

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, 19 NOVEMBER 2019** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

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

AGENDA

Part 1 – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meeting held on 24 September 2019 - copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. Local Council Tax Support Scheme 2020/21 – report of Director of Resources – copy enclosed.
- ✓ 6. Review of Fees and Charges – report of Director of Resources – copy enclosed.
- ✓ 7. Local Taxation Write-offs – report of Director of Resources – copy enclosed.
- ✓ 8. Capital Programme Review and New Bids – report of Director of Resources – copy enclosed.
- ✓ 9. Creation of Climate Change Working Group – report of Chief Executive – copy enclosed.

- ✓ 10. Canteen Refurbishment – report of Director of Resources – copy enclosed.
- ✓ 11. References from Committee (if any).
 - a) Reference from Community Services Committee – Proposed Electric Chargers in Ribble Valley Car Parks – report of Director of Resources – copy enclosed.
- ✓ 12. Local Development Plan Examination in Public Costs – report of Director of Economic Development and Planning – copy enclosed.
- ✓ 13. Voluntary Organisation Grants – Citizens Advice Bureau Performance Monitoring Information – report of Director of Resources – copy enclosed.

INFORMATION ITEMS

- ✓ 14. Council Taxbase 2020/21- report of Director of Resources – copy enclosed.
- ✓ 15. Treasury Management Monitoring 2019/20 – report of Director of Resources – copy enclosed.
- ✓ 16. Revenue Monitoring 2019/20 – report of Director of Resources – copy enclosed.
- ✓ 17. Overall Revenue Monitoring 2019/20 – report of Director of Resources – copy enclosed.
- ✓ 18. Capital Monitoring 2019/20 – report of Director of Resources – copy enclosed.
- ✓ 19. Overall Capital Monitoring 2019/20 – report of Director of Resources – copy enclosed.
- ✓ 20. Revenues and Benefits General Report – report of Director of Resources – copy enclosed.
- ✓ 21. Regulation of Investigatory Powers Act 2000 (RIPA) – report of Chief Executive – copy enclosed.
- ✓ 22. Minutes of Budget Working Group held on 19 September 2019 – copy enclosed.
- 23. Reports on Representatives on Outside Bodies (if any).

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

DECISION

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

INFORMATION

None.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 5

meeting date: 19 NOVEMBER 2019
title: LOCAL COUNCIL TAX SUPPORT SCHEME 2020/21
submitted by: DIRECTOR OF RESOURCES
principal author: MARK EDMONDSON

1 PURPOSE

1.1 To recommend our Local Council Tax Support (LCTS) scheme for 2020/21 to Full Council.

2 BACKGROUND AND INFORMATION

2.1 You will recall that, as part of the package of welfare reform measures, the Government decided to abolish Council Tax Benefit from 1 April 2013 and replace it with locally determined schemes of council tax support. In doing so the Government reduced the funding available, to local councils to pay for this support, from 100% subsidy to a grant of only 90%. This grant was rolled into mainstream local authority funding which has since been reduced significantly

2.2 The Council agreed a Local Council Tax Support Scheme which came into effect on 1 April 2013. Our scheme matched the previous Council Tax Benefit scheme but was set to cap the maximum reduction in support for working age claimants to 12% each year. Late in the day the Government announced a one off transition grant for those authorities who agreed to set the maximum reduction at 8.5%. This Council agreed to accept the grant and hence limit the reduction to 8.5% for 2013/14. As the transition grant was for one year only however our reduction in support to working age claimants reverted back to the agreed percentage set of 12%. We consulted extensively on this scheme and it was broadly supported.

2.3 Our scheme is 147 pages long and can be found at the following link www.ribblevalley.gov.uk/counciltaxsupport. Each billing authority is required to consider the scheme that it has in place each year and the position across Lancashire is as follows:

	LCTS Reduction 2019-20
Blackburn	20%
Blackpool	27.11% but protected groups 13.56%
Burnley	17.5% (consulting on reducing to 15%)
Chorley	7.50%
Fylde	22.70%
Hyndburn	30% (consulting on increasing to 35%, 37.5% or 40%)
Lancaster	0%
Pendle	20%
Preston	20%
Ribble Valley	12%
Rossendale	20%
South Ribble	£3.50 per week (equiv to 20.4%) (consulting on 100% scheme)
West Lancs	22%
Wyre	8.50%

2.4 The Local Government Finance Bill imposes a duty on billing authorities to consider whether to revise or replace its scheme by **11 March (changed from 31 January in 2018) each year** and to consult with major precepting authorities i.e. LCC/Fire and Police authorities and other persons likely to have an interest in the scheme if any significant changes are proposed.

3 OUR SCHEME

3.1 The first bills containing Local Council Tax Support were issued in March 2013.

3.2 Our scheme has been updated by minor amendments each year to maintain the link with Housing Benefit and the previous Council Tax Benefit scheme.

3.3 We currently grant approximately £1 million in LCTS to 1,042 pensioners and £0.8 million to 1,009 working age claimants.

3.4 Our experiences so far have shown that this debt is much harder to collect than other Council Tax liability and we have seen a significant increase in the number of reminders issued and subsequently the number of Council Tax payers that we have had to take recovery action against. However given the sensible approach that was decided by this committee to limit the reduction to reasonable levels I am confident that we will be able to continue to collect the sums due at almost the same rates as other Council Tax.

4 REVISING OUR SCHEME FOR 2020/21

4.1 Members need to make a final decision on our scheme for 2020/21 in order to make a recommendation to Full Council.

4.2 We are not proposing any significant changes other than Maintaining and Uprating Income disregards, non-dependent deductions, applicable amounts and premiums in line with Housing Benefit as we do each year.

5 RECOMMEND THAT COMMITTEE

5.1 Recommend to Full Council the approval of our local council tax support scheme for 2020/21 as set out in the report.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF58-19/ME/AC
7 November 2019

For further background information please ask for Mark Edmondson

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

Agenda Item No 6

meeting date: 19 NOVEMBER 2019
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: VALERIE TAYLOR

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2020.

2 BACKGROUND

- 2.1 The council's fees and charges are reviewed on an annual basis as part of the budget setting process. These proposals are the first stage in the review of this committee's budget for the forthcoming 2020/21 financial year.
- 2.2 The council's latest budget forecast allows for a 2% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2020/21 by this amount.
- 2.3 After applying this percentage increase, proposed charges have generally been rounded up or down. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.
- 2.4 This report requests that members consider proposals for the increase in fees and charges for this committee's service. Such charges would be implemented with effect from 1st April 2020.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September and October 2019, the Budget Working Group considered the overall three-year Budget Forecast. This forecast assumes that fees and charges are increased overall by 2%.
- 3.2 Guidance from Budget Working Group to service committees is that they review their fees and charges in order to achieve this overall target increase in income of 2%.
- 3.3 The current budgeted income to be received from fees and charges which are set by this committee is £175,740 and a 2% increase would therefore generate £3,510.

4 REVIEW OF FEES AND CHARGES

- 4.1 The review of fees and charges is coordinated by financial services, working together with heads of service and budget holders.
- 4.2 The following process was taken:
- Budget holders are provided with an indication of the fees and charges factoring in a 2% increase.

- A discussion meeting is then held between budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge different from a 2% increase.

4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2020 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2019/20
- an estimate of the level of 2019/20 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2020
- an indication of the potential income that may be achieved in 2020/21, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2019/20 to 2020/21
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

4.4 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.

4.5 Work is still underway on forecasting income budget levels for 2020/21 and such budget proposals will be reported back to this committee in January 2020 for approval.

4.6 If you agree the recommended charges shown in Annex 1, the estimated extra income raised based on **current budgeted demand levels** is £1,910 an overall increase of 1.09%. Due to restrictions on the setting of charges for summonses it is proposed to freeze this charge for 2020/ 21. As a result of this the full 2% target increase in fees and charges for this committee will not quite be met, but with a shortfall of just £1,600.

5 RISK ASSESSMENT

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

- Resources – Fees and Charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – none
- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

6 CONCLUSION

- 6.1 Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.
- 6.2 The Budget Working Group recommends that all service committees seek to increase their fees and charges overall by 2.0%. If you agree with the increase in charges, this committee will only marginally fall short of this target.

7 RECOMMENDATION THAT COMMITTEE

- 7.1 Approve the proposed fees and charges as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF66-19/VT/AC
8 November 2019

For further information please ask for Valerie Taylor extension 4433

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2020

LOCAL LAND CHARGES - LANDC		Ledger Code	Date of last change	VAT	Current Charge 2019/20 £	Budgeted Income Net of VAT for 2019/20 £	Proposed Charges for 2020/21 2% Inflation £	Indication of Potential Income Net of VAT for 2020/21 £	Percentage Increase in Charge %
Search Certificate		LANDC/8408z	01-Apr-19	Non Vatable	20.80	10,790	21.30	11,050	2.40
Part I Enquiries		LANDC/8408n	01-Apr-19	VAT Inclusive	131.80	46,090	134.50	47,030	2.05
Part II Enquiries		LANDC/8408n	01-Apr-19	VAT Inclusive	27.00	7,460	27.60	7,630	2.22
Part II (Question 22)		LANDC/8408n	01-Apr-19	VAT Inclusive	29.90	3,500	30.50	3,570	2.01
Express Service		LANDC/8408n	01-Apr-19	VAT Inclusive	206.00	710	210.20	720	2.04
Additional Questions		LANDC/8408n	01-Apr-19	VAT Inclusive	13.00	20	13.30	20	2.31

LEGAL SERVICES - CEEXEC		Ledger Code	Date of last change	VAT	Current Charge 2019/20 £	Budgeted Income Net of VAT for 2019/20 £	Proposed Charges for 2020/21 2% Inflation £	Indication of Potential Income Net of VAT for 2020/21 £	Percentage Increase in Charge %
Section 106 Agreement Review and Completion	- 20 houses or less	CEEXEC/8402z	01-Apr-19	Non Vatable	396.80	450	405.00	460	2.07
	- more than 20 houses	CEEXEC/8402z	01-Apr-19	Non Vatable	744.60	1,690	760.00	1,720	2.07
Notice of Assignment	- Notice of Assignment	CEEXEC/8402z	01-Apr-19	Non Vatable	17.00	550	17.40	560	2.35

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2020

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	Date of last change	VAT	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21 2% Inflation	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	%
Tea and coffee included if required - food charged extra at cost									
COMMITTEE ROOMS 1 AND 2									
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	01-Apr-19	Non Vatable	35.70	1,070	36.50	1,090	2.24
	- All Day (09.00 - 18.00)	CIVST/8520I	01-Apr-19	Non Vatable	61.20	-	62.50	-	2.12
COUNCIL CHAMBER									
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00 or 13.00 - 18.00)	CIVST/8520I	01-Apr-19	Non Vatable	81.60	3,170	83.30	3,240	2.08
	- All Day (09.00 - 18.00)	CIVST/8520I	01-Apr-19	Non Vatable	137.70	-	140.50	-	2.03
FOYER AREA ONLY									
Charity or Recognised Community or Public Organisation	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	01-Apr-19	Non Vatable	20.40	300	20.90	310	2.45
	- All Day (09.00 - 18.00)	CIVST/8520I	01-Apr-19	Non Vatable	35.70	-	36.50	-	2.24
OPTIONAL CHARGE IN ADDITION TO HIRE CHARGE - PRS MUSIC LICENCE UP TO 100 PERSONS - £13.00									
ALL AREAS - COMMERCIAL ORGANISATIONS - 100% SURCHARGE									

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2020

GARAGE - RENTS		Ledger Code	Date of last change	VAT	Current Charge 2019/20 £	Budgeted Income Net of VAT for 2019/20 £	Proposed Charges for 2020/21 2% Inflation £	Indication of Potential Income Net of VAT for 2020/21 £	Percentage Increase in Charge %
Chatburn Road, Clitheroe	Plot:	ESTAT/8830n	01-Apr-19	VAT Inclusive	136.40	910	139.20	930	2.05
	A, B, C, D, E, F, G, H								
Fort Street, Read	Plot Numbers:	ESTAT/8830n	01-Apr-19	VAT Inclusive	136.40	2,960	139.20	3,020	2.05
	1, 1A, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25								
Mersey Street, Longridge	Plot Numbers:	ESTAT/8830n	01-Apr-19	VAT Inclusive	136.40	1,590	139.20	1,620	2.05
	1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13								
Victoria Street, Longridge	Plot Numbers:	ESTAT/8830n	01-Apr-19	VAT Inclusive	136.40	680	139.20	690	2.05
	1, 2, 3, 4, 5, 6								
Brights Close, Newton	Plot Numbers: N/A	ESTAT/8830n	01-Apr-19	VAT Inclusive	205.10	170	209.30	170	2.05
Queensway, Waddington	Plot Numbers:	ESTAT/8835n	01-Apr-19	VAT Inclusive	463.00	9,260	472.30	9,450	2.01
	8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31								

POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2020

COUNCIL TAX AND NATIONAL NON-DOMESTIC RATES - CLTAX	Ledger Code	Date of last change	VAT	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21 2% Inflation	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
				£	£	£	£	%
Issue of Summons (Agreed with Magistrates' Court)	CLTAX/8714z	01-Apr-11	Non Vatable	60.00	83,700	60.00	83,700	0.00
Issue of Summons (Agreed with Magistrates' Court)	NNDRC/8714z	01-Apr-11	Non Vatable	60.00	-	60.00	-	0.00

Photocopying - Corporate Charges	Detail Code	Date of last change	VAT	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21 2% Inflation	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge	
				£	£	£	£	%	
Photocopying (Black and White)	- A4 First Page	8227n	01-Apr-19	VAT Inclusive	0.50	670	0.50	670	0.00
	- A4 Continuation Sheet	8227n	01-Apr-19	VAT Inclusive	0.50		0.50		0.00
	- A1 Plan	8227n	01-Apr-19	VAT Inclusive	8.80		8.80		0.00
	- A0 Plan	8227n	01-Apr-19	VAT Inclusive	8.90		8.90		0.00
	- A3 Copies	8227n	01-Apr-19	VAT Inclusive	1.00		1.00		0.00
	- A2 Copies	8227n	01-Apr-19	VAT Inclusive	8.70		8.70		0.00

Total Income from fees and charges set by this committee

175,740

177,650

1.09%

Overall extra income generated

1,910

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 7

meeting date: 19 NOVEMBER 2019
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 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.

