs	14,280	0	0	0	G
NNDRC	National Non Domestic Rates	41,840	6,676	-23,798	-30,474	R
OMDEV	Organisation & Member Development	0	138,782	136,189	-2,593	A
PERFM	Performance Reward Grants	3,430	0	0	0	G
REVUE	Revenues & Benefits	0	186,433	189,001	2,568	A
SUPDF	Superannuation Deficiency Payments	97,600	15,053	14,853	-200	G
	Subtotal	1,936,430	1,638,007	1,661,256	23,249	

Transfers to/from Earmarked Reserves				
Elections Earmarked Reserve	22,990	0	0	0
Performance Reward Grant Earmarked Reserve	-2,650	0	0	0
ICT Earmarked Reserve	-3,970	0	0	0
VAT Shelter Earmarked Reserve	108,080	0	0	0
Pensions Triennial Revaluation Reserve	33,320	0	0	0
Revaluation Reserve	2,110	0	0	0
Repairs and Maintenance Earmarked Reserve	-7,140	-1,072	-1,072	0
Total after Transfers to/from Earmarked Reserves	2,089,170	1,636,935	1,660,184	23,249

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

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

- 2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.
- 2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.
- 2.5 For this committee there has been an additional revenue item approved in to the budget. As the 'responsible person' Ribble Valley Borough Council has carried out Fire Risk Assessments of most of the council's current building portfolio. Most of the council's buildings required only minor works following the Fire Risk Assessments but as these are deemed as minor works they are accommodated in the repair and maintenance budgets.
- 3.3 In respect of this committee, more substantial works were identified at the Longridge Over 60's Club (£7,140). Additional budget to facilitate these works was approved at Policy and Finance Committee on 19 June, with the additional budget to be funded from the Repairs and Maintenance Earmarked Reserve.
- 2.6 In summary the main area of variance that is **unlikely** to rectify itself by the end of the financial year is shown below:

Description	Variance to end July 2018 £
Register of Electors (ELECT) - This is income that relates to Individual Electoral Registration (IER) for 2018/19. The grant was announced and received in July 2018. This additional income will be reflected at revised estimate time	-25,411
Land charges (LANDC) – This is further grant that has been received by the council in respect of Land Charges New Burdens. This will be reflected in the revised estimate	-4,323

- 2.7 A further area of concern, but one which may correct itself by the end of the year is the variance shown in Annex 1 with regard to Land Charges Search Fees income (under achievement on income of £10,460 to the end of July). There has been a lower than anticipated level of income from Land Charge Search Fees – and compared to past years. This is due to a lower number of requests being received to date.

2.8 We will continue to closely monitor the fee income and the numbers of searches being requested. Further review work on the reasons for the fall in search requests/income is also to be carried out by the legal section.

3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure shows an overspend of £23,249 for the first four months of the financial year 2018/19. After allowing for transfers to/from earmarked reserves there remains an overspend of £23,249.

3.2 There is concern around the lower level of income being received than anticipated in respect of Land Charge Search Fees, but further review work on the reasons for the fall in search requests/income is also to be carried out by the legal section.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF46-18/LO/AC
3 September 2018

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CEXEC/0100	Chief Executives Department/Salaries	789,640	263,420	269,552	6,132	There has been a lower level of staff turnover experienced in this service area than allowed for in the setting of the budget.	The budget will be reviewed at the time of setting the revised estimate.
CLOFF/2432	Council Offices/Electricity	37,900	12,632	65,629	52,997	<p>This variance is due to disputed invoices with nPower with regard to backdated electricity charges for the Council Offices. They were written to on 10 April disputing the charges and have only recently been in touch with the council at the end of August.</p> <p>We are currently in communication with nPower to try to resolve this dispute.</p>	We will continue to monitor this position and hold these unpaid invoices in dispute.

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COMPR/2991	Computer Services/Communication Equipment	11,060	4,617	18,133	13,516	This variance is due to a large 3 year commitment in respect of our internet connection. At the end of the financial year, approximately £10,000 of this variance will be rolled forward to the 2019/20 and 2020/21 financial years.	The commitments that are showing against this year’s budget will be rolled forward at the end of the financial year, clearing most of this variance
ELECT/8050z	Register of Electors/Individual Electoral Registration	0	0	-25,411	-25,411	This income relates to Individual Electoral Registration (IER) for 2018/19. The grant was announced and received in July 2018	This additional income will be reflected at revised estimate time
LANDC/8408n	Land Charges/Search Fee (Vatable)	-73,840	-26,250	-15,790	10,460	Lower than anticipated level of income from Land Charge Search Fees – and compared to past years. This is due to a lower number of requests being received to date.	We will continue to closely monitor the fee income and the numbers of searches being requested. Further review work on the reasons for the fall in search requests/income is to be carried out by the legal section.

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
NNDRC/8649z	National Non Domestic Rates/Storm Eva S31 Grant	0	0	-30,786	-30,786	<p>This is final funding received from MHCLG in support of our Business Rates support following the floods of 2015.</p> <p>The government paid this council a final grant at the end of 2017/18 which was equivalent to the monies due in total to all precepting bodies, rather than just the share due to this council.</p>	<p>We are currently awaiting confirmation from MHCLG on how this will be rectified.</p> <p>This variance will eventually clear itself, by year end at the latest.</p>

Planning and Development Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
COMPR/3006	Computer Services/Government Connect	20,170	4,305	7,840	3,535	<p>The overspend here reflects the commitment that is in place for the health check work that was unable to be completed at the end of the 2017/18 financial year.</p> <p>Resources have also been set aside in an earmarked reserve to fund this work and the necessary budget adjustments to reflect this will be brought in at revised estimate time</p>
ESTAT/3090	Estates/Legal	1,450	484	4,195	3,711	<p>The variance shown relates to a number of external valuations that have been sought in respect of a number of council assets to support ongoing work.</p>
LANDC/8657z	Land Charges/DCLG - Property Searches	0	0	-4,323	-4,323	<p>Further grant has been received by the council in respect of Land Charges New Burdens Grant. This will be reflected in the revised estimate</p>

Planning and Development Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
LSERV/0100	Legal Services/Salaries	259,610	86,604	90,323	3,719	There has been a lower level of staff turnover experienced in this service area than allowed for in the setting of the budget.
NNDRC/3165	National Non Domestic Rates/RV Finder Fees	0	0	2,035	2,035	This is a chargeable service for identifying properties not included on the Valuation Office list of rateable properties. This was not included within the budget, but does result in additional retained business rates for the council – which is reflected elsewhere in the council's overall budget. This will be reflected in the revised estimate.
REVUE/0100	Revenues & Benefits/Salaries	380,770	127,024	131,463	4,439	There has been a lower level of staff turnover experienced in this service area than allowed for in the setting of the budget.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 23

meeting date: 25 SEPTEMBER 2018
 title: OVERALL REVENUE MONITORING 2018/19
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To report the overall revenue position for the current financial year up to the end of July 2018.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

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

Other Considerations – none identified.

2 COMPARISON AT COMMITTEE LEVEL

2.1 Shown in the table below is a summary across all committees, including:

- Full Year Budget
- Budget to the end of July 2018
- Actuals and Commitments (orders where goods or invoices have yet to be received) as at the end of July 2018
- The variance as at the end of July 2018
- Percentage Variance as at the end of July 2018

Committee	Net Budget for the full year	Net Budget to the end of the period	Actual including commitments to the end of the period	Variance	Percentage Variance
Community Services	3,773,700	954,492	955,256	764	0.08%
Economic Development	270,240	16,878	16,985	107	0.63%
Health and Housing	1,936,430	1,638,007	1,661,256	23,249	1.42%
Planning and Development	976,510	-244,197	-247,134	-2,937	1.20%
Policy and Finance	461,540	-196,954	-194,446	2,508	-1.27%
Total	7,418,420	2,168,226	2,191,917	23,691	1.09%

A full review of the distribution of budgets across committees is to be undertaken following the creation of the new Economic Development and Planning Department which came into effect from August 2018.

3 BUDGET VARIANCES

- 3.1 Within this report the overall budget has been broken down subjectively and monitored against the profiled budget up to the end of July 2018. As at this date, there shows an overspend of £23,691.
- 3.2 The full position is shown at Annex 1, with any variances above £10,000 (highlighted in yellow) at this high level detailed below, with reasons given. Favourable variances are shown as negative values.

Description	Amount £	Variance Reasons
Premises Related Expenditure – Energy Costs	49,707	<p>This variance is due to disputed invoices with nPower with regard to backdated electricity charges for the Council Offices. They were written to on 10 April disputing the charges and have only recently been in touch with the council at the end of August.</p> <p>We are currently in communication with nPower to try to resolve this dispute.</p>
Premises Related Expenditure - Repairs and Maintenance	16,938	<p>This variance relates to a number of service areas, largely under Community Services Committee.</p> <p>These have notably been new air conditioning unit at Ribblesdale Pool (£5,423), rendering works at Mardale Pavillion (£6,445), fire protection works and security lighting at Longridge Depot and repairs to sinks and vanity units at Edisford Toilets (£2,037). Most of this variance should correct itself as the year progresses – with lower levels of spend later in year.</p>
Supplies and Services - Services	20,631	<p>This variance is largely in relation to consultants under Planning and Development Committee. There has been a sizeable overspend (£14,525), notably with regard to an appeal in respect of an application in Read. It is anticipated that the appeal will be heard in October, and further expenditure is expected.</p> <p>Spend on consultants, which is above that allowed for in the budget, is generally funded from the Planning earmarked reserve. As such, the budget and movement on earmarked reserves will be reviewed as part of the revised estimate.</p> <p>There are some further smaller overspends across all committees</p>
Third Party Payments – Private Contractors	-10,118	<p>This variance largely relates to the CCTV monitoring contract (-£7,420) and the late submission of an invoice by the contractor for July 2018. This variance will clear by the end of the financial year.</p>

Description	Amount £	Variance Reasons
Transfer Payments – Benefit Payments	15,880	Rent allowance payments are slightly lower than budgeted for, after adjusting for recovery of benefits overpayments and non-cash transactions. This is mainly due to changing levels of caseload. Any lower payments at year-end would be reflected in less Rent Allowance subsidy grant income received at year end.
Government Grants Income	-23,922	<p>This is largely in respect of Storm Eva Section 31 Grant (-£30,786). This is funding received from MHCLG in support of our Council Tax and Business Rates support following the floods.</p> <p>The government paid this council a final grant at the end of 2017/18 which was equivalent to the monies due in total to all precepting bodies, rather than just the share due to this council.</p> <p>We are awaiting confirmation from MHCLG on how this will be rectified. This variance will eventually clear itself, by year end at the latest.</p> <p>Additionally there is a net variance of £10,031 in respect of £24,944 lower Rent Allowance subsidy grant income to date, partly offset by -£14,913 of additional funding from the DWP.</p>
Other Grants Reimbursements and Contributions Income	-43,039	<p>Part of this variance relates to the sponsorship income for the food festival, for which there is currently no budget (-£12,700). This sponsorship income will be reflected in the revised estimate.</p> <p>There is also -£25,411 of this variance in respect of grant for Individual Electoral Registration (IER) for 2018/19. The grant was announced and received in July 2018. This additional income will be reflected at revised estimate time.</p> <p>There has also been further income under Planning and Development Committee in respect of a prosecution for breach of an enforcement notice and the court ordered repayment of all legal fees, both internal and external, by the defendant to the council (-£8,844).</p>

Description	Amount £	Variance Reasons
<p>Customer and Clients Receipts Income</p>	<p>-25,453</p>	<p>The largest proportion of this variance is in respect of Trade Refuse income. There continues to be an increased level of income from trade waste above that budgeted for (-£32,000), this despite the increased budget this year. Additionally, there is a new charge for Waste Transfer Notes under this service, which to date has amounted to -£11,820, which was not within the original budget.</p> <p>There is also additional income (-£10,335) from new and replacement bins. This will be offset against associated costs shown elsewhere in Community Services Committee, and a contribution will be taken from or made to earmarked reserves – depending on the net position.</p> <p>Income from the sale of paper under our refuse collection service is very low. This is due to recent paper prices. To date only £1,046 has been received on a full year budget of £47,600. Profiled budget for this income to the end of July is £15,876, leaving a variance to the end of July of £14,830.</p> <p>There has also been reduced levels of income from property searches, with a variance of £10,460</p> <p>Planning fee income is currently showing as lower than the budget (£16,849). The budget is split evenly across the year for planning income and reflects the inability to forecast exactly when planning income will be received. It is too early in the year to forecast what the likely outturn for the year on planning fees will be.</p> <p>Additionally, Building Control income is down against the profiled budget for the period to the end of July, with a variance of £2,316. It is understandably difficult to predict the pattern in which this income is received, and so this is unlikely to be an indication of the eventual final outturn.</p> <p>On Health and Housing committee, income is up in relation to Disabled Facilities Grants (DFGs) administration income (-£12,095). This is due to an increase in applications/value of applications and also an increase in the administration charge (from 5% to 10%), which was brought in after the budget was set.</p>