Council Tax

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

2.3 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.

Business Rates

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

2.5 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.

3 CURRENT POSITION

3.1 There is one case where a company has been liquidated and therefore we need to write off both council tax and business rates debts. Annex 1 shows details of the debts we are seeking approval to write off against the collection fund – these total £290.85 council tax and £4,976.28 in business rates.

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 Under the **current** Business Rate Pilot arrangements the cost of Business Rate write offs are met in part by central government 25% and in part by local government, i.e. ourselves 56%, the county council 17.5% and the fire and rescue authority 1.5%.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve writing off £230.85 in Council Tax and £60.00 costs and £4,856.28 Business Rates and £120.00 costs where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF56-19/ME/AC
6 NOVEMBER 2019

Write offs – Council Tax

Year	Name	Property	Amount £
LIQUIDATION			
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company are redistributed. It is unlikely in these cases that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.			
2019/20	Roalb Ltd	Fieldens Arms, Whalley Road, Mellor Brook, Blackburn	*290.85
TOTAL			290.85

*including £60.00 costs

Write offs – NNDR

Year	Name	Property	Amount £
LIQUIDATION			
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company are redistributed. It is unlikely in these cases that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.			
2018/19	Roalb Ltd	Fieldens Arms, Whalley Road, Mellor Brook, Blackburn	*3,167.19
2019/20			*1,809.09
TOTAL			4,976.28

*including £60.00 costs

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 8

meeting date: 19 NOVEMBER 2019
title: CAPITAL PROGRAMME REVIEW AND NEW BIDS
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To recommend the proposed future five-year capital programme (2020/21 to 2024/25) for this Committee.

2 BACKGROUND

- 2.1 This report will review the schemes that were approved in to the capital programme in March 2019, for the financial years 2020/21 to 2023/24. Also, new bids received from Heads of Service for 2024/25 are presented for consideration. No bids have previously been requested for 2024/25.
- 2.2 In the same manner as previous years, all Heads of Service were asked to submit new capital bids.

3 REVIEW OF THE CAPITAL PROGRAMME 2020/21 TO 2023/24

- 3.1 For this Committee there were originally seven schemes approved for the financial years 2020/21 to 2023/24, totalling £476,700. These schemes are shown in Annex 1.
- 3.2 Review of the schemes by Heads of Service and information considered by Corporate Management Team has identified proposed amendments to two previously approved schemes, as follows:
- AMENDMENT 1: Dewhurst Road, Langho – Resurfacing Works – Corporate Management Team have now agreed to bring forward this scheme from 2022/23 to 2020/21 due to the increasingly poor condition of the road. The scheme value has been reduced by £2,700 to £65,800 to reflect 2020/21 prices.
 - AMENDMENT 2: ICT Infrastructure Refresh, Including PCs – The replacement PCs element of this 2022/23 scheme is no longer required, because a separate replacement PCs scheme is now taking place in 2019/20, after the Council was notified that extended support for Windows 7 will cease in January 2020, and a further replacement PCs scheme bid is being made for 2024/25. The overall scheme value for 2022/23 has therefore been reduced by £63,400 to £116,600.
- 3.3 The table overleaf shows the two proposed amendments and their financial impact on the 2020/21 to 2023/24 capital programme for this Committee. The proposed amendments are also included in Annex 1.

	2020/21 £	2021/22 £	2022/23 £	2023/24 £	TOTAL £
Previously Approved Capital Programme for Policy and Finance Committee	0	0	358,500	118,200	476,700
AMENDMENT 1: Dewhurst Road, Langho – Resurfacing Works	65,800		-68,500		-2,700
AMENDMENT 2: ICT Infrastructure Refresh, Including PCs			-63,400		-63,400
Amended Capital Programme for Policy and Finance Committee	65,800	0	226,600	118,200	410,600

4 NEW CAPITAL BIDS FOR 2024/25

4.1 Heads of Service were also asked to put forward new bids for 2024/25. For this Committee, seven new bids have been submitted, totalling £239,480.

4.2 Please note that three of the new bids have been requested for earlier years than 2024/25 and have been included in the proposed capital programme in those years:

- BID 1: CivicaPay System Upgrade 2021/22 - This upgrade must be scheduled in for 2021/22, so the £10,500 bid is requested for that year.
- BID 2: CivicaPay System Upgrade 2023/24 - This upgrade must be scheduled in for 2023/24, so the £10,900 bid is requested for that year.
- BID 4: Network Infrastructure – Much of the current infrastructure equipment is over 10 years old and sourcing replacement parts is becoming difficult. Therefore, it has been requested that this capital bid of £30,000 is implemented in 2020/21.

4.3 A summary listing of the new scheme bids is shown in Annex 2 and detailed information for each new scheme bid is shown in Annex 3.

4.4 This Committee should therefore consider the new scheme bids. Members are also asked to put forward any capital bid suggestions and amendments that they may wish to make at this stage.

4.5 Please note that other committees will be receiving similar reports for new scheme bids. Bids from all committees will finally be considered alongside each other by the Budget Working Group and Policy and Finance Committee.

5 APPROVED SCHEMES AND CAPITAL PROGRAMME BIDS FOR 2020/21 TO 2024/25

5.1 The table below provides a summary of the financial impact of the currently approved capital programme schemes and also the proposed amendments and bids that have been received from Heads of Service for 2020/21 to 2024/25 (subject to approval).

2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	TOTAL £
95,800	10,500	226,600	129,100	188,080	650,080

6 RISK ASSESSMENT

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

- Resources – The **proposed amendments** and **new bids** that have been submitted for this Committee would require funding of £173,380.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

7 CONCLUSION

7.1 There are currently seven schemes in the proposed capital programme for this Committee for the period 2020/21 to 2023/24, totalling £410,600, after factoring in two proposed amendments which reduce the capital programme budget by £66,100.

7.2 There are seven new capital scheme bids in years 2020/21, 2021/22, 2023/24 and 2024/25, totalling £239,480.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the proposed five-year capital programme for 2020/21 to 2024/25 above and agree any amendments they wish to make.

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

SENIOR ACCOUNTANT
PF60-19/AC/AC
4 November 2019

DIRECTOR OF RESOURCES

For further background information please ask for Andrew Cook.
BACKGROUND PAPERS – None

Policy and Finance Committee
Previously Approved Capital Programme and Proposed
Amendments Summary – 2020/21 to 2023/24

ANNEX 1

POLICY AND FINANCE COMMITTEE	2020/21 £	2021/22 £	2022/23 £	2023/24 £	TOTAL £
Dewhurst Road, Langho – Resurfacing Works			68,500		68,500
Brookfoot Footbridge, Ribchester – Replacement of Bridge			110,000		110,000
ICT Infrastructure Refresh, Including PCs			180,000		180,000
Revenues and Benefits Replacement Server				27,400	27,400
Cyber Security Solutions Refresh				58,300	58,300
Replacement Air Conditioning Units in Server Room				10,000	10,000
E-Recruitment System				22,500	22,500
Previously Approved Capital Programme for Policy and Finance Committee	0	0	358,500	118,200	476,700
AMENDMENT 1: Dewhurst Road, Langho – Resurfacing Works (Annex 3)	65,800		-68,500		-2,700
AMENDMENT 2: ICT Infrastructure Refresh, Including PCs (Annex 3)			-63,400		-63,400
Amended Capital Programme for Policy and Finance Committee	65,800	0	226,600	118,200	410,600

Policy and Finance Committee
Summary of New Capital Bids

Schemes	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	TOTAL £
BID 1: CivicaPay System Upgrade 2021/22		10,500				10,500
BID 2: CivicaPay System Upgrade 2023/24				10,900		10,900
BID 3: Replacement PCs					66,000	66,000
BID 4: Network Infrastructure	30,000					30,000
BID 5: Communications (Telephony) Refresh					50,000	50,000
BID 6: Redesign of Corporate Website					50,000	50,000
BID 7: Firewall Refresh					22,080	22,080
Total - New Bids for Policy and Finance Committee	30,000	10,500	0	10,900	188,080	239,480

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

AMENDMENT 1: Dewhurst Road, Langho – Resurfacing Works

Service Area: Estates

Submitted by: Adrian Harper

Brief Description of the Proposed Amendment:

This scheme was included in the 2022/23 capital programme because the road was subject to regular costly repairs and it was envisaged that the condition of the road would continue to deteriorate, affecting its usability and potentially resulting in claims for damage incurred.

Corporate Management Team have now agreed to bring forward this scheme from 2022/23 to 2020/21 due to the increasingly poor condition of the road. The scheme value has been reduced by £2,700 to £65,800 to reflect 2020/21 prices.

Policy and Finance Committee**2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids**

AMENDMENT 2: ICT Infrastructure Refresh, Including PCs**Service Area:** IT Services**Submitted by:** Lawson Oddie

Brief Description of the Proposed Amendment:

One element of the ICT Infrastructure Refresh scheme included in the 2022/23 capital programme was a bulk replacement of PCs across the Council to ensure the PCs were compatible with the latest operating systems and support available.

However, a separate replacement PCs scheme has since been included in the 2019/20 capital programme, because the Council was notified that extended support for Windows 7 will cease in January 2020, and a new bid for Replacement PCs in 2024/25 is included in this report (see BID 3).

Consequently, **the replacement PCs element of the ICT Infrastructure Refresh scheme is no longer required. The scheme value has therefore been reduced by £63,400 to £116,600.**

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 1: CivicaPay System Upgrade 2021/22

Service Area: Revenues and Benefits

Submitted by: Mark Edmondson

Brief Description of the Scheme:

We use the CivicaPay system to take payments in person at the Council offices, by telephone and online. Civica will only support customers on the versions of their software that are no more than 2 years older than their latest version. New releases include improvements to functionality and changes that are required to maintain Payment Card Industry Data Security Standards (PCI DSS).

NOTE - The upgrade must be scheduled in for 2021/22, so the bid is for that year and the cost is based on uprating prices to 2021/22 levels.

Environmental Considerations:

None.

Revenue Implications:

None.

Timescale for Completion:

2021/22.

Any Risks to Completion:

None.

Capital Cost:

Cost Element	2021/22 £
Equipment / Materials	10,500
Total Capital Cost of Scheme	10,500

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 2: CivicaPay System Upgrade 2023/24

Service Area: Revenues and Benefits

Submitted by: Mark Edmondson

Brief Description of the Scheme:

We use the CivicaPay system to take payments in person at the Council offices, by telephone and online. Civica will only support customers on the versions of their software that are no more than 2 years older than their latest version. New releases include improvements to functionality and changes that are required to maintain Payment Card Industry Data Security Standards (PCI DSS).

NOTE - The upgrade must be scheduled in for 2023/24, so the bid is for that year and the cost is based on uprating prices to 2023/24 levels.

Environmental Considerations:

None.

Revenue Implications:

None.

Timescale for Completion:

2023/24.

Any Risks to Completion:

None.

Capital Cost:

Cost Element	2023/24 £
Equipment / Materials	10,900
Total Capital Cost of Scheme	10,900

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 3:	Replacement PCs
Service Area:	IT Services
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

In the 2019/20 capital programme there is a scheme for the replacement of PCs due to the impact of the extended support for Windows 7 ceasing on 14 January 2020. Within the 2019/20 scheme it was highlighted that the anticipated life of those PCs was 5 years.

This new scheme bid is for the further replacement of those PCs at end-of-life in 2024/25. This is not to say that other PCs will not need to be replaced in the interim period, and these can be replaced from existing revenue budgets.

The timing of this scheme in 2024/25 also does not allow for any withdrawal of support for software prior to that date and the potential consequential impact of this (none anticipated at the time of writing this bid). If this were to be the case it is anticipated that this scheme may be able to be brought forward if needed and subject to approval.

The bid is based on the replacement of 150 PCs at a unit cost of £440 (being current prices inflated by 2% per annum): $150 \times £440 = £66,000$.

Environmental Considerations:

Disposal of redundant equipment. Equipment would be disposed of via an accredited computer disposal company.

Revenue Implications:

None as a direct result of this scheme.

Timescale for Completion:

Due to the scale of the roll-out of this number of PCs it is anticipated that the completion of this scheme would be phased across the year to allow for the best use of staff resources.

Any Risks to Completion:

- Technological changes.
- Other work pressures within the year of implementation which impact on the availability of ICT staff for this scheme.
- Changes in working practices.

Capital Cost:

Cost Element	2024/25 £
Equipment / Materials	66,000
Total Capital Cost of Scheme	66,000

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 4: Network Infrastructure

Service Area: IT Services

Submitted by: Lawson Oddie

Brief Description of the Scheme:

The current hardware that supports the Council's network infrastructure is ageing and needs replacing. Many of these pieces of equipment are over 10 years old and sourcing replacement parts is becoming difficult.

The introduction of more up to date networking technology would allow the Council's network to be operated in a more secure, reliable and efficient manner.

It is requested that this capital bid be brought forward and implemented as soon as possible and as such the estimated costs are based on such work being undertaken in 2020/21.

Environmental Considerations:

Disposal of redundant equipment. Equipment would be disposed of via an accredited computer disposal company.

Revenue Implications:

None.

Timescale for Completion:

This bid needs to be actioned as soon as possible as the current hardware is getting very old and it is proving difficult to source replacement parts.

Any Risks to Completion:

Staff resource.

Capital Cost:

Cost Element	2020/21 £
Equipment / Materials	30,000
Total Capital Cost of Scheme	30,000

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 5:	Communications (Telephony) Refresh
Service Area:	IT Services
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

By 2024/25 the expectation of management and/or workforce for flexible working practices may have changed. To facilitate these changes we may need to invest in newer technologies to allow staff to communicate with each other and members of the public. By 2024/25 our telephony solution may not be able to allow staff and members of the public to communicate in the ways expected. This bid would be used to enable RVBC to communicate using the appropriate technologies.

Environmental Considerations:

Disposal of redundant equipment. Equipment would be disposed of via an accredited computer disposal company.

Revenue Implications:

None anticipated as a direct result of this scheme.

Timescale for Completion:

2024/25.

Any Risks to Completion:

Staff resource.

Capital Cost:

Cost Element	2024/25 £
Equipment / Materials	50,000
Total Capital Cost of Scheme	50,000

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 6: **Redesign of Corporate Website**

Service Area: **IT Services**

Submitted by: **Lawson Oddie**

Brief Description of the Scheme:

A major redesign of the corporate website is taking place in 2019/20. By 2024/25 the website will be 5 years old and website styling, best practice and functionality will have moved on greatly. The site will be showing its age, be less engaging to members of the public and users may expect functionality that the website does not provide.

Environmental Considerations:

None.

Revenue Implications:

None anticipated as a direct result of this scheme.

Timescale for Completion:

2024/25.

Any Risks to Completion:

Staff resource.

Capital Cost:

Cost Element	2024/25 £
Equipment / Materials	50,000
Total Capital Cost of Scheme	50,000

Policy and Finance Committee

2020/21 to 2023/24 Proposed Amendments and 2024/25 New Bids

BID 7:	Firewall Refresh
Service Area:	IT Services
Submitted by:	Lawson Oddie

Brief Description of the Scheme:

The current corporate firewall was replaced in 2019. New security threats from the internet are emerging at a rapid rate and technology must keep pace. In order to protect RVBC from the ever changing cyber threats we may need to invest in new technologies to enhance the cyber security posture of Ribble Valley, whether that is a refreshed firewall or new technologies that replace firewall functionality.

A favourable price was able to be secured for the latest replacement, but with potential added functionality in future years the scheme has been costed on a basis of £20K at current prices, inflated by 2% per annum to 2024/25 prices. Costs will be reviewed as the next implementation date approaches.

Environmental Considerations:

Disposal of redundant equipment. Equipment would be disposed of via an accredited computer disposal company.

Revenue Implications:

None anticipated as a direct result of this scheme.

Timescale for Completion:

2024/25.

Any Risks to Completion:

Staff resource.

Capital Cost:

Cost Element	2024/25 £
Equipment / Materials	22,080
Total Capital Cost of Scheme	22,080

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No. 9

meeting date: TUESDAY, 19 NOVEMBER 2019
 title: CREATION OF CLIMATE CHANGE WORKING GROUP
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
 principal author: DIANE RICE – HEAD OF LEGAL AND DEMOCRATIC SERVICES

1 PURPOSE

1.1 To inform Committee about a matter which was raised at Council on 15 October 2019 and to request that Committee set up a Climate Change Working Group.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – }
 - Corporate Priorities – }
 - Other Considerations – }
- The Council aims to be a well-managed Council, responding to concerns about climate change supports this objective.

2 BACKGROUND

2.1 At the meeting of Council on 15 October a question was raised relating to Ribble Valley Borough Council having been given a low position in the Friends of the Earth's list of councils.

2.2 A request was made that a report was submitted to the next meeting of the Policy and Finance Committee to request Committee to set up a Climate Change Working Group.

3 ISSUES

3.1 Should Committee agree to the creation of a Working Group it will be necessary to determine the size and composition of the Working Group and specify the Terms of Reference of the group.

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 Set up a Working Group with representation from Policy and Finance Committee of 5 Members.

- 5.2 Confirm that the remit of the Working Group is to consider how the Council is meeting the challenge of climate change, both in relation to how the Council provides its own services and how it provides wider support to the community in their efforts to tackle climate change, and to report the findings of the Working Group to the Policy and Finance Committee.

DIANE RICE
HEAD OF LEGAL AND DEMOCRATIC SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

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

REF: DER/CMS/P&F/191119

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No. 10

meeting date: WEDNESDAY, 19 NOVEMBER 2019
 title: CANTEEN REFURBISHMENT
 submitted by: JANE PEARSON - DIRECTOR OF RESOURCES
 principal author: MICHELLE SMITH – HEAD OF HR

1. PURPOSE

1.1 To approve additional revenue budget in order to refurbish the staff canteen.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – } A suitable and pleasant working environment
- Corporate Priorities – } contributes to overall staff satisfaction, motivation and well-being.
- Other Considerations – }

2. BACKGROUND

2.1 There is a staff canteen area on level D which comprises a kitchen area with cooker, fridge, dishwasher etc and a general seating area with tables and chairs for staff. This facility has been available to staff for many years.

2.2 The kitchen area was last re-furbished over 15 years ago and is now showing significant signs of wear and tear eg one of the fridges has recently broken and needs to be replaced. The seating area has not been updated for a similar period and is also looking worn.

2.3 A pleasant and comfortable staff area and environment helps to contribute to staff motivation and well-being. It also encourages staff to take a break away from their desks at lunchtime.

3. ISSUES

3.1 We have recently engaged with staff and the Union to seek suggestions on how the staff canteen could be improved. Staff responded well and the general consensus on improvements was as follows:

- new tables and chairs
- replace armchairs
- provide a TV
- brighter décor
- generally refresh and brighten up the area
- refurbish the kitchen

3.2 One of the preliminary recommendations of the recent Peer Review was that the Council look at matters relating to staff recruitment and retention. The working environment can have an important influence on staff satisfaction and engagement.

4. RISK ASSESSMENT

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

- Resources – There are currently no monies allocated for refurbishment in the budget so approval of this request would mean additional expenditure. We already have an estimate of £5,500 for the kitchen refurbishment, £250 for a TV (including wall mounting and installation) and approximately £110 for storage lockers for our cleaners who use the canteen as a base in the evening. We are currently in the process of looking at furniture options and are due to meet with a furniture supplier on 12 November. At this moment in time it is estimated that the total cost of a scheme to carry out a full refurbishment of the canteen area could be in the region of £10,000 - £12,000. We will be able to report verbally at the meeting on more accurate costings once furniture prices have been supplied.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – None.
- Equality & Diversity – any refurbishment scheme would need to ensure that facilities and access were available to all.

5. **RECOMMENDATION**

- 5.1 Committee approve the canteen refurbishment as set out in the report at a maximum cost of £12,000,
- 5.2 That £12,000 be allocated from the equipment reserve to fund the additional expenditure.

MICHELLE SMITH
HEAD OF HR

JANE PEARSON
DIRECTOR OF RESOURCES

BACKGROUND PAPERS

None.

For further information please ask for Michelle Smith, extension 4402

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 11

meeting date: 19 NOVEMBER 2019
 title: REFERENCE FROM COMMUNITY SERVICES COMMITTEE – PROPOSED
 ELECTRIC CHARGERS IN RIBBLE VALLEY CAR PARKS
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To consider a request from Community Services Committee to agree to the approval of additional revenue budget of £7,500 in 2019/20 for the installation of electric vehicle charging points at Railway View and Chester Avenue car parks. There is potential for a contribution of £5,000 towards these costs from Whalley Hydro.

2 BACKGROUND

- 2.1 Service committees manage their services within the budgets agreed at the beginning of the financial year. The budget was approved by Special Policy and Finance Committee on 5 February 2019 and by Full Council on 5 March 2019.
- 2.2 Any revenue or capital expenditure over and above what has already been approved must be agreed by Policy and Finance Committee.

3 COMMUNITY SERVICES COMMITTEE 29 OCTOBER 2019

- 3.1 Community Services Committee considered a report submitted by the Director of Community Services (attached at Annex 1) which gave details of a request for additional revenue budget of £7,500 for 2019/20. This was in respect of the installation of electric vehicle charging points at Railway View and Chester Avenue car parks. It was also highlighted that there was potential for a contribution of £5,000 towards these costs from Whalley Hydro.
- 3.2 At its meeting, Community Services Committee considered the request and resolved that:

‘RESOLVED: That Committee

1. approve the proposal for charging points to be installed at Chester Avenue and Railway View car parks in Clitheroe; and
2. request that other opportunities be sought for the introduction of electric charging points in other strategic car parks.

4. RECOMMENDED THAT COMMITTEE

- 4.1 Approve the request for the additional revenue budget of £7,500 and note the potential for a contribution of £5,000 towards these costs from Whalley Hydro.
- 4.2 Approve the use of the Equipment earmarked reserve to fund the additional revenue budget approval, be this for £7,500, or £2,500 should the contribution from Whalley Hydro come to fruition.

HEAD OF FINANCIAL SERVICES
 PF59-19/LO/AC
 6 November 2019

DIRECTOR OF RESOURCES

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

Agenda Item No. 9

meeting date: TUESDAY 29 OCTOBER 2019
title: ELECTRIC VEHICLE CHARGING REPORT
submitted by: J. HEAP – DIRECTOR OF COMMUNITY SERVICES
principal author: A. HARPER – HEAD OF ENGINEERING SERVICES

1 PURPOSE

- 1.1 To inform the Committee about the potential installation of electric vehicle charging points in the Council's car parks.
- 1.2 Relevance to the Council's ambitions and priorities:
 - Community Objectives – To sustain a strong and prosperous Ribble Valley.
 - Corporate Priorities – To protect and enhance the environmental quality of our area.

2 BACKGROUND

- 2.1 Electric vehicles are now integral to the Government's policies for climate change and transport. This was highlighted most recently by the Industrial Strategy white paper which identified clean growth and mobility as two of the four 'Great Challenges' facing the UK economy.
- 2.2 In addition, the Government has also announced a target to ban the sale of diesel and petrol engine cars and vans after 2040.
- 2.3 The current level of provision in the area is still quite poor even though Lancashire County Council have installed 3 on street chargers in Whalley and 3 in Clitheroe.
- 2.4 In the Ribble Valley Borough Council Corporate Strategy 2019-2023 the Council has given an undertaking to introduce a number of electrical charging points on council operated car parks.
- 2.5 A paper was submitted to Committee in March 2018 outlining 2 proposals that the Council had received from companies offering different solutions for the installation of the charging points. The two companies were UK Recharge and EON.
- 2.6 Of the two companies EON was considered to be the best proposal and committee recommended that officers obtain detailed information relating to the EON proposal and then resubmit a further report.
- 2.7 Further information was obtained but unfortunately the proposal offer was considered not to be cost effective.

2.8 As the new Corporate plan includes the introduction of charging points in council owned car parks officers have again been asked to contact the market and another proposal has been submitted again by EON.

3 PROPOSAL

3.1 They are again looking at the same two car parks, Railway View and Chester Avenue. They propose installing 2no twin chargers at Railway View again sourcing the power from the council building via a separate meter. At Chester Avenue they propose installing 5 no twin chargers taking power from a nearby substation.

3.2 Again, they are offering a "hands off" solution through a 10 year agreement. All ongoing operating and maintenance costs will be included and there will be no further cost to the council beyond an initial contribution of £7500.

3.3 They will also provide a contact centre should there be any customer service, billing or infrastructure queries.

3.4 They have developed a mobile app showing customers if points are available or in use and other information users might need and are now developing the pay and display integration.