Description	Amount £	Variance Reasons
Oncosts and Recharges Income	32,218	<p>Annual leave and staff vacancies within the grounds maintenance service have resulted in a lower rate of oncost recovery to date (£24,475).</p> <p>Additionally, staff sickness in the vehicle workshop has resulted in a lower rate of recovery (£12,302).</p> <p>Part of this oncost recovery should correct itself. However, an element will still need to be further recharged to services, particularly where lower service/staffing costs do not bring down the net cost position on the service area (ie staff sickness).</p>

5 CONCLUSION

- 5.1 There is an overall net overspend variance to the end of July 2018 of £23,691. The overall variances at a subjective level that are over £10,000 at the end of July have been analysed in more detail.
- 5.2 We continue to receive high levels of income from Trade Waste. However, the level of income being received from the sale of paper under our refuse collection service is very concerning, with only £1,046 having been received to date on a full year budget of £47,600. We will continue to keep this under review.
- 5.3 We have also seen a fall in income from Property Searches, Planning Fees and Building Control income. All of these income streams are difficult to predict when income will be received in year, and how much. Budgets levels have been set based on past experience and largely profiled to be received evenly across the year. These variances may correct themselves by the end of the financial year, but we will continue to monitor these income levels closely.
- 5.3 We will keep the disputed nPower invoice in respect of backdated electricity charges for the Council Offices under review, and continue to oppose the full level of charges that they are looking to pass on to the council.
- 5.4 A full review of the distribution of budgets across committees is to be undertaken following the creation of the new Economic Development and Planning Department which came into effect from August 2018.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF59-18/LO/AC
17 September 2018

SUBJECTIVE ANALYSIS OF ALL COMMITTEE BUDGETS AND ACTUALS

		Original 2018/19	Original Estimate to Period End	Actual and Commitments to Period End	Variance at Period End	Percentage Variance for the Period
<u>Variances of more than £10,000 have been highlighted and examined in the body of the report</u>						
EXPENDITURE						
Employee Related Expenditure	Direct Employee Expenses	6,416,140	2,109,939	2,105,901	-4,038	-0.19%
	Indirect Employee Expenses	172,800	99,284	96,185	-3,099	-3.12%
Employee Related Expenditure	Subtotal	6,588,940	2,209,223	2,202,086	-7,137	-0.32%
Premises Related Expenditure	Apportionment of Operational Building Expense	148,470	-20	43	63	-312.50%
	Business Rates	256,680	211,254	212,514	1,260	0.60%
	Cleaning & Domestic Supplies	185,450	24,085	28,483	4,398	18.26%
	Energy Costs	155,470	39,355	89,062	49,707	126.30%
	Fixtures & Fittings	390	140	144	4	3.21%
	Grounds Maintenance Costs	439,300	156,224	149,553	-6,671	-4.27%
	Premises Insurance	35,710	32,758	32,562	-196	-0.60%
	Rates	2,220	1,384	1,297	-87	-6.25%
	Rents	52,930	6,575	7,939	1,364	20.75%
	Repairs & Maintenance	257,830	119,597	136,535	16,938	14.16%
	Water Services	92,040	53,226	53,518	292	0.55%
Premises Related Expenditure	Subtotal	1,626,490	644,578	711,649	67,071	10.41%
Transport Related Expenditure	Car Allowances & Travel Expenses	50,330	16,838	16,223	-615	-3.65%
	Contract Hire & Operational Leases	190,960	130,379	134,487	4,108	3.15%
	Direct Transport Costs	533,810	177,190	179,000	1,810	1.02%
	Public Transport	3,050	1,032	949	-83	-8.08%
	Transport Insurances	42,990	42,990	42,196	-794	-1.85%
	Transport Recharges	785,780	600	30	-570	-95.00%
Transport Related Expenditure	Subtotal	1,606,920	369,029	372,884	3,855	1.04%
Supplies and Services	Clothes, Uniform & Laundry	21,150	7,606	6,422	-1,184	-15.56%
	Communications & Computing	396,910	261,846	270,133	8,287	3.16%
	Debt Management Expenses	42,870	0	0	0	-
	Equipment, Furniture & Materials	306,950	137,255	140,904	3,649	2.66%
	Expenses	259,890	97,159	92,523	-4,636	-4.77%
	Grants & Subscriptions	67,560	27,070	27,068	-2	-0.01%
	Miscellaneous Expenses	147,530	41,910	35,076	-6,834	-16.31%

SUBJECTIVE ANALYSIS OF ALL COMMITTEE BUDGETS AND ACTUALS

		Original 2018/19	Original Estimate to Period End	Actual and Commitments to Period End	Variance at Period End	Percentage Variance for the Period
	Printing, Stationery, Expenses	83,880	31,100	25,474	-5,626	-18.09%
	Services	325,580	37,711	58,342	20,631	54.71%
Supplies and Services	Subtotal	1,652,320	641,657	655,943	14,286	2.23%
Third Party Payments	Government Departments	3,100	-132	0	132	-100.00%
	Other Local Authorities	238,120	12,939	12,665	-274	-2.12%
	Private Contractors	132,820	47,514	37,396	-10,118	-21.29%
Third Party Payments	Subtotal	374,040	60,321	50,061	-10,260	-17.01%
Transfer Payments	Benefit Payments	6,333,910	2,018,868	2,034,748	15,880	0.79%
	Grant Payments	263,740	133,873	135,268	1,395	1.04%
Transfer Payments	Subtotal	6,597,650	2,152,741	2,170,016	17,275	0.80%
Support Services	Central Departmental Support	4,486,650	0	0	0	-
	Departmental Support	1,639,510	1,215	0	-1,215	-100.00%
	Other Recharges	328,900	0	0	0	-
Support Services	Subtotal	6,455,060	1,215	0	-1,215	-100.00%
Depreciation and Impairment	Depreciation	892,620	0	0	0	-
Depreciation and Impairment	Subtotal	892,620	0	0	0	-
TOTAL Expenditure		25,794,040	6,078,764	6,162,640	83,876	1.38%
INCOME						
Government Grants	Government Grants	-6,636,120	-2,232,860	-2,256,782	-23,922	1.07%
Government Grants	Subtotal	-6,636,120	-2,232,860	-2,256,782	-23,922	1.07%
Other Grants, Reimbsmts, Conts	Other Grants, Reimbursements and Contributions	-191,940	-33,466	-76,505	-43,039	128.61%
Other Grants, Reimbsmts, Conts	Subtotal	-191,940	-33,466	-76,505	-43,039	128.61%
Customer & Client Receipts	Customer & Client Receipts	-3,133,230	-1,326,491	-1,351,944	-25,453	1.92%
Customer & Client Receipts	Subtotal	-3,133,230	-1,326,491	-1,351,944	-25,453	1.92%
Oncosts and Recharges	Oncosts and Recharges	-8,414,150	-317,709	-285,491	32,218	-10.14%
Oncosts and Recharges	Subtotal	-8,414,150	-317,709	-285,491	32,218	-10.14%
Interest	Interest	-180	-12	0	12	-100.00%
Interest	Subtotal	-180	-12	0	12	-100.00%
TOTAL Income		-18,375,620	-3,910,538	-3,970,722	-60,184	1.54%
NET EXPENDITURE		7,418,420	2,168,226	2,191,917	23,691	1.09%

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 24

18meeting date: 25 SEPTEMBER 2018
title: TREASURY MANAGEMENT MONITORING
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

1.1 To provide you with a monitoring report on our treasury management activities for period 1 April 2018 to 31 August 2018.

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:

- 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.

- 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
- The safety of our investments is paramount and not the requirement to maximise returns.
- 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 Bank base interest rates increased from 0.50% to 0.75% on 2 August 2018.
- 3.2 Any changes in interest rates only affect interest received on our temporary investments as interest payable on the Council's long-term loan debt from Public Works Loan Board (PWLB), all at fixed interest rates.
- 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 an annual return providing 'improved information and transparency' on 'borrowing and associated capital spending plans'. This will enable the government to build a more robust forecast of public expenditure.
- 3.4 A return has been submitted for Ribble Valley Borough Council and we are now listed as an eligible council for the certainty discount rate on the PWLB website.
- 3.5 There are two types of loan according to interest rate that are available from the board:
- Fixed rate loans, on which the rate of interest is fixed for the life of the loan and interest is payable at half-yearly intervals;
 - Variable rate loans, on which the rate of interest is variable at one, three or six monthly intervals. The interval is at the choice of the borrower but once chosen remains the same for the life of the loan.
- 3.6 For each of the two types of loan according to interest rates, there are three types of loans by method of repayment or amortisation
- Annuity or Equal Repayments (ER): fixed half-yearly payment to include principal and interest; or
 - Equal instalments of Principal (EIP): equal half-yearly instalments of principal together with interest on the balance outstanding at the time; or
 - Maturity: half yearly payments of interest only with a single repayment of principal at the end of the term.
- 3.7 As mentioned in paragraph 3.2 all our PWLB debt is at fixed interest rates.

4 BORROWING REQUIREMENTS

- 4.1 There has been no movement on the Council's external borrowing during the period as the instalments are only paid at the end of September and March. The external debt can be summarised as follows.

	PWLB £000	Other £000	Total £000
External Debt at 1 April 2018	147	7	154
Transactions - New Loans	0	0	0
- Repayments	0	0	0
External debt at 31 August 2018	147	7	154

- 4.2 No temporary loans were taken out in the period April to August 2018 or in the same period in 2017.

- 4.3 No half yearly instalment of interest is due until September 2018.

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 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 2018	3,115	6,800	9,915
Transactions - New Investments	47,240	4,000	51,240
- Repayment Investments	-35,540	-10,800	-46,340
Monies Invested as at 31 August 2018	14,815	0	14,815

- 5.3 The following investments were held as at 31 August 2018.

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
06 Aug 18	224	Bank of Scotland	Fixed 03 Sept 18	0.61	720	
06 Aug 18	232	Bank of Scotland	Fixed 14 Sept 18	0.62	365	
31 Aug 18	105	Bank of Scotland	Fixed 13 Sept 18	0.60	650	
						1,735
02 July 18	63	Nationwide BS	Fixed 01 Oct 18	0.53	1,500	
						1,500
30 July 18	86	Yorkshire BS	Fixed 30 Oct 18	0.57	1,100	
						1,100
31 July 18	88	Leeds BS	Fixed 31 Jan 19	0.68	1,750	
						1,750

Date Invested	Nos	Borrower	Notice	Rate %	£'000	£'000
16 Aug 18	97	Lloyds Bank Plc	Fixed 29 Oct 18	0.70	770	
31 Aug 18	106	Lloyds Bank Plc	Fixed 19 Sept 18	0.60	980	
						1,750
31 Aug 18	107	Barclays	Fixed 18 Oct 18	0.53	1,750	
						1,750
18 Jul 18	78	DMO	Fixed 13 Sept 18	0.41	2,500	
31 Jul 18	87	DMO	Fixed 22 Oct 18	0.48	1,450	
						3,950
13 Aug 18	94	HSBC Bank Plc	Fixed 10 Sept 18	0.60	100	
17 Aug 18	98	HSBC Bank Plc	Fixed 03 Sept 18	0.60	225	
20 Aug 18	99	HSBC Bank Plc	Fixed 03 Sept 18	0.60	135	
22 Aug 18	100	HSBC Bank Plc	Fixed 03 Sept 18	0.60	80	
24 Aug 18	101	HSBC Bank Plc	Fixed 03 Sept 18	0.60	80	
28 Aug 18	102	HSBC Bank Plc	Fixed 03 Sept 18	0.60	200	
28 Aug 18	103	HSBC Bank Plc	Fixed 14 Sept 18	0.60	350	
31 Aug 18	108	HSBC Bank Plc	Fixed 21 Sept 18	0.60	110	
						1,280
Total Investments as at 31 August 2018						14,815

5.4 The total interest received on the Council's external investments during the period was £19,677 compared with £5,529 in the previous year.

6 PRUDENTIAL INDICATORS

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

6.2 It was revised to take account of the implications of the implementation of the International Financial Reporting Standard (IFRS).

6.3 In accordance with this Code the Council agreed to monitor four prudential indicators as follows. This committee approved these in March 2018.

- 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 2018/19 were as follows:

	Upper Limit £000	Current Actual £000
Maximum Principal Sums Borrowed >364 days	7,506	154
Limits on Fixed Interest Rates	7,506	154
Limits on Variable Interest Rates	1,501	0

- 6.5 The upper and lower limits for the maturity structure of its borrowings for 2018/19 were as follows:

	Upper Limit	Lower Limit	Current Actual
	%	%	%
Under 12 months	20	0	7
12 Months and Within 24 Months	20	0	7
24 Months and Within 5 Years	30	0	21
5 Years and Within 10 Years	40	0	34
10 Years and Above	90	0	31

- 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.
- 6.8 In 2017 the Prudential Code was changed to reflect developments since it was updated in 2011. It plays a key role in capital finance in local authorities that are central to the delivery of public services.