3.5 The charging cost to the customer will be 35p/kWh including 3p/kWh revenue share (over 5000kWh/annum)

3.6 They have said that they might be able to include the cost of the hourly parking within the fee and pay it back to the council should the council want to go down that route.

Potential Benefits:

3.7 The charge points would provide a service to residents and to regular visitors to the Ribble Valley, but it would also be an opportunity to attract additional visitors to the area and specifically to Clitheroe town centre. The average charge period would require the user to spend time in the town centre whilst they wait.

3.8 Charge points also increase the viability of Clitheroe as a retail destination as this would provide an advantage over other town centres and retail parks that have yet to provide their own.

3.9 Encouraging the take up of electric vehicle use would reduce emissions in the Ribble Valley, therefore improving air quality and reducing local air pollution. Reducing carbon dioxide generated from road transport will also help combat climate change.

3.10 Electric vehicles are also considerably quieter than traditional petrol or diesel cars, meaning that noise pollution would be reduced as a result of lower engine and transmission noise.

3.11 The Council would need to determine the charging policy for the bays, whether it offered them free of charge whilst charging or apply the standard parking tariffs to these bays.

3.12 Upon the end of the contract, 10 years, the Council would have the choice of taking on responsibility for the post or requiring E.ON to either remove or replace it. It is likely that the technology will continue to develop at a fast pace and as such, E.ON may look to change or upgrade their infrastructure during that time.

4 RISK ASSESSMENTS

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

- Resources – The cost for the introduction of the main charge points in the car parks would be £7500.

The upgrading of the electricity supply in the council office would be £588.

This would be offset by the proposed voluntary contribution by Whalley Hydro of £5000.

There is a revenue share of 3p per Kwh over 5000kWh/annum

Should Members require a presentation by EON of the proposal they have said they are happy to come in and answer any question that may arise.

- Political – It would show the Council to be progressive and innovative, with a commitment to using and encouraging renewable technologies.
- Reputation – This project should only enhance the reputation of the Council.
- Equality & Diversity – The installation of charge points would provide people with electric vehicles with a viable means of charging their vehicles at a faster rate than what can be offered as from domestic supply. This project may also encourage people who are considering purchasing an electric vehicle to change from more traditional vehicles.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Accept the proposal for charging points to be installed to Chester Avenue and Railway View Car Parks.

5.2 Consider whether opportunities should be sought for the introduction of electric charging points in other strategic car parks.

ADRIAN HARPER
HEAD OF ENGINEERING SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Adrian Harper, extension 4523

REF: Adrian Harper 18/10/2019

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No. 12

meeting date: TUESDAY, 19 NOVEMBER 2019
 title: LOCAL DEVELOPMENT PLAN EXAMINATION IN PUBLIC COSTS
 submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
 principal author: COLIN HIRST, HEAD OF REGENERATION AND HOUSING

1 PURPOSE

- 1.1 To inform Members of the costs advised by the Planning Institute following the close of the Examination which are significantly greater than the fees anticipated. To consider an increase in the budget provision to fund the Housing and Economic Development Plan Document Inspector's fees.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives – To deliver a coordinated approach to planning through up to date planning policies.
 - Corporate Priorities – To protect and enhance the existing environmental quality of the area and to match the supply of homes in our area through the identified housing needs.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 Members are familiar with the recent work in connection with the delivery of the Council's Housing and Economic Development DPD. The plan was recently adopted at Full Council on 15 October 2019 following receipt of the Inspector's report and a positive outcome to the Examination in Public.
- 2.2 Having issued the Inspector's report, the Council has now been advised by the Planning Inspector of the fees payable which were given as £79,465.30. This was based upon the following charging split advised by the Inspectorate.

43 days preparation - £42,699
 6 days hearings - £5,958
 Half a day Inspections - £496.50
 Travelling 3.5 days - £3,475.50
 26 days reporting - £25,818

In addition travel and subsistence costs of £1,018.30.

The daily fee is fixed in legislation through statutory instrument and is £993 per day.

Following clarifications with PINS around the actual number of hearing days and confirmation that additional days for refreshing as a result of the Inspector's return to work after his illness were not included, the Council has been advised that the charges have been reduced by 6 days giving a fee of £73,507.

- 2.5 As Members will be aware, the original number of days scheduled for the Examination was 2 with a limited number of issues having been identified by the Inspector from a relatively low number of respondents. This was not unrealistic given the very limited number of allocations proposed and the overall extent of the submitted plan. The initial budget provision included for the Examination Inspector's costs was estimated at

£20,000 which leaves a substantial shortfall against the fees now being invoiced. Whilst there is some capacity within the revenue budget for the preparation of the plan due to some costs savings, additional funding will be required to meet the invoice.

3 THE EXAMINATION

- 3.1 Following the appointment of the Inspector and the pre-Examination work, the original hearings were due to take place in December 2017 and January 2018. Unfortunately, the Inspector was taken ill, however the Council were advised that a different Inspector would be unlikely to be available before the summer and of course that Inspector would have to review the plan and may well determine differing issues or evidence requirements. As the Inspector was due to return to work by April 2018, the decision was taken to retain the appointed Inspector.
- 3.2 The Inspector returned to work in May with a view to holding the hearings in June and July, however during his period of absence, matters had moved on such that these had to be taken into account and in particular the revised circumstances around the Council's Local Plan evidence base, which warranted further consideration by the Inspector.
- 3.3 As Members will recall a number of critical factors relating to housing land supply emerged following a planning appeal in Longridge and a need to revisit the Council's evidence on housing land supply including the proposal of additional site allocations to avoid the risk of being found unsound at the Examination which was a significant change in circumstances. Hearing dates were consequently put back to December 2018, however in the light of the additional evidence that was published ahead of the hearings and concerns from participants that they would not have time to adequately prepare for the Examination, the hearings were further postponed to January with the addition of further hearing days as the Inspector felt the housing evidence warranted closer examination as it went to the heart of a number of issues he had identified.
- 3.4 These factors have been identified by the Planning Inspectorate as the basis why the extent of additional work was required. It has to be acknowledged that additional issues did arise as a consequence of the Council having to produce further evidence which would have required additional work by the Inspector. However there remains the concern that overall the amount of additional work and resulting days for report writing are excessive given the nature of the plan overall. This issue has been reiterated with the Inspectorate and any further response will be reported at Committee.
- 3.5 The issue remains however that the only known factor is the fixed daily charge and the programme sitting days. There is no comparative for individual Inspectors and related workloads or report writing time. This has long been a concern as it makes it impossible to budget accurately for the process. Each plan is different and Examinations are individual to the plans themselves. Comparisons with other local authorities are not recognised by the Inspectorate as being relevant, as there can be so many variables. However, it is clear that cost comparisons across two neighbouring authorities who have recently completed full Local Plan Examinations have varied significantly from one authority who had costs of £37,000 and another authority that had costs of £75,000. By comparison our own circumstances in relation to the Core Strategy Examination gave rise to a fee of £52,000. Each of these examples however including our own Core Strategy relate to full and extensive Core Strategy or Local Plan Examinations.
- 3.6 Pending any further response from the Inspectorate there is a need to meet the Inspector's costs. In addition to the £20,000 budget allocated, savings in the Local Plan budget against other areas of expenditure mean that the sum of £30,000 remains available within that budget to meet the costs requiring an additional £43,507 to meet the costs of the Inspector.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – The Council is required to meet the costs of the Examination and the fees of the Secretary of State’s appointed Inspector as advised by Planning Inspectorate. An additional allocation of £43,507 is currently required to meet the costs being charged to the Council. It is suggested that the additional cost is financed from general fund balances as there are no earmarked reserves for this purpose subject to Members’ agreement.
- Technical, Environmental and Legal – The Council is obliged to meet the costs of the Inspector for the Examination.
- Political – There are no direct political implications.
- Reputation – None.
- Equality & Diversity – None.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Note the total cost of £73,507 for the Inspector’s fees for the HEDDPD Examination and that given the issues identified regarding the fee process, asks the Chief Executive to write to the Secretary of State to express Members’ strong concerns about the system for fee charging and the inability to plan expenditure.

5.2 Agree the additional budget of £43,507 is met from general fund balances.

COLIN HIRST
HEAD OF REGENERATION AND HOUSING

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

For further information please ask for Colin Hirst, extension 4503.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 13

meeting date: 19 NOVEMBER 2019
title: VOLUNTARY ORGANISATION GRANTS – CITIZENS ADVICE BUREAU
PERFORMANCE MONITORING INFORMATION
submitted by: DIRECTOR OF RESOURCES
principal author: VALERIE TAYLOR

1. PURPOSE

- 1.1 To receive and consider the performance monitoring information provided by the Ribble Valley Citizens Advice Bureau for the quarter ending September 2019.
- 1.2 To consider whether to approve payment of the final quarterly instalment of voluntary organisation grant to the Citizens Advice Bureau for the 2019/2020 financial year.

2. BACKGROUND

- 2.1 At your meeting in April 2019 you approved grants supporting 20 voluntary organisations across the borough totalling £105,500.
- 2.2 Concern was expressed by members that the proposed allocation for the Citizens Advice Bureau dominated the grants to be awarded representing approximately 50% of the total budget available.
- 2.3 Although it was recognised that the Citizens Advice Bureau have an important role to play it was also felt that the Council should receive regular updates on their work with measurable targets in order for the Council to be sure that the grant was well spent.
- 2.4 Members therefore approved that the agreed grant amount for the Citizens Advice Bureau of £52,500 was to be paid quarterly in advance subject to satisfactory monitoring information being received and approved by this Committee.
- 2.5 At your meetings in June and September 2019 you considered quarterly monitoring information provided by the Citizens Advice Bureau and approved the release of the second and third instalments of the agreed annual grant, bringing the total paid to date to £39,375.

3. MONITORING INFORMATION

- 3.1 The manager of the Citizens Advice Bureau has supplied monitoring information for the latest quarter available i.e. up to the end of September 2019 along with explanatory notes and these are attached at Annex 1.

4. RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
 - Resources – assignment of budget for payment of this grant has already been approved and approval of this report would result in the release of the next quarterly instalment of the grant.
 - Technical, Environmental and Legal – None.
 - Political – None.
 - Reputation – None

- Equality & Diversity – The additional information supplied by the Citizens Advice Bureau seeks to demonstrate the geographical spread of assistance provided, following Members' concerns.

5. CONCLUSIONS

- 5.1 The total grant of £52,500 for the Citizens Advice Bureau was approved at the Policy and Finance Committee in April 2019.
- 5.2 Members requested that the grant be paid in advance quarterly instalments and subject to satisfactory monitoring information being provided to committee.
- 5.3 Monitoring information for the most recent quarter available is included for consideration at Annex 1.

6. RECOMMENDATION

- 6.1 Members consider the monitoring information supplied by the Citizens Advice Bureau and decide whether to approve the release of the final £13,125 grant instalment of the 2019/2020 financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF64-19/VT/AC
7 November 2019

Key Statistics

Ribble Valley (member)

01/07/2019 30/09/2019



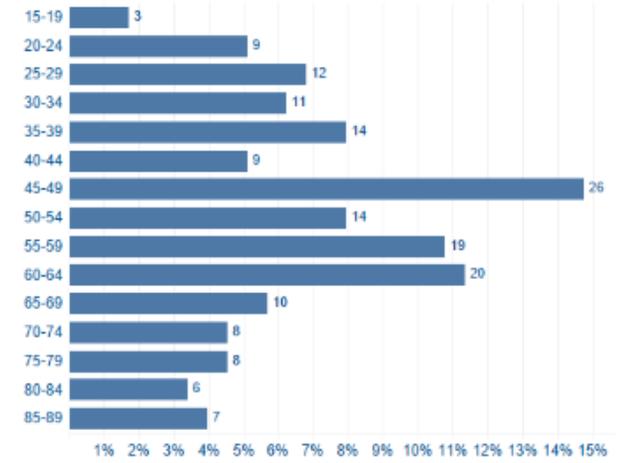
Summary

Clients	177
Quick client contacts	
Issues	358
Activities	473
Cases	127
Outcomes	
Income gain	£42,829
Re-imbursments, services, loans	£10
Debts written off	£93,889
Repayments rescheduled	£480
Other	£1,630

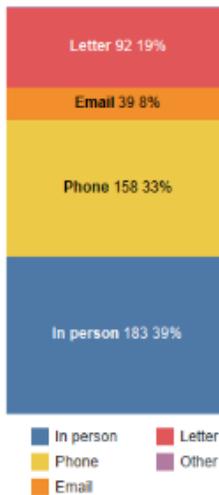
Issues

	Issues	Clients
Benefits & tax credits	93	56
Benefits Universal Credit	52	21
Consumer goods & services	2	2
Debt	136	43
Education	2	1
Employment	18	11
Financial services & capability	11	6
Health & community care	4	3
Housing	14	7
Other	2	2
Relationships & family	6	3
Travel & transport	14	14
Utilities & communications	4	4
Grand Total	358	

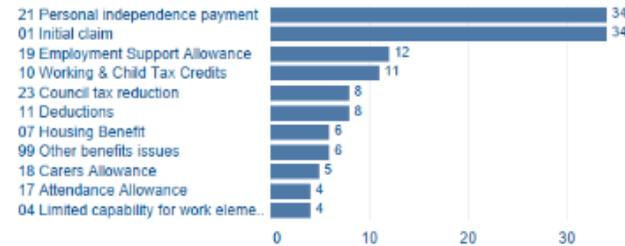
Age



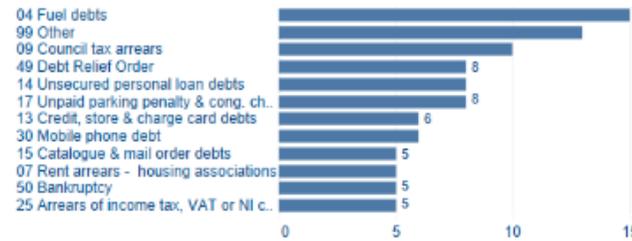
Channel



Top benefit issues



Top debt issues



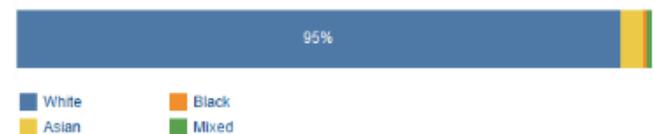
Gender



Disability / Long-term health



Ethnicity



Key statistics dashboard – explanatory notes

This includes data recorded by advisers on Citizens Advice centralised system, Casebook, after each face to face appointment, phone call or drop in session. The record is checked for quality of advice by the supervisors.

On the left is shown the number of clients or individual service users, what they have come about (issues) what actions taken (activities) and the number of cases created (where advisers have undertaken work on clients' behalf).

Below, on the left are Outcomes. The first, Income Gain, is the annualised amount of payment to clients as a result of our work, for example a gain of £40 per week in additional benefits awarded due to our support would be shown as an income gain of £2, 080.

In the centre, work type per client is shown, which is self-explanatory. On the right side of the table, mandatory recording enables client profile data gathering on age, gender, health and ethnicity.

Activities and clients by Local Authority					
Client Geography Group or locations Local Authority	Client Geography Ward	Office group Ribble Valley (member)	Funder All		
Client Geography (group)	Client Geography	Clients	% Clients	Distinct count of Case Note Id	% Casenotes
Ribble Valley	Alston & Hothersall	8	4%	28.0	8%
	Billington & Langho	10	6%	47.0	9%
	Bowland	1	1%	1.0	0%
	Chatburn	1	1%	8.0	2%
	Chipping	6	3%	17.0	3%
	Derby & Thornley	11	6%	43.0	9%
	Dilworth	5	3%	22.0	4%
	East Whalley, Read & Simonstone	1	1%	2.0	0%
	Edisford & Low Moor	17	10%	35.0	7%
	Littlemoor	24	13%	53.0	11%
	Mellor	4	2%	6.0	1%
	Primrose	21	12%	57.0	11%
	Ribchester	1	1%	3.0	1%
	Sabden	6	3%	21.0	4%
	Salthill	18	10%	54.0	11%
	St Mary's	18	10%	47.0	9%
	West Bradford & Grindleton	7	4%	12.0	2%
	Whalley & Painter Wood	7	4%	13.0	3%
	Whalley Nethertown	2	1%	3.0	1%
	Wilpshire & Ramsgreave	3	2%	5.0	1%
Wiswell & Barrow	7	4%	22.0	4%	
Grand Total		178	100%	499.0	100%



RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 14

meeting date: 19 NOVEMBER 2019
title: COUNCIL TAX BASE 2020/21
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

- 1.1 To inform members of the council tax base for 2020/21.

2 BACKGROUND

- 2.1 The council tax base is set each year between 1 December and 31 January and is an important calculation which sets out the number of dwellings to which council tax is chargeable in an area or part of an area.
- 2.2 To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums or exemptions. The resulting figure for each band is then multiplied by its proportion relative to Band D (from 6/9 for Band A to 18/9 for Band H) and the total across all eight bands is calculated. These are then multiplied by the authority's estimated collection rate for the year.
- 2.3 The tax base is used for the purposes of calculating the band d council tax for the billing authority and also major precepting authorities and parish councils.

3 LOCAL GOVERNMENT FINANCE ACT 2012

- 3.1 The *Local Government Finance Act 2012* allowed changes to the discounts on council tax for second homes and empty properties. From 1 April 2013, second homes may be charged 100% of their normal rate of council tax, instead of the previous maximum of 90%. "Unoccupied and substantially unfurnished" properties are subject to a discount of anything between 0% and 100% of their council tax, at the discretion of the billing authority. Properties undergoing "major repair work" or "structural alteration", which are vacant, can be subject to a discount of any amount between 0% and 100%, for a maximum of 12 months.
- 3.2 The full 50% discount must be retained on a second home where the liable person is required as part of his/her employment to live in job-related accommodation.
- 3.3 From 1 April 2013, local authorities can also set an 'empty homes premium' for long-term empty properties. Properties which have been unoccupied and substantially unfurnished for over two years may be charged up to 150% of the normal liability.
- 3.4 In 2013/14, i.e. the first year of the new changes, the Council agreed to leave the rates of our current discounts/exemptions unchanged.
- 3.5 From 2014/15 however the Council, after detailed consideration, implemented the following change:
- For long term empty properties (empty from 6 months up to two years) remove the current 50% discount i.e. owners are liable for the full 100% council tax due.

4 THE RATING (PROPERTY IN COMMON OCCUPATION) AND COUNCIL TAX (EMPTY DWELLINGS) ACT 2018

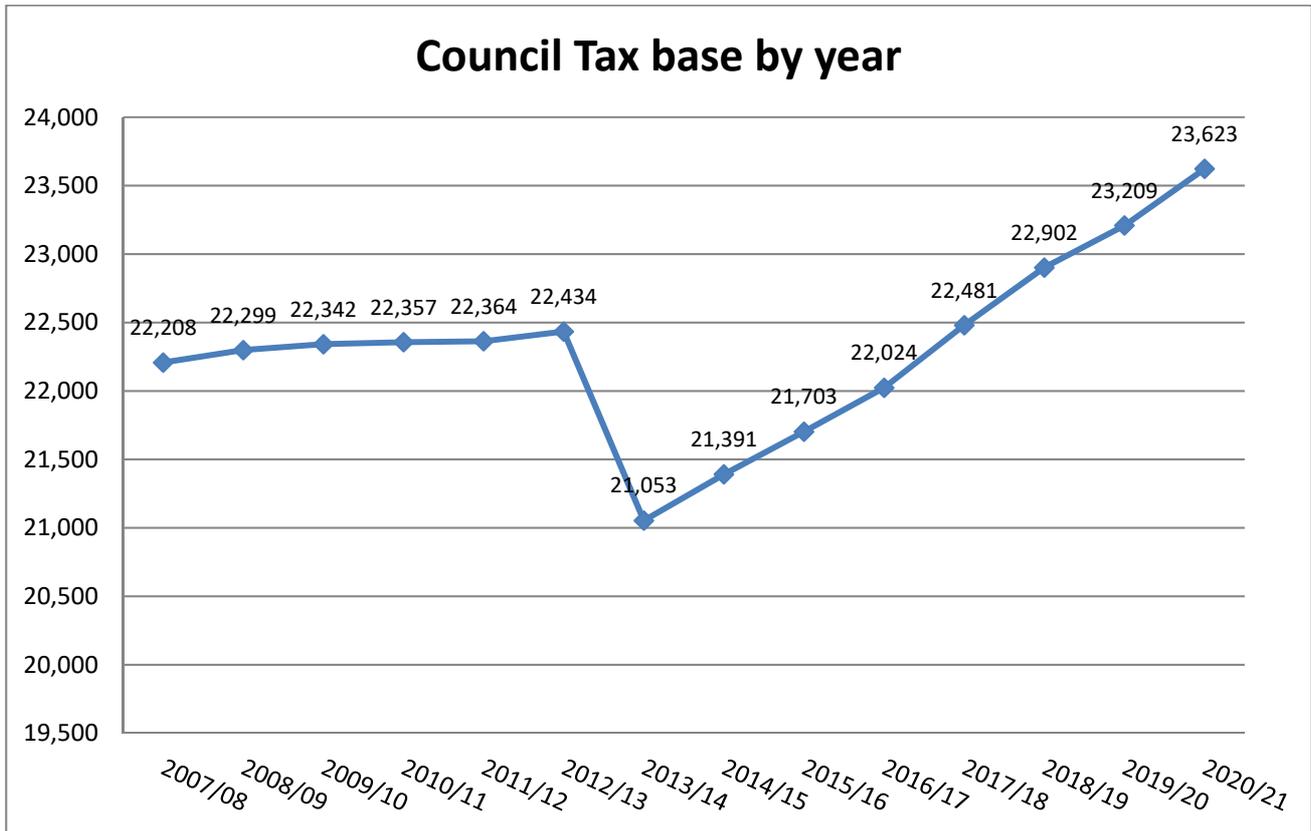
- 4.1 Legislation was passed on 1st November 2018 that gave Billing Authorities greater freedoms in the charges that are levied on long term empty homes. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 increased the premium that Billing Authorities can impose on properties that have been vacant i.e. unoccupied and unfurnished for more than two years from 50% to 100%.
- 4.2 Furthermore from 1st April 2020 for properties that have been vacant for more than 5 years the premium can be increased to 200% and from 1 April 2021 the premium can be increased to 300% for properties that have been unoccupied for more than 10 years.
- 4.3 It is important to note that this legislation does not apply to second homes or properties that are exempt from Council Tax e.g. where a property may be unoccupied because the owner has passed away or gone into a nursing home etc.
- 4.4 In the Ribble Valley there are currently 209 properties that are classed as being vacant for more than 6 months, that are not second homes or exempt from Council Tax. For these properties a full Council Tax charge is levied but we do not currently also charge a premium. However it should be noted that only 99 (30 of which are on the Calderstones hospital site) of these have been unoccupied for more than 2 years. Furthermore if we were to take advantage of this new flexibility this Council would only retain 9% of any extra council tax revenues raised.
- 4.5 As last year it is not proposed that we introduce any changes for the forthcoming year but perhaps reconsider in the future depending on the experience of other local authorities introducing the new premiums.

5 COUNCIL TAX BASE 2020/21

- 5.1 Our calculation has now been carried out across all of our parishes and has resulted in an overall tax base of 23,623 for 2020/21 of which is an increase of 1.8% on the tax base for 2019/20 of 23,209.
- 5.2 Our overall tax base is shown by parish in Annex 1.

6 MOVEMENT IN OUR TAX BASE

- 6.1 The following graph shows the movement in our overall tax base by year since 2007/08.



6.2 Our tax base rose steadily for the period 2007/08 to 2012/13. In 2013/14 local council tax support schemes (LCTS) were determined which replaced the national council tax benefit scheme. The impact of new local council tax support is that the amount awarded now appears as a discount against the claimant's council tax bill. As discounts impact on the council's tax base this meant overall our tax base fell significantly in 2013/14 as a direct result of the implementation of our scheme. Overall our tax base fell by 1,486.

6.3 From 2013/14 you can see our tax base has increased significantly by around 1.5%– 2% each year.

7 CONCLUSION

7.1 Our council tax base increased steadily over the period 2007/18 to 2013/14 however since then we have averaged increases of 1.5% to 2% each year.

7.2 The Council Tax Base 2020/21 is 23,623.

DIRECTOR OF RESOURCES

PF54-19/JP/AC
24 October 2019

	2020/21 taxbase	2019/20 taxbase	difference
Aighton, Bailey & Chaigley	452	442	10
Balderstone	198	198	0
Barrow	554	484	70
Bashall Eaves, Great Mitton & Little Mitton	205	203	2
Billington & Langho	2,149	2141	8
Bolton by Bowland, Gisburn Forest & Sawley	487	493	-6
Bowland Forest (High)	75	73	2
Bowland Forest (Low)	80	79	1
Bowland with Leagram	83	80	3
Chatburn	393	379	14
Chipping	500	490	10
Clayton le Dale	520	514	6
Clitheroe	5,549	5372	177
Dinckley	47	47	0
Downham	51	49	2
Dutton	103	106	-3
Gisburn	226	218	8
Grindleton	363	362	1
Horton	48	46	2
Hothersall	75	69	6
Longridge	2,867	2804	63
Mearley	9	9	0
Mellor	981	995	-14
Newsholme	20	18	2
Newton	143	142	1
Osbaldeston	105	110	-5
Paythorne	46	45	1
Pendleton	107	106	1
Ramsgreave	284	280	4
Read	571	562	9
Ribchester	658	658	0
Rimington & Middop	235	242	-7
Sabden	523	521	2
Salesbury	190	191	-1
Simonstone	497	496	1
Slaidburn & Easington	153	148	5
Thornley with Wheatley	170	169	1
Twiston	37	37	0
Waddington	454	454	0
West Bradford	364	368	-4
Whalley	1,745	1699	46
Wilpshire	1,081	1082	-1
Wiswell	181	183	-2
Worston	44	45	-1
	23,623	23,209	414

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Agenda Item No 15

meeting date: 19 NOVEMBER 2019
title: TREASURY MANAGEMENT MONITORING
submitted by: DIRECTOR OF RESOURCES
principal author: VALERIE TAYLOR

1 PURPOSE

1.1 To provide you with a monitoring report on our treasury management activities for the period 1 April 2019 to 30 September 2019.