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.

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 31 August 2018.

8.2 It has previously been approved that investments with Building Societies be limited to the top 8 building societies based on their total assets. However West Bromwich and Newcastle Building Societies have had their Fitch Rating withdrawn so have been removed from the approved list, leaving the top 6 building societies based on their total assets.

Name	Current Ranking Nov 2017	Fitch Rating		
		Full Transaction Review Date	Long Term	Short Term
Nationwide	1	01/03/18	A	F1
Yorkshire	2	24/04/18	A-	F1
Coventry	3	24/04/18	A	F1
Skipton	4	24/04/18	A-	F1
Leeds	5	24/04/18	A-	F1
Principality	6	24/04/18	BBB+	F2

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	24/01/18	A	F1
Barclays Bank Plc	21/06/18	A	F1
Bank of Scotland Plc	24/01/18	A+	F1
Co-operative Bank (The)	14/08/18	BBB	F2
HSBC Bank Plc	02/07/18	AA-	F1+
Lloyds Bank Plc	24/01/18	A+	F1

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
National Westminster Bank Plc	15/05/18	A-	F2
Royal Bank of Scotland Plc (The) *	15/05/18	BBB+	F2

* Changed since last reported

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

9 RECENT EVENTS

9.1 As anticipated, there was no further increase to the base rate in September, following the increase that was seen in August.

9.2 Brexit continues to be an area of high uncertainty, and any impact on interest rates in the short to medium term is still unclear.

10 EXPOSURE TO RISK

10.1 With the risks surrounding the UK's exit from the UK, 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:

- 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
- Authorisation prior to investments with either the Director of Resources or the Head of Financial Services
- Keep Leader/Chief Executive informed
- 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 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.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF56-18/LO/AC

17 September 2018

For further information please ask for Lawson Oddie

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2018/19**

ANNEX 1

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
Investments Brought Forward at 1 April 2018									
16-Mar-18	196	Coventry BS	Rolled Over	0.35	16-Apr-18		-148.63	A	F1
16-Apr-18	196	Coventry BS	Rolled Over	0.29	25-Apr-18		-35.75	A	F1
25-Apr-18	196	Coventry BS	500,000	0.45	15-Jun-18	-500,000	-228.08	A	F1
					Debtor		76.71	A	F1
31-Jan-18	213	Thurrock Council	1,500,000	0.38	03-Apr-18	-1,500,000	-968.22	-	-
					Debtor		936.99	-	-
15-Feb-18	224	Bank of Scotland	Rolled Over	0.42	23-Apr-18		-555.09	A+	F1
23-Apr-18	224	Bank of Scotland	Rolled Over	0.41	21-May-18		-226.45	A+	F1
21-May-18	224	Bank of Scotland	Rolled Over	0.37	19-Jun-18		-211.66	A+	F1
19-Jun-18	224	Bank of Scotland	Rolled Over	0.37	19-Jul-18		-218.96	A+	F1
19-Jul-18	224	Bank of Scotland	Rolled Over	0.40	06-Aug-18		-142.03	A+	F1
06-Aug-18	224	Bank of Scotland	720,000	0.61	Still invested		-312.85	A+	F1
					Debtor		372.82	A+	F1
28-Feb-18	228	Wirral Borough Council	1,800,000	0.50	23-Apr-18	-1,800,000	-1,331.51	-	-
					Debtor		789.04	-	-

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
08-Mar-18	232	Bank of Scotland	Rolled Over	0.37	09-Apr-18		-118.40	A+	F1
09-Apr-18	232	Bank of Scotland	Rolled Over	0.41	15-May-18		-147.60	A+	F1
15-May-18	232	Bank of Scotland	Rolled Over	0.38	19-Jun-18		-133.00	A+	F1
15-May-18	232	Bank of Scotland	Rolled Over	0.36	13-Jul-18		-86.40	A+	F1
15-May-18	232	Bank of Scotland	Rolled Over	0.39	06-Aug-18		-93.60	A+	F1
15-May-18	232	Bank of Scotland	365,000	0.62	Still invested		-161.20	A+	F1
					Debtor		88.80	A+	F1
15-Mar-18	235	Eastleigh Borough Council	1,500,000	0.80	23-Apr-18	-1,500,000	-1,282.19	-	-
					Debtor		558.90	-	-
15-Mar-18	236	HSBC	380,000	0.35	09-Apr-18	-380,000	-91.10	AA-	F1+
					Debtor		61.95	AA-	F1+
16-Mar-18	237	HSBC	300,000	0.35	13-Apr-18	-300,000	-80.55	AA-	F1+
					Debtor		46.03	AA-	F1+
19-Mar-18	238	HSBC	250,000	0.35	16-Apr-18	-250,000	-67.12	AA-	F1+
					Debtor		31.16	AA-	F1+
26-Mar-18	240	Suffolk County Council	2,000,000	0.80	30-May-18	-2,000,000	-2,849.32		
					Debtor		263.01		
29-Mar-18	245	HSBC	100,000	0.35	13-Apr-18	-100,000	-14.38	AA-	F1+
					Debtor		2.88	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAYD	PRINCIPAL REPAYD £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
29-Mar-18	246	HSBC	100,000	0.36	20-Apr-18	-100,000	-21.70	AA-	F1+
					Debtor		2.96	AA-	F1+
29-Mar-18	247	Coventry BS	Rolled Over	0.31	23-Apr-18		-84.93	A	F1
23-Apr-18			400,000	0.39	30-May-18	-400,000	-158.14	A	F1
					Debtor		10.19	A	F1
Monies Invested at 1 April 2018			9,915,000			-8,830,000	-6,527.42		
<u>Investments made April to August 2018</u>									
April 2018									
03-Apr-18	1	DMO	1,500,000	0.25	09-Apr-18	-1,500,000	-61.64	AAA	
03-Apr-18	2	HSBC	200,000	0.35	09-Apr-18	-200,000	-11.51	AA-	F1+
05-Apr-18	3	Coventry BS	Rolled Over	0.28	11-Apr-18		-22.09	A	F1
11-Apr-18	3	Coventry BS	Rolled Over	0.30	23-Apr-18		-47.34	A	F1
23-Apr-18	3	Coventry BS	480,000	0.34	21-May-18	-480,000	-125.19	A	F1
06-Apr-18	4	HSBC	300,000	0.35	11-Apr-18	-300,000	-14.38	AA-	F1+
09-Apr-18	5	HSBC	245,000	0.35	11-Apr-18	-245,000	-4.70	AA-	F1+
09-Apr-18	6	DMO	2,000,000	0.25	10-Apr-18	-2,000,000	-13.70	AAA	
10-Apr-18	7	Thurrock Council	2,000,000	0.40	30-May-18	-2,000,000	-1,095.89		
10-Apr-18	8	HSBC	100,000	0.35	11-Apr-18	-100,000	-0.96	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPaid	PRINCIPAL REPaid £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
12-Apr-18	9	HSBC	80,000	0.35	13-Apr-18	-80,000	-0.77	AA-	F1+
13-Apr-18	10	HSBC	280,000	0.35	16-Apr-18	-280,000	-8.05	AA-	F1+
16-Apr-18	11	HSBC	100,000	0.35	17-Apr-18	-100,000	-0.96	AA-	F1+
16-Apr-18	12	HSBC	450,000	0.35	25-Apr-18	-450,000	-38.84	AA-	F1+
16-Apr-18	13	HSBC	100,000	0.37	08-May-18	-100,000	-22.30	AA-	F1+
16-Apr-18	14	HSBC	150,000	0.35	18-Apr-18	-150,000	-2.88	AA-	F1+
18-Apr-18	15	HSBC	150,000	0.35	23-Apr-18	-150,000	-7.19	AA-	F1+
19-Apr-18	16	HSBC	135,000	0.35	23-Apr-18	-135,000	-5.18	AA-	F1+
20-Apr-18	17	HSBC	250,000	0.35	23-Apr-18	-250,000	-7.19	AA-	F1+
24-Apr-18	18	HSBC	100,000	0.35	25-Apr-18	-100,000	-0.96	AA-	F1+
26-Apr-18	19	HSBC	200,000	0.36	14-May-18	-200,000	-35.51	AA-	F1+
27-Apr-18	20	HSBC	185,000	0.35	30-Apr-18	-185,000	-5.32	AA-	F1+
30-Apr-18	20	HSBC	150,000	0.36	08-May-18	-150,000	-11.84	AA-	F1+
30-Apr-18	21	Lloyds Bank Plc	Rolled Over	0.36	14-May-18		-69.04	A+	F1
14-May-18	21	Lloyds Bank Plc	Rolled Over	0.41	04-Jul-18		-286.44	A+	F1
04-Jul-18	21	Lloyds Bank Plc	500,000	0.38	08-Aug-18	-500,000	-182.19	A+	F1
30-Apr-18	22	Lloyds Bank Plc	Rolled Over	0.45	11-Jun-18		-258.90	A+	F1
11-Jun-18	22	Lloyds Bank Plc	Rolled Over	0.37	09-Jul-18		-141.92	A+	F1
09-Jul-18	22	Lloyds Bank Plc	500,000	0.40	08-Aug-18	-500,000	-164.38	A+	F1
30-Apr-18	23	Dumfries & Galloway Council	2,000,000	0.40	04-Jul-18	-2,000,000	-1,424.66		
01-May-18	24	HSBC	180,000	0.36	14-May-18	-180,000	-23.08	AA-	F1+
03-May-18	25	HSBC	100,000	0.36	22-May-18	-100,000	-18.74	AA-	F1+
03-May-18	26	HSBC	150,000	0.36	08-May-18	-150,000	-7.40	AA-	F1+
08-May-18	27	HSBC	400,000	0.35	14-May-18	-400,000	-23.01	AA-	F1+
08-May-18	28	HSBC	50,000	0.35	18-May-18	-50,000	-4.79	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
10-May-18	29	HSBC	120,000	0.35	14-May-18	-120,000	-4.60	AA-	F1+
11-May-18	30	HSBC	90,000	0.35	14-May-18	-90,000	-2.59	AA-	F1+
14-May-18	31	Lloyds Bank Plc	Rolled Over	0.41	04-Jul-18		-257.79	A+	F1
04-Jul-18	31	Lloyds Bank Plc	450,000	0.38	08-Aug-18	-450,000	-163.97	A+	F1
15-May-18	32	HSBC	300,000	0.35	21-May-18	-300,000	-17.26	AA-	F1+
16-May-18	33	HSBC	100,000	0.35	21-May-18	-100,000	-4.79	AA-	F1+
18-May-18	34	HSBC	360,000	0.35	21-May-18	-360,000	-10.36	AA-	F1+
21-May-18	35	HSBC	125,000	0.35	04-Jun-18	-125,000	-16.78	AA-	F1+
22-May-18	36	HSBC	80,000	0.35	04-Jun-18	-80,000	-9.97	AA-	F1+
24-May-18	37	HSBC	130,000	0.35	31-May-18	-130,000	-8.73	AA-	F1+
29-May-18	38	HSBC	800,000	0.35	30-May-18	-800,000	-7.67	AA-	F1+
30-May-18	39	DMO	1,000,000	0.25	06-Jun-18	-1,000,000	-47.95	AAA	
30-May-18	40	HSBC	600,000	0.35	19-Jul-18	-600,000	-287.67	AA-	F1+
30-May-18	41	DMO	2,950,000	0.26	04-Jul-18	-2,950,000	-735.48	AAA	
30-May-18	42	HSBC	500,000	0.35	11-Jun-18	-500,000	-57.53	AA-	F1+
01-Jun-18	43	HSBC	190,000	0.35	11-Jun-18	-190,000	-18.22	AA-	F1+
04-Jun-18	44	HSBC	135,000	0.35	18-Jun-18	-135,000	-18.12	AA-	F1+
04-Jun-18	45	HSBC	100,000	0.35	22-Jun-18	-100,000	-17.26	AA-	F1+
06-Jun-18	46	DMO	1,000,000	0.25	11-Jun-18	-1,000,000	-34.25	A+	F1
06-Jun-18	47	HSBC	100,000	0.35	07-Jun-18	-100,000	-0.96	AA-	F1+
07-Jun-18	48	HSBC	150,000	0.35	11-Jun-18	-150,000	-5.75	AA-	F1+
11-Jun-18	49	DMO	1,000,000	0.27	19-Jun-18	-1,000,000	-59.18	A+	F1
11-Jun-18	50	HSBC	300,000	0.35	15-Jun-18	-300,000	-11.51	AA-	F1+
13-Jun-18	51	HSBC	80,000	0.35	15-Jun-18	-80,000	-1.53	AA-	F1+
15-Jun-18	52	DMO	1,000,000	0.26	04-Jul-18	-1,000,000	-135.34	A+	F1