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 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 potentially serious risks involved in the management of an organisation's investments and cash flows.

2.2 The Council's approved Treasury Management Policies and Practices set out in detail how we control the risks associated with our treasury management activities, ensuring that we have sufficient liquidity to meet our short-term commitments and capital spending plans and that the overriding concern when investing any surplus funds is the security of the principal invested, with risk limitation being more important than return.

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 which are 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 of approved banks and building societies is shown in section 8 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.

2.7 The Council borrows any money it requires to fund its capital spending plans from the Public Works Loan Board (PWLB). The PWLB make funds available for long loan periods at interest rates just below market rates and lend to Government and Public sector 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.

3 PUBLIC WORKS LOAN BOARD

3.1 In October 2019 the Public Works Loan Board announced an increase in borrowing rates of 1% with effect from 1st November 2019.

3.2 This increase will have no impact in terms of our current loans with the PWLB which are all at fixed rates and financing plans for the current 5-year capital programme does not include a requirement to borrow from the PWLB.

3.3 From 1 November 2012, the Government reduced by 20 basis points (0.20%) the interest rates on loans from the 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 continue to be listed as an eligible council for this certainty discount rate on the PWLB website.

4 BORROWING REQUIREMENTS

4.1 There has been a reduction in the Council's level of external borrowing during the period following payment of the half yearly instalment to the PWLB in September.

	Total £000
External Debt at 1 April 2019	136
Transactions - New Loans	0
- Repayments	-5
External debt at 30 September 2019	131

4.2 No temporary loans were taken out in the current financial period up to September 2019, or in the same period in 2019.

4.3 The half yearly instalment of interest due on the council's external debt was £3,327 and this was paid at the end of September 2019.

5 TEMPORARY INVESTMENTS

- 5.1 In accordance with the approved treasury management policies and practices, 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 Bank of England base rate increased from 0.50% to 0.75% in August 2018 where it remained at 30 September 2019.
- 5.3 The movement in the Council's external investments during the reporting period are shown in Annex 1 and are summarised below:

	Banks/Building Societies	Other Local Authorities	Total
	£000	£000	£000
Monies Invested at 1 April 2019	4,175	8,000	12,175
Transactions - New Investments	58,635	9,500	68,135
- Repayment of Investments	-50,910	-15,000	-65,910
Monies Invested as at 30 September 2019	11,900	2,500	14,400
Interest April – September 2019			43

- 5.4 Investments were held with the following organisations at 30 September 2019:

Date Invested	Nos	Borrower	Notice	Rate %	£'000
14-Jun-19	48	Lancashire County Council	12-Jun-20	0.95%	2,500
08-Aug-19	27/2	Leeds	22-Nov-19	0.69%	1,750
08-Aug-19	85	Nationwide BS	22-Nov-19	0.70%	1,750
02-Sep-19	89	Barclays Bank	18-Oct-19	0.52%	1,750
16-Sep-19	92	Bank of Scotland plc	18-Oct-19	0.61%	1,750
20-Sep-19	94	Yorkshire	18-Oct-19	0.80%	1,600
30-Sep-19	95	Lloyds Bank plc	18-Oct-19	0.60%	650
30-Sep-19	96	Lloyds Bank plc	21-Oct-19	0.60%	1,100
30-Sep-19	97	Coventry	31-Oct-19	0.53%	1,550
Total Investments as at 30th September 2019					14,400

- 5.5 The total interest received on the Council's external investments during the period was £43,049 compared with £25,453 in the previous year. Including interest paid on balances held at bank the total interest received April to September 2019 was £43,834.

6 LOCAL GOVERNMENT BONDS AGENCY

6.1 The Council has one longer-term investment of £10,000 which was placed with the Local Government Bonds Agency in 2014. The agency is a freestanding independent body that is owned by the local government sector with the purpose of raising money efficiently on the capital markets at regular intervals to on-lend to participating bodies.

6.2 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.

7 PRUDENTIAL INDICATORS

7.1 Local authorities in England and Wales are required by the Local Government Act 2003 to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities.

7.2 In April 2019 this Committee approved a combined Capital and Treasury Management Strategy for 2019/ 2020 which met a new requirement of the Prudential Code to produce a capital strategy along with a range of streamlined prudential indicators.

7.3 These prudential indicators are designed to deliver accountability in taking capital financing, borrowing and treasury management decisions.

7.4 The treasury management indicators which still form part of the prudential code are the following:

- **Authorised limit for external debt**

This sets a limit on the amount of external borrowing that reflects a level of borrowing, which while not desired, could be afforded but may not be sustainable. It is the upper limit on the level of gross external indebtedness, which must not be breached without council approval. It is the **worse-case scenario**.

- **Operational boundary for external debt**

This indicator focuses on the day-to-day treasury management activity within the Council and reflects the most likely prudent but not worse-case scenario. Any sustained breaches to this boundary would give an indication that the Council may be in danger of stepping beyond the prudential boundaries it has set itself.

7.5 The Council's actual long-term debt at 30th September 2019 compared to the approved authorised limit and operational boundary for the 2019/ 20 financial year is as follows:

Prudential Indicator	Authorised Limit £000's	Operational Boundary £000's	30th September 2019 £000's	Breaches to limits 2019/ 2020
Borrowing	19,935	1,685	131	NONE
Other Long-Term liabilities	0	0	0	NONE

7.6 The Treasury Management code requires that where an authority invests, or plans to invest, for periods of longer than one year that an upper limit for investments maturing in excess of this timeframe is set. This council currently has a policy of not investing for periods of longer than one year and so no upper limits have been set and no investments have been made in the reporting period for longer than 364 days.

8 APPROVED ORGANISATIONS

- 8.1 Principally, Fitch credit ratings are used as an indication of the probability of organisations defaulting on our investments. Definitions for the ratings are provided at Annex 2.
- 8.2 The ratings show an indication of the current credit position and are monitored on a regular basis with any significant changes to be reported to this committee. Prior to investing any monies on a day to day basis the ratings given by rating agents S&P Global Ratings and Moody's are also monitored and considered alongside the Fitch ratings. The full list of ratings for our approved institutions at 30th September 2019 is shown at Annex 3.
- 8.3 Investments with Building Societies are limited to the top 8 building societies based on their total assets (provided they are included in Fitch ratings). West Bromwich and Nottingham Building Societies have been removed from the approved list as they do not currently have a Fitch rating, leaving the top 6 building societies based on their total assets.

Name	Fitch Rating		
	Full Transaction Review Date	Long Term	Short Term
Nationwide	26/09/19	A	F1
Yorkshire	04/04/19	A-	F1
Coventry	04/04/19	A-	F1
Skipton	04/04/19	A-	F1
Leeds	04/04/19	A-	F1
Principality	04/04/19	BBB+	F2

- 8.4 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 Council has a policy to only use institutions with a short-term Fitch rating of F2 or above. The banks on the Council's approved list meeting this requirement at 30th September 2019 are as follows:

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc	26/09/19	A +	F1
Barclays Bank Plc	06/06/19	A+	F1
Bank of Scotland Plc	26/09/19	A+	F1
HSBC Bank Plc	06/06/19	AA-	F1+
Lloyds Bank Plc	26/09/19	A+	F1
National Westminster Bank Plc	26/09/19	A+	F1
Royal Bank of Scotland Plc (The)	26/09/19	A	F1

- 8.5 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 In September 2019 the Bank of England's Monetary Policy Committee (MPC) voted unanimously to maintain the Bank Rate at 0.75%.
- 9.2 Brexit continues to be an area of high uncertainty, and any firm impact on interest rates in the short to medium term is still unclear. The MPC's most recent projections estimate that the Bank Rate will reduce down to 0.6% in the 4th quarter of 2019 before reducing down to 0.5% in 2020.

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 continue 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 of any developments
 - Look to arrange new secure options for investments as necessary.

11 CONCLUSION

- 11.1 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.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF61-19/LO/AC

6 November 2019

For further information please ask for Val Taylor

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2019/20**

ANNEX 1

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
Investments Brought Forward at 1 April 2019									
18-Feb-19	152/2	Barclays Bank	760,000	0.66%	30-Apr-19	-760,000	-975.72	A+	F1
		Debtor					577.18		
18-Feb-19	156/2	Dumfries Council	2,500,000	0.81%	23-Apr-19	-2,500,000	-3,550.68		
		Debtor					2,330.14		
15-Mar-19	164/3	Lloyds Bank plc	330,000	0.61%	15-Apr-19	Rolled Over	-170.97	A+	F1
		Debtor					93.76		
02-Jan-19	181	Nationwide BS	1,540,000	0.72%	02-Apr-19	Rolled Over	-2,734.03	A+	F1
		Debtor					2,703.65		
18-Jan-19	195	Leeds City Council	1,500,000	0.70%	18-Apr-19	-1,500,000	-2,589.04		
		Debtor					2,100.00		
01-Feb-19	208	Redcar & Cleveland Council	2,500,000	0.82%	23-Apr-19	-2,500,000	-4,549.32		
		Debtor					3,313.70		
19-Feb-19	218	London Borough of Sutton	1,500,000	0.77%	30-Apr-19	-1,500,000	-2,215.07		