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAYD	PRINCIPAL REPAYD £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
15-Jun-18	53	HSBC	400,000	0.35	25-Jun-18	-400,000	-38.36	AA-	F1+
20-Jun-18	54	HSBC	110,000	0.35	09-Jul-18	-110,000	-20.04	AA-	F1+
22-Jun-18	55	HSBC	90,000	0.35	09-Jul-18	-90,000	-14.67	AA-	F1+
25-Jun-18	56	HSBC	300,000	0.35	28-Jun-18	-300,000	-8.63	AA-	F1+
27-Jun-18	57	HSBC	250,000	0.35	02-Jul-18	-250,000	-11.99	AA-	F1+
28-Jun-18	58	Barclays Bank plc	1,000,000	0.30	08-Aug-18	-1,000,000	-338.11	A	F1
28-Jun-18	59	HSBC	100,000	0.35	20-Jul-18	-100,000	-21.10	AA-	F1+
28-Jun-18	60	HSBC	150,000	0.35	23-Jul-18	-150,000	-35.96	AA-	F1+
29-Jun-18	61	HSBC	195,000	0.35	02-Jul-18	-195,000	-5.61	AA-	F1+
02-Jul-18	62	DMO	1,000,000	0.25	19-Jul-18	-1,000,000	-116.44	AAA	
02-Jul-18	63	Nationwide BS	1,500,000	0.53	Still invested		-1,328.63	A	F1
02-Jul-18	64	Bank Of Scotland	500,000	0.38	08-Aug-18	-500,000	-192.60	A	F1
02-Jul-18	65	Barclays Bank plc	500,000	0.31	08-Aug-18	-500,000	-154.59	A	F1
02-Jul-18	66	HSBC	200,000	0.35	04-Jul-18	-200,000	-3.84	AA-	
03-Jul-18	67	HSBC	100,000	0.35	04-Jul-18	-100,000	-0.96	AA-	F1+
04-Jul-18	68	DMO	2,500,000	0.25	18-Jul-18	-2,500,000	-239.73	AAA	
04-Jul-18	69	HSBC	360,000	0.35	09-Jul-18	-360,000	-17.26	AA-	F1+
05-Jul-18	70	HSBC	80,000	0.35	09-Jul-18	-80,000	-3.07	AA-	F1+
06-Jul-18	71	HSBC	60,000	0.35	09-Jul-18	-60,000	-1.73	AA-	F1+
09-Jul-18	72	HSBC	180,000	0.35	13-Jul-18	-180,000	-6.90	AA-	F1+
10-Jul-18	73	HSBC	80,000	0.35	13-Jul-18	-80,000	-2.30	AA-	F1+
12-Jul-18	74	HSBC	120,000	0.35	13-Jul-18	-120,000	-1.15	AA-	F1+
13-Jul-18	75	HSBC	180,000	0.35	16-Jul-18	-180,000	-5.18	AA-	F1+
16-Jul-18	76	HSBC	600,000	0.35	19-Jul-18	-600,000	-17.26	AA-	F1+
18-Jul-18	77	HSBC	90,000	0.35	23-Jul-18	-90,000	-4.32	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAYED	PRINCIPAL REPAYED £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
18-Jul-18	78	DMO	2,500,000	0.41	Still invested		-1,263.70	AAA	
19-Jul-18	79	DMO	1,000,000	0.37	20-Aug-18	-1,000,000	-324.38	AAA	
19-Jul-18	80	HSBC	170,000	0.35	23-Jul-18	-170,000	-6.52	AA-	F1+
20-Jul-18	81	HSBC	250,000	0.35	23-Jul-18	-250,000	-7.19	AA-	F1+
23-Jul-18	82	HSBC	200,000	0.38	06-Aug-18	-200,000	-29.15	AA-	F1+
23-Jul-18	83	HSBC	300,000	0.38	08-Aug-18	-300,000	-49.97	AA-	F1+
25-Jul-18	84	HSBC	500,000	0.35	30-Jul-18	-500,000	-23.97	AA-	F1+
27-Jul-18	85	HSBC	100,000	0.40	13-Aug-18	-100,000	-18.63	AA-	F1+
30-Jul-18	86	Yorkshire BS	1,100,000	0.57	Still invested		-566.88	A-	F1
31-Jul-18	87	DMO	1,450,000	0.48	Still invested		-610.19	AAA	
31-Jul-18	88	Leeds BS	1,750,000	0.68	Still invested		-1,043.29	A-	F1
01-Aug-18	89	HSBC	250,000	0.35	06-Aug-18	-250,000	-11.99	AA-	F1+
03-Aug-18	90	HSBC	120,000	0.60	06-Aug-18	-120,000	-5.92	AA-	F1+
06-Aug-18	91	HSBC	70,000	0.60	08-Aug-18	-70,000	-2.30	AA-	F1+
08-Aug-18	92	HSBC	80,000	0.60	20-Aug-18	-80,000	-15.78	AA-	F1+
08-Aug-18	93	HSBC	100,000	0.60	22-Aug-18	-100,000	-23.01	AA-	F1+
13-Aug-18	94	HSBC	100,000	0.60	Still invested		-31.23	AA-	F1+
15-Aug-18	95	HSBC	390,000	0.60	16-Aug-18	-390,000	-6.41	AA-	F1+
16-Aug-18	96	HSBC	25,000	0.60	17-Aug-18	-25,000	-0.41	AA-	F1+
16-Aug-18	97	Lloyds Bank Plc	770,000	0.70	Still invested		-236.27	A+	F1
17-Aug-18	98	HSBC	225,000	0.60	Still invested		-55.48	AA-	F1+
20-Aug-18	99	HSBC	135,000	0.60	Still invested		-26.63	AA-	F1+
22-Aug-18	100	HSBC	80,000	0.60	Still invested		-13.15	AA-	F1+
24-Aug-18	101	HSBC	80,000	0.60	Still invested		-10.52	AA-	F1+
28-Aug-18	102	HSBC	200,000	0.60	Still invested		-13.15	AA-	F1+

DATE INVESTED	TEMPORARY INVESTMENT NUMBER	BORROWER	AMOUNT INVESTED £	INTEREST RATE %	DATE REPAID	PRINCIPAL REPAID £	INTEREST RECEIVED/ DUE £	FITCH RATING AT	
								LONG-TERM	SHORT-TERM
28-Aug-18	103	HSBC	350,000	0.60	Still invested		-23.01	AA-	F1+
30-Aug-18	104	HSBC	115,000	0.60	31-Aug-18	-115,000	-1.89	AA-	F1+
31-Aug-18	105	Bank Of Scotland	650,000	0.60	Still invested		-10.68	A+	F1
31-Aug-18	106	Lloyds Bank Plc	980,000	0.60	Still invested		-16.11	A+	F1
31-Aug-18	107	Barclays Bank plc	1,750,000	0.53	Still invested		-25.41	A	F1
31-Aug-18	108	HSBC	110,000	0.60	Still invested		-1.81	AA-	F1+
Investments April - August 2018			51,240,000			-37,510,000	-13,149.67		
Total Investments 2018/19 (including Brought Forward from 2017/18)			61,155,000			-46,340,000	-19,677.09		

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 31 AUGUST 2018**

	S&P Global Ratings			Moody's			Fitch				
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook	Full Review Date	Long Term	Short Term		Outlook
Building Societies											
Nationwide	A	A-1	<i>Stable</i>	Aa3	P-1	<i>Stable</i>	01/03/18	A	F1	<i>Stable</i>	£1m min,
Yorkshire	-	-	-	A3	P-1	<i>Stable</i>	24/04/18	A-	F1	<i>Stable</i>	
Coventry	-	-	-	A2	P-1	<i>Stable</i>	24/04/18	A	F1	<i>Stable</i>	Sterling Brokers
Skipton	-	-	-	Baa1	P-2	<i>Positive</i>	24/04/18	A-	F1	<i>Stable</i>	
Leeds	-	-	-	A3	P-2	<i>Stable</i>	24/04/18	A-	F1	<i>Stable</i>	3Mth
Principality	-	-	-	Baa2	P-2	<i>Stable</i>	24/04/18	BBB+	F2	<i>Stable</i>	No Contact
Banks											
Santander UK Plc.	A	A-1	<i>Stable</i>	Aa3	P-1	<i>Stable</i>	24/01/18	A	F1	<i>On Watch</i>	
Barclays Bank Plc.	A	A-2	<i>Stable</i>	A1	P-1	<i>Stable</i>	21/06/18	A	F1	<i>Stable</i>	
Bank of Scotland Plc.	A+	A-1	<i>Stable</i>	Aa3	P-1	<i>Stable</i>	24/01/18	A+	F1	<i>Stable</i>	
Co-operative Bank (The)	-	-	-	Caa1	NP	<i>Positive</i>	14/08/18	BBB	F2	<i>Stable</i>	£1m min
HSBC Bank Plc.	AA-	A-1+	<i>Stable</i>	Aa3	P-1	<i>Stable</i>	02/07/18	AA-	F1+	<i>Stable</i>	
Lloyds Bank Plc.	A	A-1	<i>Stable</i>	Aa3	P-1	<i>Stable</i>	24/01/18	A+	F1	<i>Stable</i>	£250k
National Westminster Bank Plc.	A-	A-2	<i>Positive</i>	A1	P-1	<i>Positive</i>	15/05/18	A-	F2	<i>Stable</i>	Current a/c required
Royal Bank of Scotland Plc.	A-	A-2	<i>Stable</i>	A1	Baa1	<i>Positive</i>	15/05/18	BBB+	F2	<i>Stable</i>	Current a/c required

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 25

meeting date: 25 SEPTEMBER 2018

title: LOCAL GOVERNMENT FINANCE SETTLEMENT 2019/20 - TECHNICAL
CONSULTATION PAPER.

submitted by: DIRECTOR OF RESOURCES

principal author: JANE PEARSON

1 PURPOSE

- 1.1 To update members regarding the recent technical consultation paper on the Local Government Finance Settlement 2019/20, and receive the response agreed by the Budget Working Group.

2 BACKGROUND

- 2.1 The Local Government Finance Directorate within the Ministry of Housing, Communities and Local Government (MHCLG) recently published technical consultation on the 2019/20 local government finance settlement. This is attached at Annex 1.
- 2.2 The consultation ran for 8 weeks and closed on **Tuesday 18 September 2018**. As such it was not possible for a response to be agreed by this committee before the deadline. The Budget Working Group however considered the consultation questions and agreed a response as set out in this report.

3 CONSULTATION PAPER - SUMMARY OF PROPOSALS

- 3.1 The Consultation paper focused on the Government's proposed approach to the 2019/20 settlement. It:
- outlined the fourth year of the multi-year settlement offer for those councils that accepted the offer, and arrangements for those that did not.
 - outlined the Government's position on the New Homes Bonus threshold.
 - outlined the Government's proposals for council tax referendum principles for 2019-20.
 - outlined the Government's proposals for dealing with the issue known as 'Negative Revenue Support Grant'.

4 MULTI-YEAR SETTLEMENT

- 4.1 97% of councils accepted the Government's offer of a Multi Year Settlement from 2016/17. The final year of this will be next year ie 2019/20 Councils that choose not to accept the offer are subject to the existing annual process for determining the level of central funding that they will receive.

Consultation Question

Question 1: Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?

5 NEW HOMES BONUS

5.1 The NHB scheme was changed in 2016 as follows:

- reduction of the number of years New Homes Bonus payments are made from 6 to 5 years in 2017-18 and to 4 years from 2018-19; and
- Introduction of a national baseline for housing growth of 0.4% of council tax base (weighted by band) from 2017-18, below which the Bonus will not be paid.

5.2 The baseline remained at 0.4% in 2018/19. The government stated in the consultation paper that they intend to increase the baseline in 2019/20 as a result of the continued upward trend in house building. The new baseline would be announced alongside the provisional grant settlement.

5.3 The Government also make known that they intend to explore how to incentivise housing growth most effectively and will consult on any changes prior to implementation.

6 COUNCIL TAX REFERENDUM PRINCIPLES

6.1 The Government announced that they would maintain the same core principle and package of flexibilities in 2019/20 as those announced in 2018/19.

- The referendum threshold for council tax increases is proposed as up to 3 per cent for all local authorities. However, shire districts will be allowed increases of up to and including £5, or up to 2 per cent, whichever is higher.
- There will also continue to be an additional adult social care precept of 2 per cent for authorities with responsibility for social care services, subject to total increases for the adult social care precept not exceeding 6% between 2017/18 and 2019/20.
- Police and Crime Commissioners will be allowed increases of up to £12 in 2019/20.
- The Government intend to continue to defer the setting of referendum principles for town and parish councils given there has been a downward trend in parish precept increases, however will keep this area under review.

Consultation Question

Question 1: Do you agree with the council tax referendum principles proposed by the Government for 2019/20?

7 NEGATIVE REVENUE SUPPORT GRANT

7.1 The 2016/17 settlement assessed the core funding of individual authorities. Where this exceeded their Revenue Support Grant it was proposed that business rate tariffs and top-ups would be adjusted to reduce the amount of business rates they would keep. This adjustment is known as Negative RSG.

7.2 In the 2016/17 provisional settlement consultation, not surprisingly, there was strong opposition to Negative RSG with some authorities arguing that the Government would be failing to stand by the commitment made at the start of the business rate retention scheme in 2013/14 to fix business rate baselines (which are used to calculate tariffs and top-ups) until the system was reset. The Government decided to negate the negative RSG for

those affected authorities in 2017/18 and 2018/19, however no decision was made regarding 2019/20.

- 7.3 In 2019/20 168 authorities will be affected by Negative RSG. The Government have explored a number of options to deal with this given the strength of discontent amongst affected authorities. Their preference is to eliminate the issue via forgone business rate receipts and the consultation paper sets out in detail a number of options to achieve this.

Consultation Questions

Question 3: Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?

Question 4: If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored here please provide further detail

8 EQUALITY

Consultation Question

Question 5: Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

9 CONSULTATION RESPONSE OF RIBBLE VALLEY BOROUGH COUNCIL

- 9.1 As always it is important that we respond to all consultation papers. The Budget Working Group at their meeting on 5 September 2018 agreed the response as set out at Annex 2

DIRECTOR OF RESOURCES

**PF52-18/JP/AC
13 September 2018**



Ministry of Housing,
Communities &
Local Government

The 2019-20 Local Government Finance Settlement

Technical Consultation

24 July 2018

Ministry of Housing, Communities and Local Government



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Scope of the consultation

Topic of this consultation:	This consultation covers proposals for the local government finance settlement for 2019-20.
Scope of this consultation:	This consultation seeks views on proposals for the local government finance settlement for 2019-20, in particular from representatives of local government.
Geographical scope:	These proposals relate to England only.
Impact Assessment:	Since the Government does not envisage that the proposals within this consultation document will have an impact on business, no impact assessment has been produced.

Basic Information

To:	The consultation will be of particular interest to local authorities, and representative bodies for local authorities.
Body/bodies responsible for the consultation:	Local Government Finance Directorate within the Ministry of Housing, Communities and Local Government.
Duration:	This consultation will last for 8 weeks from 24 July 2018 to 18 September 2018.
Enquiries:	For any enquiries about the consultation please contact James Whitehouse: James.Whitehouse@communities.gsi.gov.uk
How to respond:	You can respond to the questions in this consultation via a pro-forma found at: https://www.gov.uk/government/consultations/local-government-finance-settlement-2019-to-2020-technical-consultation If the link is inoperable, the pro-forma can also be found as an Annex to this consultation document. Email details and an address for written responses can be found in the pro-forma.

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the EU General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex C.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

1 Summary of proposals

1.1 Background

- 1.1.1 Proposals for the 2019-20 Local Government Finance Settlement have been designed in the context of the overall Spending Review package, announced in 2015.
- 1.1.2 The Government's current intention is that the 2019-20 settlement will confirm the final year of the multi-year settlement that has provided certainty for 4 years. The 2019 Spending Review will confirm overall local government resourcing from 2020-21, and the Government is working towards significant reform in the local government finance system in 2020-21, including an updated, more robust and transparent distribution methodology to set baseline funding levels, and resetting business rates baselines.
- 1.1.3 Prior to these reforms in 2020-21, the Government is committed to testing aspects of the new system, and will be implementing a further round of Business Rates Retention pilots in 2019-20.
- 1.1.4 The 2016-17 multi-year settlement offered local authorities greater certainty over elements of their funding across the spending period and was accepted by 97% of local authorities. The Government proposes to allocate funding in 2019-20 in accordance with the agreed methodology announced by the Secretary of State in 2016-17, which ensures that local councils delivering similar services receive a similar percentage change in settlement core funding for those services¹.

1.2 Summary of proposals

- 1.2.1 The remaining sections of this document set out the Government's proposed approach to the 2019-20 settlement. It:
- outlines the fourth year of the multi-year settlement offer for those councils that accepted the offer, and arrangements for those that did not.
 - outlines the Government's position on the New Homes Bonus threshold.
 - outlines the Government's proposals for council tax referendum principles for 2019-20.
 - outlines the Government's proposals for dealing with the issue known as 'Negative Revenue Support Grant'.

¹ Please note that the exact percentage change in 'Settlement Core Funding' will be influenced by the Government's decision on the issue of 'Negative RSG'. An explanation of, and consultation on, the issue of Negative RSG can be found at Section 5.

2 The multi-year settlement offer

2.1 Certainty of funding

2.1.1 The 2016-17 settlement offered councils a four-year settlement, giving greater certainty of funding until the end of the spending period. The offer included:

- Revenue Support Grant
- Business rates tariff and top-up payments²
- Rural Services Delivery Grant, and
- Transition Grant

2.1.2 97% of councils accepted the multi-year offer in return for publishing efficiency plans, allowing councils the confidence to plan ahead and implement reforms.

2.1.3 The Government will need to take account of any structural and functional changes, such as transfers of responsibility for functions between local authorities, mergers between authorities and any other relevant events. However, barring exceptional circumstances and subject to the normal statutory consultation process for the Local Government Finance settlement³, the Government intends to present these figures to Parliament as part of the 2019-20 Provisional Local Government Finance Settlement following Autumn Budget.

2.1.4 Those councils that did not accept the original offer made in 2016-17 will be subject to the existing annual process for determining the level of central funding that they will receive.

2.1.5 The Government has previously published individual local authority allocations for the improved Better Care Fund which total £1.8 billion in 2019-20⁴.

Question 1: Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?

² Business rates tariff and top-up payments will not change for reasons relating to the relative needs of local authorities.

³ As described in sections 78 and 78A of the Local Government Finance Act 1988.

⁴ <https://www.gov.uk/government/publications/the-allocations-of-the-additional-funding-for-adult-social-care>

2.2 Business Rates Retention Pilots

- 2.2.1 The Government is committed to working with local government to consider how best to implement our manifesto commitment to give local government greater control over the money they raise and address concerns about the fairness of current funding distributions.
- 2.2.2 Giving local government greater control of the money that they raise is a commitment in the Government's Industrial Strategy, which sets out a long term plan to boost productivity throughout the UK.
- 2.2.3 We have recently launched a prospectus that invites local authorities to submit proposals to pilot 75% business rates retention in 2019-20. This can be found at: <https://www.gov.uk/government/publications/75-business-rates-retention-pilots-2019-to-2020-prospectus>.
- 2.2.4 These pilots will help us test increased business rates retention and aid our understanding of the retention system at this level.
- 2.2.5 The one-year 2018-19 pilots will end on 31 March 2019, with participants invited to reapply for the 2019-20 75% pilots. The Department will continue to negotiate separately with London about the potential continuation of a business rates retention pilot in 2019-20.
- 2.2.6 Existing pilots in devolution deal areas will continue in 2019-20. This includes Cornwall, Liverpool City Region, Greater Manchester Combined Authority, West Midlands Combined Authority and the West of England.
- 2.2.7 As in previous years, the methodology for calculating the agreed changes in the local share of retained business rates and the level of tariff and top-ups for local authorities piloting business rates retention will be confirmed at provisional settlement. This methodology will be designed to ensure that no authorities anywhere in the country are adversely affected by these pilots.

2.3 Business Rates Revaluation

- 2.3.1 The most recent business rates revaluation took effect from 1 April 2017. This created change in business rates revenues outside the control of local authorities. When the Government introduced the 50% business rate retention scheme it signalled that it would adjust each authority's tariff or top-up following a revaluation to ensure, as far as is practicable, that their retained income is the same after revaluation as immediately before.

2.3.2 In the 2016-17 Local Government Finance Settlement technical consultation the Government detailed the method by which the impact of the 2017 business rates revaluation would be neutralised in the rates retention scheme. The Government committed to making the revaluation adjustment in three stages. The final stage of adjustment will occur in 2019-20 where we will cancel the one-off reconciliation adjustment for 2018-19 adjustments to tariffs and top-ups.

3 New Homes Bonus

3.1 Background

3.1.1 The New Homes Bonus (the 'Bonus') was introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas. Over £7 billion has been allocated to local authorities through the scheme to reward additional housing supply.

3.1.2 Although the Bonus was successful in encouraging authorities to welcome housing growth, it did not reward those authorities who are the most open to growth. In December 2016, following consultation, the government announced reforms to the Bonus as follows:

- reduction of the number of years New Homes Bonus payments are made from 6 to 5 years in 2017-18 and to 4 years from 2018-19; and
- introduction of a national baseline for housing growth of 0.4% of council tax base (weighted by band) from 2017-18, below which the Bonus will not be paid.

3.2 New Homes Bonus baseline 2019-20

3.2.1 The Government has retained the option of making adjustments to the baseline in future years to reflect significant additional housing growth and to remain within spending limits set at Spending Review 2015.

3.2.2 In 2018-19 the baseline remained at 0.4%. Due to the continued upward trend for house building, the Government expects to increase the baseline in 2019-20.

3.2.3 New Homes Bonus calculations are based on additional housing stock reported through the council tax base and decisions on the baseline for 2019-20 will be made following a review of the data when it is published in November. Any changes intended for the baseline in 2019-20 will be detailed at the time of the provisional settlement. Any funding intended for New Homes Bonus payments that is not used for this purpose will be returned to local government.

3.3 New Homes Bonus 2020 Onward

3.3.1 2019-20 represents the final year of funding agreed through the Spending Review 2015. In light of this, it is the Government's intention to explore how to incentivise housing growth most effectively, for example by using the Housing Delivery Test results to reward delivery or incentivising plans that meet or exceed local housing need. Government will consult widely on any changes prior to implementation.

4 Council tax referendum principles

4.1 Council tax referendum principles for local authorities

4.1.1 The 2018-19 Settlement struck a balance on council tax, giving local authorities the flexibility to address pressures on services while also recognising that many households face their own pressures. It also set out the Government's intention to maintain the same core principle and package of flexibilities in 2019-20.

4.1.2 The Government remains minded to do this. This would mean:

- a core principle of up to 3%. This would apply to shire county councils, unitary authorities, London borough councils, the Common Council of the City of London, the Council of the Isles of Scilly, the general precept of the Greater London Authority, and fire and rescue authorities.
- a continuation of the Adult Social Care precept, with an additional 2% flexibility available for shire county councils, unitary authorities, London borough councils, the Common Council of the City of London and the Council of the Isles of Scilly. This is subject to total increases for the Adult Social Care precept not exceeding 6% between 2017-18 and 2019-20, and consideration of authorities' use of the Adult Social Care precept in the previous years.
- shire district councils in two-tier areas will be allowed increases of up to 3%, or up to and including £5, whichever is higher.
- police and crime commissioners (PCCs) will be allowed increases of up to £12 in 2019-20 (including the Greater London Authority charge for the Metropolitan Police, and the PCC component of the Greater Manchester Combined Authority precept) subject to the delivery of clear and substantial progress on productivity and efficiency which will be assessed in advance of the provisional settlement.

4.2 Following consideration of responses, the Government intends to provide an update on its proposals for council tax referendum principles including the Adult Social Care precept, alongside the provisional Local Government Finance Settlement later in the year.

Council tax referendum principles for Mayoral Combined Authorities

4.2.1 Devolution Deals have led to the creation of 6 Mayoral Combined Authorities (MCAs) with powers such as transport and planning.

- 4.2.2 From 2018-19 five Combined Authority mayors had powers to raise additional resources to meet the costs of their functions through a precept (or additional charge) on local council tax bills. The precept may only be set with the agreement of the Combined Authority.
- 4.2.3 In May 2018, a mayor was elected to the Sheffield City Region and will also have powers to raise additional resources through a precept (or additional charge) on local council tax bills in 2019-20.
- 4.2.4 In 2018-19 the Government concluded that it should be for each mayor to balance their ambitions and other resources and to decide the level of the first precept they set, with the expectation that mayors would exercise restraint and set a precept proportionate to their needs and not burdensome to their residents. Only the Greater Manchester Combined Authority charged council tax for mayoral functions, a large proportion of which was to fund the fire service previously operated by the Greater Manchester Fire and Rescue Authority.
- 4.2.5 Given the restraint shown by Mayors in the setting of their precepts, the Government is minded not to set referendum principles for Mayoral Combined Authorities in 2019-20.

4.3 Council tax referendum principles for town and parish councils

- 4.3.1 In 2018-19 the Government decided to defer the setting of referendum principles for town and parish councils for three years. However, this was conditional upon:
- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for “invest to save” projects which will lower on-going costs; and
 - the Government seeing clear evidence of restraint in the increases set by the sector.
- 4.3.2 In 2018-19, the average band D parish precept increased by 4.9% (£3.02). This compares to a 6.3% increase (£3.63) in 2017-18, and is the lowest year-on-year increase in parish precepts since 2015-16.
- 4.3.3 In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend, and will keep this area under active review.

Question 2: Do you agree with the council tax referendum principles proposed by the Government for 2019-20?

5 Negative Revenue Support Grant

5.1 Background

5.1.1 Negative Revenue Support Grant is the name given to a downward adjustment of a local authority's business rates top-up or tariff. This occurs as a consequence of changes to the distribution methodology adopted at the 2016-17 settlement, which formed the basis of the multi-year settlement.