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
		Debtor					1,297.40		
01-Mar-19	228	Bank of Scotland plc	525,000	0.65%	08-Apr-19	-525,000	-355.27	A+	F1
		Debtor					289.83		
29-Mar-19	246	HSBC Bank plc	1,020,000	0.60%	02-Apr-19	-1,020,000	-67.07	AA-	F1+
		Debtor					50.30		
Monies Invested at 1 April 2019			12,175,000			-10,305,000	-4,451.20		
Investments made April to September 2019									
01-Apr-19	1	HSBC Bank plc	170,000	0.60%	02-Apr-19	-170,000	-2.79	AA-	F1+
02-Apr-19	2	HSBC Bank plc	280,000	0.60%	08-Apr-19	-280,000	-27.62	AA-	F1+
08-Apr-19	7	HSBC Bank plc	240,000	0.60%	09-Apr-19	-240,000	-3.95	AA-	F1+
09-Apr-19	8	HSBC Bank plc	300,000	0.60%	10-Apr-19	-300,000	-4.93	AA-	F1+
10-Apr-19	9	HSBC Bank plc	370,000	0.60%	11-Apr-19	-370,000	-6.08	AA-	F1+
11-Apr-19	10	HSBC Bank plc	420,000	0.60%	12-Apr-19	-420,000	-6.90	AA-	F1+
02-Apr-19	3	HSBC Bank plc	220,000	0.60%	15-Apr-19	-220,000	-47.01	AA-	F1+
05-Apr-19	6	HSBC Bank plc	85,000	0.60%	15-Apr-19	-85,000	-13.97	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
12-Apr-19	11	HSBC Bank plc	470,000	0.60%	15-Apr-19	-470,000	-23.18	AA-	F1+
15-Apr-19	12	HSBC Bank plc	450,000	0.60%	16-Apr-19	-450,000	-7.40	AA-	F1+
16-Apr-19	13	HSBC Bank plc	500,000	0.60%	17-Apr-19	-500,000	-8.22	AA-	F1+
02-Apr-19	4	HSBC Bank plc	820,000	0.60%	18-Apr-19	-820,000	-215.67	AA-	F1+
03-Apr-19	5	HSBC Bank plc	80,000	0.60%	18-Apr-19	-80,000	-19.73	AA-	F1+
17-Apr-19	14	HSBC Bank plc	580,000	0.60%	18-Apr-19	-580,000	-9.53	AA-	F1+
18-Apr-19	16	HSBC Bank plc	1,000,000	0.60%	24-Apr-19	-1,000,000	-98.63	AA-	F1+
23-Apr-19	19	HSBC Bank plc	80,000	0.60%	24-Apr-19	-80,000	-1.32	AA-	F1+
24-Apr-19	20	HSBC Bank plc	600,000	0.60%	25-Apr-19	-600,000	-9.86	AA-	F1+
25-Apr-19	21	HSBC Bank plc	670,000	0.60%	26-Apr-19	-670,000	-11.01	AA-	F1+
26-Apr-19	22	HSBC Bank plc	1,070,000	0.60%	29-Apr-19	-1,070,000	-52.77	AA-	F1+
29-Apr-19	24	HSBC Bank plc	90,000	0.60%	30-Apr-19	-90,000	-1.48	AA-	F1+
23-Apr-19	18	HSBC Bank plc	150,000	0.60%	07-May-19	-150,000	-34.52	AA-	F1+
03-May-19	30	HSBC Bank plc	150,000	0.60%	07-May-19	-150,000	-9.86	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
30-Apr-19	26	HSBC Bank plc	320,000	0.60%	13-May-19	-320,000	-68.38	AA-	F1+
15-Apr-19	164/4	Lloyds Bank plc	Rolled over	0.61%	13-May-19	Rolled Over	-154.42	A+	F1
07-May-19	31	HSBC Bank plc	320,000	0.60%	13-May-19	-320,000	-31.56	AA-	F1+
08-May-19	32	HSBC Bank plc	90,000	0.60%	13-May-19	-90,000	-7.40	AA-	F1+
15-May-19	35	HSBC Bank plc	215,000	0.60%	16-May-19	-215,000	-3.53	AA-	F1+
16-May-19	36	HSBC Bank plc	270,000	0.60%	17-May-19	-270,000	-4.44	AA-	F1+
18-Apr-19	15	Wirral MBC	2,000,000	0.70%	20-May-19	Rolled Over	-1,227.40		
30-Apr-19	28	HSBC Bank plc	270,000	0.60%	20-May-19	-270,000	-88.77	AA-	F1+
01-May-19	29	HSBC Bank plc	200,000	0.60%	20-May-19	-200,000	-62.47	AA-	F1+
13-May-19	34	HSBC Bank plc	300,000	0.60%	20-May-19	-300,000	-34.52	AA-	F1+
17-May-19	37	HSBC Bank plc	500,000	0.60%	20-May-19	-500,000	-24.66	AA-	F1+
20-May-19	38	HSBC Bank plc	375,000	0.60%	21-May-19	-375,000	-6.16	AA-	F1+
10-May-19	33	HSBC Bank plc	130,000	0.60%	22-May-19	-130,000	-25.64	AA-	F1+
21-May-19	39	HSBC Bank plc	440,000	0.60%	28-May-19	-440,000	-50.63	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
22-May-19	40	HSBC Bank plc	140,000	0.60%	28-May-19	-140,000	-13.81	AA-	F1+
28-May-19	41	HSBC Bank plc	660,000	0.60%	29-May-19	-660,000	-10.85	AA-	F1+
29-Apr-19	23	Bank of Scotland plc	1,750,000	0.61%	30-May-19	-1,750,000	-906.64	A+	F1
30-Apr-19	25	London Borough of Sutton	2,500,000	0.70%	30-May-19	-2,500,000	-1,438.36		
30-May-19	43	HSBC Bank plc	300,000	0.60%	31-May-19	-300,000	-4.93	AA-	F1+
31-May-19	44	HSBC Bank plc	70,000	0.60%	03-Jun-19	-70,000	-3.45	AA-	F1+
03-Jun-19	49	HSBC Bank plc	95,000	0.60%	04-Jun-19	-95,000	-1.56	AA-	F1+
05-Jun-19	51	HSBC Bank plc	75,000	0.60%	06-Jun-19	-75,000	-1.23	AA-	F1+
06-Jun-19	52	HSBC Bank plc	115,000	0.60%	07-Jun-19	-115,000	-1.89	AA-	F1+
23-Apr-19	17	Coventry	650,000	0.60%	10-Jun-19	-650,000	-512.88	A-	F1
07-Jun-19	53	HSBC Bank plc	200,000	0.60%	10-Jun-19	-200,000	-9.86	AA-	F1+
13-May-19	164/5	Lloyds Bank plc	Rolled over	0.61%	14-Jun-19	-330,000	-176.48	A+	F1
31-May-19	45	HSBC Bank plc	50,000	0.60%	14-Jun-19	-50,000	-11.51	AA-	F1+
31-May-19	47	DMO	2,500,000	0.50%	14-Jun-19	-2,500,000	-479.45		

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
10-Jun-19	54	HSBC Bank plc	340,000	0.60%	14-Jun-19	-340,000	-22.36	AA-	F1+
12-Jun-19	55	HSBC Bank plc	80,000	0.60%	14-Jun-19	-80,000	-2.63	AA-	F1+
14-Jun-19	56	HSBC Bank plc	740,000	0.60%	17-Jun-19	-740,000	-36.49	AA-	F1+
29-May-19	42	Yorkshire	1,550,000	0.66%	19-Jun-19	-1,550,000	-588.58	A-	F1
04-Jun-19	50	HSBC Bank plc	120,000	0.60%	21-Jun-19	-120,000	-33.53	AA-	F1+
17-Jun-19	58	HSBC Bank plc	365,000	0.60%	24-Jun-19	-365,000	-42.00	AA-	F1+
21-Jun-19	60	HSBC Bank plc	165,000	0.60%	24-Jun-19	-165,000	-8.14	AA-	F1+
24-Jun-19	61	HSBC Bank plc	250,000	0.60%	28-Jun-19	-250,000	-16.44	AA-	F1+
02-Apr-19	181/2	Nationwide BS	Rolled over	0.75%	04-Jul-19	-1,540,000	-2,942.88	A	F1
30-Apr-19	27	Leeds	1,750,000	0.72%	08-Aug-19	Rolled Over	-3,452.05	A-	F1
20-May-19	15/2	Wirral MBC	Rolled over	0.75%	04-Jul-19	-2,000,000	-1,849.32	-	-
31-May-19	46	Bank of Scotland plc	1,480,000	0.70%	22-Jul-19	Rolled Over	-1,475.95	A+	F1
14-Jun-19	48	Lancashire County Council	2,500,000	0.95%	Still Invested	Still Invested	-7,027.40		
17-Jun-19	57	Lloyds Bank plc	850,000	0.90%	19-Sep-19	-850,000	-1,970.14	A+	F1
19-Jun-19	59	HSBC Bank plc	710,000	0.60%	04-Jul-19	-710,000	-175.07	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
26-Jun-19	62	HSBC Bank plc	95,000	0.60%	15-Jul-19	-95,000	-29.67	AA-	F1+
28-Jun-19	63	Yorkshire	1,160,000	0.70%	19-Aug-19	Rolled Over	-1,156.82	A-	F1
01-Jul-19	65	HSBC Bank plc	30,000	0.60%	19-Jul-19	-30,000	-8.88	AA-	F1+
01-Jul-19	66	DMO	3,380,000	0.50%	04-Jul-19	-3,380,000	-138.90	-	-
04-Jul-19	64	Wirral MBC	2,500,000	0.70%	08-Aug-19	-2,500,000	-1,678.08	-	-
04-Jul-19	67	HSBC Bank plc	740,000	0.60%	08-Jul-19	-740,000	-48.66	AA-	F1+
04-Jul-19	68	Lloyds Bank plc	760,000	0.61%	05-Aug-19	-760,000	-406.44	A+	F1
09-Jul-19	69	HSBC Bank plc	300,000	0.60%	15-Jul-19	-300,000	-29.59	AA-	F1+
12-Jul-19	70	HSBC Bank plc	300,000	0.60%	15-Jul-19	-300,000	-14.79	AA-	F1+
15-Jul-19	71	HSBC Bank plc	900,000	0.60%	22-Jul-19	-900,000	-103.56	AA-	F1+
16-Jul-19	72	HSBC Bank plc	110,000	0.60%	22-Jul-19	-110,000	-10.85	AA-	F1+
18-Jul-19	73	HSBC Bank plc	295,000	0.60%	22-Jul-19	-295,000	-19.40	AA-	F1+
22-Jul-19	74	HSBC Bank plc	270,000	0.60%	31-Jul-19	-270,000	-39.95	AA-	F1+
22-Jul-19	46/2	Bank of Scotland plc	Rolled over	0.68%	13-Sep-19	-1,480,000	-1,461.35	A+	F1
24-Jul-19	75	HSBC Bank plc	520,000	0.60%	31-Jul-19	-520,000	-59.84	AA-	F1+

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
26-Jul-19	76	HSBC Bank plc	195,000	0.60%	31-Jul-19	-195,000	-16.03	AA-	F1+
29-Jul-19	77	Coventry	795,000	0.58%	13-Sep-19	-795,000	-581.11	A-	F1
31-Jul-19	78	DMO	3,910,000	0.50%	08-Aug-19	-3,910,000	-428.49	-	-
31-Jul-19	79	HSBC Bank plc	160,000	0.60%	05-Aug-19	-160,000	-13.15	AA-	F1+
31-Jul-19	80	HSBC Bank plc	550,000	0.60%	12-Aug-19	-550,000	-108.49	AA-	F1+
01-Aug-19	81	HSBC Bank plc	200,000	0.60%	08-Aug-19	-200,000	-23.01		
05-Aug-19	82	HSBC Bank plc	270,000	0.60%	12-Aug-19	-270,000	-31.07		
05-Aug-19	83	HSBC Bank plc	270,000	0.60%	08-Aug-19	-270,000	-13.32		
07-Aug-19	84	HSBC Bank plc	100,000	0.60%	08-Aug-19	-100,000	-1.64		
08-Aug-19	27/2	Leeds	Rolled over	0.69%	Still Invested	Still Invested	-1,753.36	A-	F1
08-Aug-19	85	Nationwide	1,750,000	0.70%	Still Invested	Still Invested	-1,778.77	A	F1
16-Aug-19	86	Yorkshire	590,000	0.67%	13-Sep-19	-590,000	-303.24	A-	F1
19-Aug-19	63/2	Yorkshire	Rolled over	0.67%	13-Sep-19	-1,160,000	-532.33	A-	F1
28-Aug-19	87	Lloyds Bank plc	440,000	0.60%	13-Sep-19	-440,000	-115.73	A+	F1
29-Aug-19	88	Coventry	955,000	0.50%	16-Sep-19	-955,000	-235.48	A+	F1
02-Sep-19	89	Barclays Bank	1,750,000	0.52%	Still Invested	Still Invested	-698.08	A	F1
02-Sep-19	90	DMO	1,000,000	0.50%	16-Sep-19	-1,000,000	-191.78		

Date Invested	Temporary Investment Number	Borrower	Amount Invested £	Interest rate %	Date Repaid	Principal Repaid £	Interest Received or Due £	Fitch Long Term Rating	Fitch Short Term Rating
06-Sep-19	91	Lloyds Bank plc	460,000	0.60%	19-Sep-19	-460,000	-98.30	A+	F1
16-Sep-19	92	Bank of Scotland plc	1,750,000	0.61%	Still Invested	Still Invested	-409.45	A+	F1
19-Sep-19	93	DMO	2,500,000	0.50%	20-Sep-19	-2,500,000	-34.25		
20-Sep-19	94	Yorkshire	1,600,000	0.80%	Still Invested	Still Invested	-350.68	A-	F1
30-Sep-19	95	Lloyds Bank plc	650,000	0.60%	Still Invested	Still Invested	-10.68	A+	F1
30-Sep-19	96	Lloyds Bank plc	1,100,000	0.60%	Still Invested	Still Invested	-18.08	A+	F1
30-Sep-19	97	Coventry	1,550,000	0.53%	Still Invested	Still Invested	-22.51	A-	F1
Investments April - September 2019			68,135,000			-55,605,000	-38,598.11		
Total Investments 2019/20 (including Brought Forward from 2018/19)			80,310,000			-65,910,000	-43,049.31		
Interest received on balances held at bank							-784.94		
Grand Total			80,310,000			-65,910,000	-43,834.25		

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
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 30 SEPTEMBER 2019**

	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	Positive	Aa3	P-1	Negative	26/09/19	A	F1	Negative	£1m min
Yorkshire	-	-	-	A3	P-2	Stable	04/04/19	A-	F1	Negative	
Coventry	-	-	-	A2	P-1	Stable	04/04/19	A-	F1	Negative	Sterling Brokers
Skipton	-	-	-	Baa1	P-2	Positive	04/04/19	A-	F1	Negative	
Leeds	-	-	-	A3	P-2	Stable	04/04/19	A-	F1	Negative	3 Mth
Principality	-	-	-	Baa2	P-2	Stable	04/04/19	BBB+	F2	Negative	No Contact
Banks											
Santander UK Plc.	A	A-1	Stable	Aa3	P-1	Positive	26/09/19	A+	F1	Negative	
Barclays Bank Plc.	A	A-1	Stable	A2	P-1	Positive	06/06/19	A+	F1	Negative	
Bank of Scotland Plc.	A+	A-1	Stable	Aa3	P-1	Stable	26/09/19	A+	F1	Negative	
HSBC Bank Plc.	AA-	A-1+	Stable	Aa3	P-1	Stable	06/06/19	AA-	F1+	Negative	
Lloyds Bank Plc.	A+	A-1	Stable	Aa3	P-1	Stable	26/09/19	A+	F1	Negative	£250k
National Westminster Bank Plc.	A	A-1	Stable	A1	P-1	Positive	26/09/19	A+	F1	Negative	Current a/c required
Royal Bank of Scotland Plc.	A	A-1	Stable	A1	P-1	Positive	26/09/19	A	F1	Negative	Current a/c required
Banks not currently meeting minimum Fitch Short Term requirement of F2 (and not currently approved for investments)											
Co-operative Bank (The)	-	-	-	B3	B3	Positive	30/07/19	B	B	Negative	£1m min

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 16

meeting date: 19 NOVEMBER 2019
 title: REVENUE MONITORING 2019/20
 submitted by: DIRECTOR OF RESOURCES
 principal author: VALERIE TAYLOR

1 PURPOSE

1.1 To let you know the position for the period April to September 2019 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 September. You will see an overall underspend of £137,106 on the net cost of services. Please note that underspends are denoted by figures with a minus symbol. After allowing for transfers to/from earmarked reserves there is an underspend of £121,306.