5.1.2 The 2016-17 methodology allocated central resources in a way that ensures local authorities delivering similar services receive a similar percentage change in 'Settlement Core Funding' for those services. Core Funding takes account of the main resources available to councils comprising:

- council tax income in 2015-16 (including any Council Tax Freeze Grant)
- estimated business rates income (baseline funding level under the business rates retention scheme)
- Revenue Support Grant

5.1.3 Under this methodology, for many authorities, the required reduction of Core Funding exceeded their available Revenue Support Grant. To deal with this, it was proposed that business rates tariffs and top-ups would be adjusted so that an increased amount of business rates were redistributed away from the authority and towards other authorities. This adjustment has since become colloquially known as 'Negative RSG'.

5.1.4 This adjustment was consulted on as part of the 2016-17 provisional settlement. In addition, reductions in Revenue Support Grant in 2019-20 were displayed in figures published at the 2016-17 settlement⁵.

⁵ Negative RSG figures for the years 2016-17 to 2019-20 can be seen in Tariff/Top-up adjustment column in tables contained within the Publication "[Key information for local authorities: final local government finance settlement 2016 to 2017](#)". Please note that the same documents published at Settlement 2017-18 and 2018-19 only refers to the Tariff/ Top-up adjustment in relation to 2019-20 as the Government allocated additional resources to negate the occurrence of Negative RSG in both 2017-18 and 2018-19.

- 5.1.5 During the 2016-17 provisional settlement consultation there was strong opposition to Negative RSG. In addition, a number of authorities commented that the Negative RSG adjustment failed to recognise a commitment made during the implementation of the business rate retention scheme in 2013-14, that authorities' retained business rates baselines, which are used to determine their tariff and top-ups, would be fixed in real terms until the system was reset. This commitment was made so that local authorities would benefit directly from supporting local business growth as they would be able to keep half of any increases in business rates revenue until the reset⁶.
- 5.1.6 Following this consultation, the Government allocated additional resources to negate the occurrence of Negative RSG in both 2017-18 and 2018-19. No decision was taken over whether to remove Negative RSG in 2019-20.
- 5.1.7 At provisional settlement 2018-19, the Secretary of State committed to explore all fair and affordable options for dealing with Negative RSG in 2019-20 and consult on options ahead of the 2019-20 settlement. A number of authorities who responded to the 2018-19 settlement consultation referred to Negative RSG, and welcomed the decision to consult, whilst a minority of authorities made representations opposing this step.

5.2 Negative RSG in 2019-20

- 5.2.1 In 2019-20 Negative RSG totals £152.9m and affects 168 authorities.
- 5.2.2 The Secretary of State's commitment to explore all fair and affordable options for dealing with Negative RSG recognises both the Government's commitment not to adjust top-ups and tariffs until the system is reset in 2020-21, but also the significant strength of feeling in the sector around this issue.
- 5.2.3 MHCLG has explored a number of possible options for addressing the issue of Negative RSG, and has formed an initial preference to eliminate the issue via forgone business rate receipts as the alternative options are either unaffordable or fail to resolve the issue.

⁶<http://webarchive.nationalarchives.gov.uk/20140505105839/http://www.local.communities.gov.uk/finance/1314/practitionersguides.pdf>

5.3 Options

5.3.1 *Directly “eliminating” Negative RSG via forgone business⁷ rates receipts*

- In 2017-18 and 2018-19, Negative RSG was negated via forgone business rates, by not reflecting the downward Negative RSG adjustment of an authority’s business rates tariffs and top-ups. This targeted approach could be continued in 2019-20.
- This recognises the Government’s commitment not to adjust top-ups and tariffs until the system is reset in 2020-21. This Government believes that remaining consistent with its prior commitments is the fairest approach for the sector. This option would remove Negative RSG for all the authorities affected at a cost to the Government of £152.9m in forgone business rates receipts. In addition to being the only option which is both affordable and fair, dealing with Negative RSG in its entirety, this approach represents the most direct and simple solution to the problem.
- This funding would be met from the Government’s share of business rates.

5.3.2 *Altering the Core Funding methodology*

- The Government considered altering the funding allocation methodology to reduce Negative RSG - changing the approach taken in accounting for council tax in the Core Funding formula, and adjusting each local authority’s needs baseline assessment.
- The 2016-17 funding methodology considered full and actual amounts of council tax each authority raised in 2015-16, when it set the multi-year settlement allocations.
- Some local authorities have commented that taking actual council tax into account unfairly disadvantages certain councils due to historic differences in council tax levels.
- There could be an argument for changing the weighting of council tax in 2019-20 temporarily, until wider system reform in 2020-21. This approach would redistribute RSG across England and reduce overall Negative RSG.

⁷ Under the current business rates retention scheme, non-business rate retention pilot local authorities retain 50% of the business rates they collect. The remaining 50% is passed to central government as the central share. By forgoing business rates receipts, central government chooses to receive a smaller central share and the revenue is instead retained locally.

- However, the impact of this approach is limited. No approach to council tax weighting would completely eliminate Negative RSG. This Government believes that meeting its prior commitments, as discussed in paragraph 5.1.5, is the fairest approach for the sector, and this option fails to achieve this. Even removing council tax entirely from Core Spending Power calculations would cost in excess of £170 million and leave significant residual Negative RSG, failing to resolve the issue fairly and thus representing a poor use of resources. The cost of this approach results from meeting commitments guaranteeing all authorities at least as much RSG as agreed in the multi-year settlement.
- A second funding allocation approach considered was the adjustment of local authorities' needs baseline assessment.
- This method would alter the existing formulas to distribute funding as determined by authorities' net current expenditure on relevant services in 2015-16. The allocations would be a new, separate step in the RSG calculations, with a guarantee to authorities of at least as much RSG as agreed in the multi-year settlement.
- The Government has discounted this approach. Firstly, it goes against the Government's commitment to a multi-year settlement, providing funding certainty over the four year period. Furthermore, this would pre-empt on-going work on the review of local authorities' relative needs and resources, which will provide a new and far more robust distribution methodology to set baseline funding levels.
- In addition, this option is of limited effect, leaving significant residual Negative RSG. Finally, the cost imposed by this option as a result of guaranteeing all authorities at least as much RSG as agreed in the multi-year settlement is very substantial, in excess of £500 million, representing poor value for money and is not affordable.
- Both these options fail to fully deal with Negative RSG, and impose significant costs on the Government. In addition, authorities with residual Negative RSG would still be subject to a downward adjustment of business rates tariffs and top-up, leaving the Government in a position of being unable to meet its prior commitment to not adjust tariffs and top-ups until the system is reset in 2020-21.

5.3.3 Moving existing funding, or injecting additional funds into Core Funding

- The third policy avenue for resolving Negative RSG is by injecting resource into Revenue Support Grant. The Government considered multiple ways in which this could be achieved.

- This first option is that of allocating new funding on the basis of existing relative needs formulas, via population based metrics or through the existing RSG allocation methodology.
- However, even when modelling for significant additional funding (£500 million), these options similarly prove themselves of limited effectiveness in addressing Negative RSG. The quantum of funding needed to completely eliminate Negative RSG through this methodology is excessive totalling over £2 billion. This level of funding is not affordable.
- The second option considered is the consolidation of existing grants, outside of Core Spending power, such as Business Rates Reimbursement Grant and Indexation Grant into Revenue Support Grant.
- However, the distribution of these grants has limited correlation with Negative RSG distribution, and would still leave significant residual Negative RSG. In addition, this is primarily a technical movement of funding – that merely serves to disguise the movement in tariffs and top-ups.
- In addition, there are significant technical challenges present to the rolling in of the major grants identified. This would require the use of estimated figures for the 2019-20 settlement, and potentially lead to revised allocations in the future.

5.3.4 Remaining with the status quo of the current settlement methodology, such that authorities will have tariffs and top-ups adjusted

- In addition to exploring options for the resolution of Negative RSG, the Government has considered whether it is feasible to leave Negative RSG in place and adjust tariffs and top-ups in 2019-20 as detailed in the 2016-17 multi-year settlement.
- However, the Government does not favour the status quo option due to the following reasons:
 - In 2013 the Government made a commitment during the implementation of the business rates retention scheme, that tariff and top-ups would be fixed until the system is reset⁸. In advance of the system reset in 2020-21 and the implementation of 75% retention, the Government believes that the fairest deal for the sector is to honour this commitment.

⁸A guide to the Local Government Finance Settlement 2013, Annex A - Business Rates Retention Scheme, Paragraph 26.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/266886/LGFS_Guide.pdf

- There has been strong sector opposition to the issue of Negative RSG as demonstrated in responses to the 2016-17 provisional settlement consultation and subsequent consultations.

5.4 Preferred Option

- 5.4.1 The Government considers direct elimination of Negative RSG via forgone business rates receipts the preferred approach to resolve Negative RSG, meeting the key criteria of being both fair and affordable. This option also benefits from being both simple and direct. Alternative options add additional layers of complexity to the Local Government Finance system, and are either excessively expensive or fail to fully resolve the issue. Not resolving Negative RSG in its entirety would mean the Government would fail to meet its commitment not to adjust tariffs and top-ups and undermine the incentive for local government to invest in local growth.
- 5.4.2 Despite having made significant progress in improving the health of the public finances, we still face a challenging fiscal position in the UK and the scale of additional funding required to resolve Negative RSG via alternative routes, is not practicable.

Question 3: Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?

Question 4: If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored here please provide further detail.

6 Equalities impacts of these proposals

- 6.1 Equality statements have been published for every year of the multi-year settlement this far, including 2018-19. Any representations made in response to this consultation will be used to inform the equalities statement to be published at the time of the 2019-20 provisional settlement.

Question 5: Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

Annex A: Summary of consultation questions

- Question 1: Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?
- Question 2: Do you agree with the council tax referendum principles proposed by the Government for 2019-20?
- Question 3: Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?
- Question 4: If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored in the consultation document please provide further detail.
- Question 5: Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

Annex B: Glossary of technical terms

Revenue Support Grant

Billing and most major precepting authorities receive Revenue Support Grant from central government in addition to their local share of Business Rates Aggregate. An authority's Revenue Support Grant amount plus the local share of the Estimated Business Rates Aggregate will together comprise its Settlement Funding Assessment.

Tariffs and top-ups

These are calculated by comparing at the outset of the business rates retention scheme an individual authority's business rates baseline against its baseline funding level. Tariffs and top-ups are self-funding, fixed at the start of the scheme and index linked to RPI in future years.

Local share

The percentage share of locally collected business rates that is retained by local government. This is set at 50% in non-pilot areas.

Baseline funding level

The amount of an individual local authority's Start-Up Funding Assessment for 2013-14 provided through the *local share* of the Estimated Business Rates Aggregate updated each year by the change to the small business multiplier (in line with RPI).

Annex C: Privacy Notice

Personal data

The following is to explain your rights and give you the information you are be entitled to under the Data Protection Act 2018.

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gsi.gov.uk

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

4. With whom we will be sharing your personal data

- Other Government Departments including:
 - Attorney General's Office
 - Cabinet Office
 - Department for Business, Energy and Industrial Strategy
 - Department for Digital, Culture, Media and Sport
 - Department for Education Department for Environment
 - Food and Rural Affairs
 - Department for Exiting the European Union
 - Department for International Development
 - Department for International Trade
 - Department for Transport
 - Department for Work and Pensions
 - Department of Health and Social Care
 - Foreign and Commonwealth Office
 - Her Majesty's Treasury

- Home Office
- Ministry of Defence
- Ministry of Justice
- Northern Ireland Office
- Office of the Advocate General for Scotland
- Office of the Leader of the House of Commons
- Office of the Leader of the House of Lords
- Scotland Office UK
- Export Finance
- Wales Office

5. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for two years from the closure of the consultation.

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to ask to have all or some of your data deleted or corrected
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

7. Your personal data will not be sent overseas.

8. Your personal data will not be used for any automated decision making.

9. Your personal data will be stored in a secure government IT system.

Annex D: Local Government Finance Settlement 2019-20: **Technical Consultation**

If you are responding to this consultation by email or in writing, please reply using this questionnaire pro-forma, which should be read alongside the consultation document.

You should save the pro-forma on your own device, from which you can complete the survey at your own pace, and submit when you are ready.

There are 5 questions in this survey. You do not have to answer every question should you not wish to.

Should you wish to attach further evidence or supporting information, you may attach and send this with the pro-forma.

Please **email responses to:**

LGFsettlement@communities.gsi.gov.uk

Alternatively, **written responses should be sent to:**

Local Government Finance Settlement Team
Ministry of Housing, Communities and Local Government
2nd floor, Fry Building
2 Marsham Street
London
SW1P 4DF

Your opinions are valuable to us. Thank you for taking the time to read the consultation document and respond.

Your Details (Required details are marked with an asterisk (*))

Full Name*	<input type="text"/>
Organisation*	<input type="text"/>
Address*	<input type="text"/>
Address 2	<input type="text"/>
Town/City*	<input type="text"/>
Postcode*	<input type="text"/>
Country	<input type="text"/>
Email address*	<input type="text"/>
Phone Number	<input type="text"/>

Are the views Expressed on this form an official response from a:

- London Borough
- Metropolitan District
- Unitary Authority
- Shire County
- Shire District
- Fire and Rescue Authority
- Greater London Authority
- Combined Authority
- Parish or Town Council
- Local Authority Association or Special Interest Group
- Other Local Authority Grouping
- Local Authority Officer
- Local Authority Councillor
- Member of Parliament
- Other Representative Group
- Business
- Business Organisation
- Valuation Organisation
- Voluntary Organisation
- Member of the Public

Question 1

Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?

- Yes
- No
- No comment

Additional comments

Question 2

Do you agree with the council tax referendum principles proposed by the Government for 2019-20?

- Yes
- No
- No comment

Additional comments

Question 3

Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?

- Yes
- No
- No comment

Additional comments

Question 4

If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored in the consultation document please provide further detail.

No Comment

Please Specify

Question 5

Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

- Yes
- No
- No comment

Additional comments

Question 1: Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?

Yes we agree the Government should confirm the final year of the 4-year offer as set out in 2016/17, given this was included within the multi year settlement.

We would also echo the call for certainty to be extended beyond 2019-20 as soon as possible, to ensure there is efficient and effective financial planning across the local government sector. We appreciate that it is the government's intention to release indicative funding estimates for 2020/21 in "mid-2019". We would welcome further clarity on what is meant by "mid-2019." It would be extremely helpful for these to be published before the summer parliamentary recess and for the estimates to cover the whole CSR period.

We also note the Government's intention to review the New Homes Bonus scheme to 'incentivise housing growth most effectively'. As a district council our New Homes Bonus allocation and Business Rates income are our key funding streams upon which we rely heavily. Given the funding uncertainty for all Councils from 2020/21 we would urge that this separate consultation is carried out as soon as possible, and does not ignore the significant housing growth already enabled by councils.

Question 2: Do you agree with the council tax referendum principles proposed by the Government for 2019-20?

We support the proposed referendum principles for shire districts in particular the continuation of the £5 increase if it is higher than 3%.

Whilst we support the proposal to defer the setting of referendum principles for town and parish councils, we agree the Government should keep this under review, given the increases seen in recent years.

Question 3: Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?

As a council affected by negative RSG we strongly welcome the Government's commitment to address this issue

We believe the government's preferred approach (to eliminate negative RSG via forgone business rate receipts) honours its previous commitments to local government as a sector re not adjusting tariffs and top-ups until the system is reset, and is the right approach.

Question 4: If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored here please provide further detail.

The government's preferred approach is the fairest and cheapest route to resolving the issue of negative RSG. In order to provide certainty to the sector, it is important that the government does not pursue alternative options at such a late stage in the financial planning cycle.

Question 5: Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments

No comment.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 26

meeting date: 25 SEPTEMBER 2018
title: INSURANCE RENEWALS
submitted by: DIRECTOR OF RESOURCES
principal author: MICK AINSCOW

1 PURPOSE

1.1 To inform Committee of the recent procurement exercise for the Council's insurance services.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives

None directly. However, in accordance with the Council's risk management policy it is essential that all our functions and services be adequately insured.

- Other considerations

The Council are legally bound to ensure adequate insurance arrangements are maintained in certain areas e.g. employers liability.

2 BACKGROUND

2.1 The last full tendering exercise for our insurance services was carried out in 2013. At that time through the Government Procurement Service (GPS), we were able to identify a collaborative framework developed by them in conjunction with Pro 5, which comprises of the Yorkshire Purchasing Organisation (YPO), Central Buying Consortium (CBC), Eastern Shire Purchasing Organisation (ESPO) and North East Procurement Organisation (NEPO).

2.2 The use of Framework Agreements such as the GPS/Pro 5 Insurance Services Framework allows us to ensure that the procurement is EU compliant through the use of a pre-completed route to the market, which in turn allows a greatly reduced procurement timeframe. It also allows us to share procurement expertise and resources.

2.3 Providers on the framework are pre-qualified as to their general suitability. This means when buying services from them we are assured that they meet the appropriate standards in the provision of insurance.

2.4 The insurance framework offers the opportunity for the procurement to be undertaken direct with insurance suppliers, or for broker services to be procured. In our case, the costs of initially procuring a broker were excessive, due to the small scale of our contract. Therefore, we dealt directly with the insurance service providers on the Framework.

2.5 Invitations to tender were sent to all insurers identified in the framework agreement as willing to quote directly to ourselves. Documents were sent to four insurers in total, some prepared to quote only for specific types of business such as computer or terrorism insurance, whilst others were able to provide for our full range of insurance

requirements. Invitations to tender were sent on 2 May 2018 with a deadline for return of 12 noon on 31 May 2018.

- 2.6 A number of queries were raised by prospective tenderers and answered as appropriate, however, when the deadline arrived, only one tender was received – from our existing insurers, Zurich Municipal. The tender was opened on 3 June 2018 in the presence of the Vice-Chairman of this Committee the Head of Financial Services and the Head of Legal and Democratic Services.
- 2.7 In accordance with the tender specification, the quotation from Zurich Municipal detailed the annual premium in respect of a three year agreement and a five year agreement and included any discounts for the whole range of our insurances being placed with them as sole insurer. The annual premium payable should we enter into a three year agreement was £158,779, and for a five year agreement £151,460 – both these figures are inclusive of Insurance Premium Tax which is charged at a rate of 12%.
- 2.8 Following discussion with the Director of Resources and the Head of Financial Services, the tender submitted by Zurich Municipal for a five year term agreement effective from 20 June 2018 was accepted.

3 PREMIUMS

3.1 Renewal terms for 2018/19 are as follows:

Policy	Premium		Increase/ Decrease £	%	Notes
	2017/2018 £	2018/19 £			
Material Damage (Fire)	15,364	12,879	-2,485	16.2	
Terrorism	2,609	2,673	64	2.5	¹
Business Interruption	1,911	1,673	-238	12.5	¹
Theft	1,915	1,788	-127	6.6	¹
Money	653	268	-385	59	¹
All Risks	4,919	4,412	-507	10.3	¹
Public Liability	39,064	36,779	-2,285	5.8	
Professional Negligence	560	533	-27	4.8	
Officials Indemnity	1,823	1,467	-356	19.5	¹
Employers Liability	20,634	33,223	12,589	61	²
Libel and Slander	527	474	-53	10.1	¹
Motor	42,982	42,096	-886	2.1	
Engineering	6,600	6,797	197	3	
Fidelity Guarantee	2,047	1,838	-209	10.2	¹
Land Charges	1,872	1,209	-663	35.4	¹
Personal Accident	1,034	771	-263	25.4	¹
Public Health Act	363	311	-52	14.3	¹
Computers	1,628	2,269	641	39.4	³
	146,505	151,460	4,955	3.4	

Notes

- ¹ General reduction in premium costs from insurers to ensure they were competitive in the tendering exercise.
- ² Reflecting one large claim settled in 2017/18 at a total cost of £85k and two claims currently outstanding with large reserves allocated by insurers.
- ³ Reflecting an overall increase in claims nationwide in this particular line of business, meaning that insurers overall rating has increased for this kind of risk.

3.2 The total cost of premiums for 2018/19 has risen by £4,955 (3.4%) on the previous year's figure. The package and long-term discounts we have secured have offset to a large extent the significant increase in the employers' liability premium.

3.3 Our claims experience this year has been poor compared to previous years. Claims submitted over the last five years were as follows:

	Liability	Motor	Property	Total
2013/14	6	5	3	14
2014/15	3	13	0	16
2015/16	7	23	0	30
2016/17	4	18	3	25
2017/18	7	25	3	35

We continue to ensure that we act on any cause around insurance claims, and take action to mitigate the possibility of future claims.

	Liability	Motor	Property	Total
Claims outstanding 20.06.17	3	10	1	14
Claims during year	7	25	3	35
Settled during year	2	30	4	36
Claims outstanding 19.06.18	8	5	0	13

4 RISK ASSESSMENT

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

- Resources – cost to the Council in defending any legal action as a result of a lack of insurance cover and cost of any premium increases as a result of poor claims history. The insurance cost for 2018/19 can be met from within existing resources.
- Technical, Environmental and Legal – the Council are legally bound to ensure adequate insurance arrangements are maintained in certain areas, e.g. employers' liability.
- Political – no implications identified.
- Reputation – if the Council failed to comply with legislation or failed to adequately insure it would reflect badly on our reputation.
- Equality and Diversity – no implications identified.

5 RECOMMENDED THAT COMMITTEE

5.1 Note the decision to appoint Zurich Municipal as the Council's insurers on a five year long term agreement from 20 June 2018.

PRINCIPAL AUDITOR

DIRECTOR OF RESOURCES

PF47-18/MA/AC
5 September 2018

BACKGROUND PAPERS

None

For further information please ask for Mick Ainscow, extension 4540

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 27

meeting date: 25 SEPTEMBER 2018
 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 processing times and overpayment recovery.

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 September 2018:

	£000	£000	2018/19 %	2017/18 %
Balance Outstanding 1 April 2018		585		
NNDR amounts due	20,435			
Plus costs	3			
Transitional surcharge	210			
Write ons	13			
	20,661			
Less				
- Transitional relief	-413			
- Exemptions	-253			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,196			
- Small Business Rate Relief	-3,029			
- Revaluation 2017, Pub, SSB and Other reliefs	-105			
- Interest Due	0			
- Write Offs	-13			
	-5,009	15,652		
Total amount to recover		16,237		
Less cash received to 12 September 2018		-7,781	47.9	48.6
Amount Outstanding		8,456	52.1	51.4

NB The figures included in the table include not only those charges for 2018/19 but also those relating to previous years, but we are required to report to the Ministry of Housing, Communities & Local Government (MHCLG) 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 August 2018 is 47.87% compared with 49.07% at 31 August 2017.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 12 September 2018:

	£000	£000	2018/19 %	2017/18 %
Balance Outstanding 1 April 2018		948		
Council Tax amounts due	46,374			
Plus costs	52			
Transitional relief	1			
Write ons	2			
	46,429			
Less - Exemptions	-642			
- Discounts	-4,068			
- Disabled banding reduction	-52			
- Council Tax Benefit	2			
- Local Council Tax Support	-1,834			
- Write offs	-6			
	-6,600	39,829		
Total amount to recover		40,777		
Less cash received to 31 August 2018		-20,052	49.2	49.1
Amount Outstanding		20,725	50.8	50.9

NB The figures included in the table include not only those charges for 2018/19 but also those relating to previous years, but we are required to report our in year collection rate to the MHCLG. 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 August 2018 is 49.22% compared to 49.17% at 31 August 2017.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 13 September 2018 is:

	£000	£000
Amount Outstanding 1 April 2018		494
Invoices Raised	1,713	
Plus costs	1	
		1,714
Less write offs		0
Total amount to recover		2,208
Less cash received to 13 September 2018		1,318
Amount outstanding		890

Aged Debtors	000s	%
< 30 days	35	4
30 - 59 days	25	3
60 - 89 days	24	3
90 - 119 days	1	0
120 - 149 days	295	33
150+ days	510	57
	890	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 overpayment data.

Housing Benefit Right Time Indicator 2018/2019

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

Target for year	Actual Performance 1 April 2018 – 30 June 2018	Average Performance
6.9 days	5.83 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 April 2018 – 30 June 2018	Top grade 4 for all LA's 2007/08
20 days	16.01 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 April 2018 - 30 June 2018:

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.	87.27
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.	17.15

Performance Measure	%
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	0.86

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

PF48-18/ME/AC
10 September 2018

For further information please ask for Mark Edmondson.

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 28 JUNE 2018

Present: Cllrs: K Hind (Chair), S Atkinson, A Brown, S Hirst, A Knox, R Swarbrick, Chief Executive, Director of Community Services, Director of Resources, Head of Financial Services.

1 Apologies

Cllr: J Rogerson

2 Minutes of meeting held on 14 February 2018

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

3 Introduction to Role of Budget Working Group

3.1 Due to the change in membership of the Budget Working Group, the Director of Resources took members through a report explaining the role of the Budget Working Group, including the key tasks that they would be involved in based on the past work of the group.

3.2 An introductory guide to local government finance that had been produced by CIPFA was also included with the report and there was a discussion amongst the group around some of the key differences between public and private sector accounts and presentation, also the disparity in the importance placed on 'cash' between the two sectors.

4 Capital Outturn 2017/18

4.1 A report was presented on the overall capital outturn for 2017/18.

4.2 During the year the council had spent £723k on 24 capital schemes and performance reward grants, which was 56.8% of the revised estimate.

4.3 Of the twenty four schemes, twelve were completed in year, five were in progress and would be completed in 2018/19, four had not started in year but were due to be started in 2018/19 and the three housing capital grant schemes had all seen underspends, which would be slipped in to 2018/19. There was a detailed discussion around Disabled Facility Grants, notably the application and approval process and how they are funded.

4.4 Slippage had been requested on twelve of the schemes totalling £551,090.

5 Revenue Outturn

5.1 Members were taken through a report on the overall revenue outturn position. It was explained that full details of the outturn position would also be taken to each service committee over the next cycle of meetings.

5.2 The final outturn was a deficit of £183,000 which had been taken from general fund balances. This compared to the forecast position at the revised estimate of taking £283,000.

5.3 Larger variances had particularly been seen around the substantial overspend on refuse collection vehicle maintenance (see separate agenda item), increase planning fee income received late in the year and a higher level of S31 Grants in respect of central government business rates measures.

5.4 There had also been an increase in the amount set aside to earmarked reserves which largely reflected the increased S31 Grants in respect of business rates measures and a number of other grants received in respect of expenditure yet to be incurred.

5.5 Details were also provided on the individual earmarked reserves held and also the closing position on the collection fund.

6 Budget Monitoring 2018/19

- 6.1 The Head of Financial Services took members through a report on overall revenue monitoring for the first 2 months of 2018/19. The report looked at the high level subjective budget and identified any variances at that level that were above £10,000, with variance reasons.
- 6.2 Due to past concerns, Refuse Vehicle Maintenance Costs had been identified separately within the report, but the current monitoring period showed spend to be within budget.
- 6.3 There were continued high levels of income from Planning Fees and Trade Waste Collection.

7 Refuse Collection Vehicle Maintenance Overspend 2017/18

- 7.1 The Director of Resources took members through a report that explained the overspend on refuse vehicle maintenance in 2017/18 and the action that CMT were taking.
- 7.2 Details were provided of costs over the past 7 years compared to budgets, which identified overspends starting in 2016/17 and increasing substantially to the levels experienced in 2017/18.
- 7.3 It was explained that CMT had been reviewing work that had been undertaken on spend patterns/type and a recent meeting had been held on 20 June to review more recent detailed analysis.
- 7.4 It was explained that CMT had agreed the following in addition to the normal budget monitoring processes:
- The consideration of vehicle maintenance expenditure against budget would be a standing monthly CMT item for the current year.
 - A template be devised which would be signed off in advance by the refuse manager to inform of any large one-off maintenance work.
 - The information gathered would be monitored and used to determine whether the budget should be increased or weather alternative options should be introduced for the future.
- 7.5 It was highlighted that the previous item on budget monitoring had identified that the current monitoring period showed refuse collection vehicle maintenance spend to be largely within budget.

8 BWG Workplan 2018/19

- 8.1 A suggested workplan for the Budget Working Group in 2018/19 was presented by the Director of Resources.
- 8.2 The report listed a number of suggested meeting dates, together with timetabling for a number of tasks.
- 8.3 It was highlighted that other matters may arise as the year progresses and that the suggested dates may change if people are unable to attend on the suggested dates.

9 Any Other Business

- 9.1 There were no other items of business.

10 Date and Time of Next Meeting

4pm Wednesday 8 August 2018 in Committee Room 1

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 8 AUGUST 2018

Present: Cllrs: K Hind (Chair), S Atkinson, A Brown, S Hirst, J Rogerson, R Swarbrick, Chief Executive, Director of Community Services, Director of Resources, Head of Financial Services.

1 Apologies

Cllr: A Knox

2 Minutes of meeting held on 28 June 2018

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

3 Local Government Finance Settlement 2019/20: Technical Consultation

3.1 The Director of Resources took members through a report on a technical consultation regarding the Local Government Finance Settlement 2019/20.

3.2 The consultation covered a number of areas including:

- Multi-Year Settlement Offer
- New Homes Bonus
- Council Tax Referendum Principles
- Negative Revenue Support Grant

3.3 Members were taken through the salient points from the consultation and it was agreed that as the closing date for the consultation was Tuesday 18 September, a draft response to the consultation would be brought back to the next meeting of Budget Working Group, with a view to this then being reported for information to the next Policy and Finance Committee (being 25 September).

4 New Homes Bonus

4.1 Members were taken through a report on the latest position with regard to New Homes Bonus. Details of the background to the scheme and more recent changes were provided within the report.

4.2 The current level of funding from New Homes Bonus and that received in more recent years was given, alongside details of how this funding stream is used across both revenue and capital.

4.3 The impact of any change to the current threshold on New Homes Bonus payments was also shown and discussed.

4.4 There was a discussion on the mechanics of the New Homes Bonus scheme and the current levels of unused New Homes Bonus set aside in earmarked reserves. This was discussed in the context of future planned usage of New Homes Bonus funding for Capital and the more recently increased level of usage to support the Revenue budget.

5 Business Rates Pilots 2019/20

5.1 Members were taken through a report on the Government's recent announcement concerning Business Rate Pilots for 2019/20.

5.2 The history and background to past business rates pilots and their purpose was explained, particularly around past 100% business rates pilots.

- 5.3 The new announcement from the Government was looking at 75% business rates pools and proposals for pool pilots would require detailed information around risk, reward, financial stability of all parties and the governance arrangements that would be put in place.
- 5.4 Also required would be details of how any business rates growth would be spent. It was also highlighted that the Government had removed the 'no detriment' clause that had been applied to past pilots, but instead the safety net would be increased from 92.5% to 95%.
- 5.5 The report explained the current position around business rates retention and also the structure and history of the Lancashire Business Rates Pool.
- 5.6 It was explained that further work would be needed to ascertain whether it would be in the council's interests to submit a bid to become a new 75% pilot, to which members agreed.

6 Revenue Budget Monitoring 2018/19

- 6.1 The Head of Financial Services took members through a report on overall revenue monitoring for the first 3 months of 2018/19. The report looked at the high level subjective budget and identified any variances at that level that were above £10,000, with variance reasons.
- 6.2 Due to past concerns, Refuse Vehicle Maintenance Costs had been identified separately within the report, but there was no significant variance to the end of the period.
- 6.3 There were continued high levels of income from Trade Waste Collections. However the low level of income being received from the sale of paper under the refuse collection service was concerning.

7 Any Other Business

- 7.1 There were no other items of business.

8 Date and Time of Next Meeting

3pm Wednesday 5 September 2018 in Committee Room 1

Report from Representatives on Outside Bodies

Rural Services Network (RSN) Rural Conference – 4-5 Sept 2018 – Cllr Richard Sherras

I attended this conference at the suggestion of the CEO & the Director of Resources, as apart from the interesting programme of presentations on many rural matters there were contributions on Fairer Funding & Rural Areas.

It was a worthwhile exercise & to report in detail would be too great, however with the wonders of modern technology the material provided is easily accessible. The full list of presentations, etc & accompanying slides are available by following the links (Events & Meetings near bottom) in the latest Rural Bulletin (dated 11 September & circulated by me as usual to members on 12 September) to the RSN website.

From a finance point of view, I would particularly draw attention to the presentations & slides from Dan Bates – Fairer Funding & Rural Areas [workshop 4, 12.20 Wed] - and from Tony Travers – Local Government Futures & Innovation [14.00 Tues]. The Dan Bates presentation did illustrate the importance of responding to the Gov consultation on Fairer Rural Funding (which RVBC have done), so it is worthwhile looking at the RSN Consultation response. That can be accessed by following the links Fairer Funding near the bottom of the RSN Newsletter. The points made are similar to those made in the RVBC response but it also gives a picture of the wider national situation.

There were several sessions which could be of particular interest to the Economic Development Committee – there are a lot of interesting things/innovations happening out there. I have arranged with the Chair (Cllr Swarbrick) to make a report to that Committee for their meeting on 20 Sept.

On a separate topic, the session: West Suffolk District merger – Creating a single Council for West Suffolk was very interesting. There were many problems even though the 2 Councils involved were very similar rural authorities & the gestation period has been 10 years. Combining disparate councils might be a bigger task?

RIBBLE VALLEY BOROUGH COUNCIL OUTSIDE BODY REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No.

meeting date: 25 SEPT 2018
 title: ARMED FORCES COMMUNITY COVENANT REPORT 2018
 submitted by: COUNCILLOR JIM WHITE

1 PURPOSE

1.1 The purpose of this annual report is to inform and update Committee of any changes to Section 4 of the Ribble Valley Borough Council Armed Forces Community Covenant as at 25 SEPTEMBER 2018, and to update the Committee on any other changes in relation to the Armed Forces Community Covenant

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – to treat everyone equally and ensure that access to services is available to all. To engage with all our communities to ensure we deliver services to meet customer needs and expectations.
- Corporate Priorities – to seek to continually improve, ensuring that council services are fit for purpose and customer focused.
- Other Considerations – to meet our ongoing Commitment to the Armed Forces Community in the Ribble Valley.

2 BACKGROUND

2.1 On the 24th July 2013 The Borough Council with partners from the Military, Private and Charitable Sectors signed an Armed Forces Community Covenant.

3 COMMUNITY COVENANT SECTION 4

3.1 Section 4 of the Community Covenant requests that the Armed Forces Champion – Cllr White co-ordinates and keeps the Council informed of ongoing issues and Initiatives relating to the Covenant.

3.2 Section 4 of the Community Covenant remains as a workable document, and all members, partners and officers are requested to have input into it to make it meaningful, and fully representative for the Armed Forces Community in the Ribble Valley. Additions since the last report in September 2017 are:

- A. Supported RBL campaign for changes to the future census to include a section on membership of the Armed Forces. (The reasoning behind this Campaign is to find out where former members of the Services are, so assistance and help can be better targeted.)

- B. Supported Lancashire County Council in their bid for a grant from the Armed Forces Covenant for 2 x workers to help Local Councils in delivery of the Covenant. (The idea is these workers can help local Armed Forces Champions, and to bring together a coordinated approach amongst other task.)
- C. Supported a Longridge Head teacher for a grant of £20,000 which was successful from the Armed Forces Covenant for a show at Preston Guild Hall. (see below on the 100 Years Commemorations of WW1 Para G)
- D. Assisted Hyndburn and Ribble Valley CVS Veterans open day 05/12/17 at Pendle Hall – 15 Voluntary organisations offered help and free advice.
- E. Noted that the NHS now have signs in surgery's for veterans to add a change to medical documents indicating they are ex Armed Forces. (In some cases if a resident is ex Armed Forces, and due to his/her service requires medical help they may well receive a FastTrack service- note the rules for this service are contained in HM Government Armed Forces Covenant report for 2017).
- F. Provided assistance and help to Moorlands Private School Armed Forces representative in relation to the School signing up to the Armed Forces Covenant. (It should be noted that 45% of the school's 100 boarders are service children).
- G. This November marks the 100 year of the end of WW1. Towns and Villages across the Ribble Valley will be taking part in the National Beacon lighting. In addition many Parishes are also holding additional events as well as their normal Memorial Services and Parades. At the time of compiling this report the following events are planned:

Slaidburn and Easington are taking part in the 'Battles Over' event, a Beacon in the village, and an event afterwards at the Village Hall with a display of photographs and information from the Slaidburn Archive Group.

Waddington are placing Statues around the Village as part of the RBL Here not Here Event.

Bolton with Bowland are having an event which includes flames around the Memorial, and then an event at the Village Hall.

West Bradford are unveiling a new War Memorial to honour WW1 and WW2 servicemen and women.

Simonstone have already erected an RAF Roundel, planted by local schoolchildren to mark the 100th Anniversary of the RAF, it bloomed in April this year.

Tosside will be lighting a bonfire and returning to their Village Hall.

Mellor, along with some other Parishes will have a Beacon Light.

Ribchester, Hothersall and Dutton Parishes will be holding a joint event at Ribchester Village Hall which will include poetry, music and pen pictures of men who lost their lives.

Whalley, Barrow, Wiswell, and Billington have set up a group called “Whalley Remembers” that have been fundraising and will give out banners, stickers and cups to school children. They have also organised a new Heritage Walk with Blue Plaques, and will be holding a Lantern Event. In addition the names of those lost will be in Parish Magazines leading up to the event.

Longridge will be renaming the Kestor Lane Park as a Memorial Park and unveiling a new memorial.

A Longridge Head teacher has booked the Guildhall in Preston on the 11th Nov 2018 for an event called “Armistice”. The event includes some 15 schools, 700-900 school children, teachers and helpers from the Longridge Cluster of schools for 2 x 2 1/2 hr shows. This promises to be an amazing event supported with an Armed Forces Grant. The Head teacher has already accumulated some 20,000 stitched//knitted poppies, and will be placing Ghost Soldiers around Longridge prior to the event.

Clitheroe/RVBC will be holding an event including Beacon Lighting – details yet to be announced.

4 RISK ASSESSMENT

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

- Resources – the suggestions made in this report may impact on an element of officer time.
- Technical, Environmental and Legal – none identified.
- Political – none identified.
- Reputation – the Council has a reputation for supporting the Armed Forces.
- Equality & Diversity – the Council should be consistent in its considerations of all groups.

5 RECOMMENDED THAT COMMITTEE

5.1 Note the Contents of this report.

NAME: Cllr J White
AUTHOR

For further information please ask for Olwen Heap, extension 4408