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance
CEXEC	Chief Executives Department	0	546,051	560,744	14,693
CIVCF	Civic Functions	61,430	32,025	29,511	-2,514
CIVST	Civic Suite	-1,200	21,644	21,902	258
CLOFF	Council Offices	0	128,037	122,972	-5,065
CLTAX	Council Tax	375,050	35,656	32,151	-3,505
COMPR	Computer Services	0	63,827	65,620	1,793
CORPM	Corporate Management	342,600	0	0	0
COSDM	Cost of Democracy	479,640	129,486	125,161	-4,325
CSERV	Corporate services	163,230	13,036	11,835	-1,201
DISTC	District Elections	120,000	120,000	102,071	-17,929
ELADM	Election Administration	24,660	0	0	0

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance
ELECT	Register of Electors	108,670	41,091	22,768	-18,323
EMERG	Community Safety	65,210	1,286	2,044	758
ERNET	Emergency Radio Network	-2,000	-2,000	-1,800	200
ESTAT	Estates	68,840	-22,898	-34,175	-11,277
FGSUB	Grants & Subscriptions - Policy and Fin	169,670	102,639	107,939	5,300
FMISC	Policy & Finance Miscellaneous	43,370	28,081	-9,157	-37,238
LANDC	Land Charges	30,180	-22,463	-23,782	-1,319
LICSE	Licensing	31,070	-43,975	-47,528	-3,553
LUNCH	Luncheon Clubs	14,520	0	1,160	1,160
NNDRC	National Non-Domestic Rates	48,570	7,626	-23,825	-31,451
OMDEV	Organisation & Member Development	0	0	0	0
PARGR	Parish Council Grants	0	0	1,050	1,050
RESOR	Resources Department	8,980	1,039,571	1,015,408	-24,163
SUPDF	Superannuation Deficiency Payments	99,010	29,473	29,018	-455
Sum:		2,251,500	2,248,193	2,111,087	-137,106

Transfers to/from Earmarked Reserves				
Elections Earmarked Reserve	-90,000	-120,000	-102,071	17,929
Superannuation Adjustment Reserve	50,540	0	0	0
Revaluation Reserve	2,150	0	0	0
Capital Earmarked Reserve	0	0	7,501	7,501
ICT Equipment Reserve	0	0	-3,130	-3,130
Transparency Reserve	0	0	-4,900	-4,900
Council tax support new burdens Reserve	0	0	-1,600	-1,600
Total after Transfers to/from Earmarked Reserves	2,214,190	2,128,193	2,006,887	-121,306

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 In summary the **main** areas of variances that are **unlikely** to rectify themselves by the end of the financial year is shown below:

Description	Variance to end September 2019 £
EU Exit Funding (FMISC) – This is funding received from central government to support local councils with any costs incurred in preparation for the EU Exit. Any unspent funds in the current year will be set aside in the EU Exit Reserve to meet future associated costs.	-34,968
Register of Electors (ELECT) – This is income that relates to Individual Electoral Registration (IER) for 2019/20. The grant was announced in July 2019. This additional income will be reflected at revised estimate.	-17,788
Estates (ESTAT) – This is the net variance resulting from the sale of 3 parcels of freehold land (£9k) less associated land valuation costs (£2k).	-7,501
District Elections (DISTC) - £18k of budgeted costs in respect of the 2019 district election were incurred towards the end of the 2018/19 financial year which has resulted in an underspend in the current year. The budget assumes these costs would have fallen in 2019/20. District election costs are funded from the elections reserve where funds are set aside on an annual basis to smooth out the cost of elections. The budget and earmarked reserve will therefore be reviewed at revised estimate.	-17,929

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £137,106 for the first four months of the financial year 2019/20. After allowing for transfers to/from earmarked reserves there is an underspend of £121,306.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF62-19/LO/AC
6 November 2019

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
DISTC/0374	District Elections/ General Clerical - elections	120,000	120,000	102,071	-17,929	£18k of budgeted costs in respect of the 2019 district election were incurred towards the end of the 2018/ 2019 financial year. The budget assumes these costs would have fallen in 2019/20.	District election expenditures are funded from the elections reserve where monies are set aside on an annual basis. The election budget and earmarked reserve will be reviewed at revised estimate to account for actual costs incurred within the current financial year.
FMISC/8793Z	Policy & Finance Miscellaneous /MHCLG - EU Exit Funding	0	0	-34,968	-34,968	This variance follows funding that has been received in the current year from central government to support local councils with any costs incurred in preparation for the EU Exit.	Any anticipated costs associated with the EU Exit along with an associated movement in earmarked reserve will be brought in to the budget at revised estimate.
NNDRC/8649z	National Non-Domestic Rates/ Storm Eva S31 Grant (Tranche 2)	0	0	-30,786	-30,786	This is past grant income from previous financial years that is due for return to the government. The grant was originally received in respect of business rates reliefs following Storm Eva in 2015.	It was confirmed last year with MHCLG that this should be resolved in the closedown process around NNDR3.

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
RESOR/0100	Resources Department/ Salaries	1,422,440	711,504	688,559	-22,945	Due to the high level of staff turnover to date there are underspends on staffing cost above the 4% allowed for in the budget.	The budget will be reviewed and updated at revised estimate to reflect the most up to date position.
RESOR/0109	Resources Department/ Superannuation Salaries	232,730	116,410	110,255	-6,155		
ELECT/8050z	Register of Electors/ Individual Electoral Registration Grant	0	0	-17,788	-17,788	This income relates to Individual Electoral Registration (IER) for 2019/20. The grant was announced in July 2019.	The additional income will be reflected at revised estimate time.
ESTAT/8856I	Estates/ Sale of Land and Buildings <£10k	0	0	-9,501	-9,501	This is a receipt for the sale of 3 parcels of freehold land at Peel Park Avenue and Claremont Drive.	The budget will be adjusted for at revised estimate. These monies will be set aside in the capital earmarked reserve to help finance future schemes in the capital programme.
CEXEC/0100	Chief Executives Department/ Salaries	795,860	398,088	414,399	16,311	Council staffing budget estimates assume an average vacancy saving of 4% across the authority. Turnover to date within the Chief Executives department is lower than that allowed for within the budget which has resulted in the overspend shown.	The budget will be reviewed and updated at revised estimate to reflect the most up to date position.

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
ELECT/2998	Register of Electors/ Software Maintenance	14,570	14,570	10,756	-3,814	A portion of software maintenance costs have been reclaimed from central government for expenses relating to the European Election. The budget will be updated at revised estimate
ESTAT/8804u	Estates/ Building Rents	-10,200	0	-3,120	-3,120	There has been an increase in rental income this year following rental of the former physio centre from February 2019. Current year rental agreements will be reviewed at revised estimate and the forecast updated to reflect the most up to date position.
RESOR/0108	Resources Department/ National Insurance Salaries	123,050	61,550	58,763	-2,787	Vacancy savings which exceed that built into the budget estimate have reduced the council's national insurance liability within the Resources Department.
RESOR/2971	Resources Department/ Printing & Stationery	9,380	4,692	2,196	-2,496	Expenditure on Printing and Stationery is lower than estimated to the end of the period, the budget will be reviewed at revised estimate and the forecast updated to reflect the current year position.
ESTAT/2451	Estates /National Non-Domestic Rates	2,200	2,200	0	-2,200	A council owned building (the physio centre) has now been rented out so the NNDR liability is now the responsibility of the tenant.

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
CLOFF/2451	Council Offices/ National Non-Domestic Rates	62,400	62,400	60,248	-2,152	The transitional surcharge that applied to the council offices annual business rates liability following a reduction in the premises rateable value has now ended resulting in a favourable variance for the 2019/20 financial year. The budget will be amended at revised estimate.
CLOFF/2432	Council Offices/ Electricity	35,250	14,687	16,896	2,209	An invoice has been received from our electricity supplier for capacity mechanism charges (contribution to a scheme that ensures the UK meets future electricity needs) which could not be collected during the 2018/19 financial year following a legal challenge. The budget will be updated at revised estimate.
RESOR/2998	Resources Department/ Software Maintenance	77,710	60,495	62,751	2,256	Revenue implication of upgrading the Civica Pay system and implementation of 3D secure (to be funded from the council tax support new burdens reserve as approved by this Committee Sep 2019)
CEXEC/0130	Chief Executives Department/ Temporary Staff	0	0	2,530	2,530	Expenditure on the procurement of external pest control services during a period of employee vacancies to ensure continuation of the pest control service.

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
CEXEC/0109	Chief Executives Department/ Superannuation Salaries	132,000	66,024	68,560	2,536	Council staffing budget estimates assume an average vacancy saving of 4% across the authority. Turnover to date within the Chief Executives department is lower than that allowed for within the budget which has resulted in the overspend shown.
RESOR/2881	Resources/ Purchase of Equipment & Materials	10,440	2,759	5,849	3,090	Training laptops have been purchased at a cost of £3k. These are to be funded from a movement in earmarked reserve (which had been set aside following an underspend on corporate training in the 2018/ 2019 financial year), the budget will be amended at revised estimate.
ELECT/2981	Register of Electors/ Postages	27,780	18,858	22,003	3,145	Postage costs for the period are higher than average, particularly with regards to Royal Mail response services. The budget will be adjusted at revised estimate to reflect the likely outturn.
ESTAT/3090	Estates/ Legal	1,480	742	4,820	4,078	Expenditure and Commitments for the valuations of council land to be brought in to the budget at revised estimate time.

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
FGSUB/4678	Grants & Subscriptions - Policy and Fin/Grants to Voluntary, Comm & Soc Ent Orgs	111,310	85,063	89,250	4,187	Grant paid to LCC following approval from P&F Committee in June 2019 to support the continuation of the 280 bus service for twelve months. The expenditure is to be brought in to the budget at revised estimate for 2019/20 (with a corresponding reduction to the original estimate for 2020/2021)
RESOR/0101	Resources Department/ Salaries Overtime	0	0	4,691	4,691	Overtime costs incurred whilst existing employees worked additional hours to cover a period of employee vacancies. This variance is more than offset by salary savings (see RESOR/0100).
RESOR/2809	Resources Department/ Non-Recurring Purchases of Equipment etc	0	0	4,900	4,900	This variance is as a result of additional costs imposed on the council by the Financials system supplier Civica (UK) Ltd in the implementation of Making Tax Digital (MTD). This additional cost will be funded from the transparency earmarked reserve.
COMPR/2998	Computer Services/ Software Maintenance	19,950	38,963	46,334	4,973	This variance results from year one revenue costs associated with the corporate firewall capital scheme offset in part by a credit received for the trade in of returned hardware. The new contract will result in substantial savings over the longer term, and also the capital scheme has come in below budget
COMPR/8297n	Computer Services/ Sale of Equipment/ Materials	0	0	-2,398		

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

Agenda Item No 17

meeting date: 19 NOVEMBER 2019
 title: OVERALL REVENUE MONITORING 2019/20
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

4 PURPOSE

4.1 To report the overall revenue position for the current financial year up to the end of September 2019.

2 ORIGINAL BUDGET 2019/20

2.1 The original budget agreed for the current year is set out below.

	Original Estimate 2019/20 £
Committee Net Requirements	7,950,580
Capital Charges Adjustment	-878,568
Committee Expenditure After Adjustments	7,072,012
Other Items - Interest Payable	6,530
- Interest on balances	-100,000
- New Homes Bonus	-1,666,486
- Levy Account Surplus	-20,446
- Retained Business Rates Income	-581,737
- Renewable Energy Business Rates	-93,820
- Section 31 Grant for Business Rates	-1,636,295
- Pilot Pool: 5% of extra growth to risk reserve	29,555
- Pilot Pool: 25% of extra growth to strategic growth fund	147,776
- Share of Business Rates Surplus on Collection Fund	-224,211
Expenditure After Other Items	2,932,878
Less Added to/(taken from) Earmarked Reserves	
Elections	-90,000
Building Control Fee Earning	-15,290
Food Festival Reserve	-14,120
Two Way Radio Reserve	1,500
Community Safety	-14,060
Refuse Collection Reserve	2,080
Revaluation Reserve	2,150

	Original Estimate 2019/20 £
Government Housing Grants Reserve	30,000
Planning Reserve	-11,200
Post LSVT Pensions Reserve	-36,512
Capital Reserve	10,610
New Homes Bonus Reserve	561,486
Pensions Triennial Revaluation Reserve	50,540
Business Rates Growth Reserve	1,683,218
Taken from Revenue Balances	-93,896
Net Expenditure	4,999,384

3 ADDITIONAL REVENUE ITEMS

Human Resources Capacity

- 3.1 Capacity issues within the HR section were addressed following a report to Policy and Finance Committee in April 2019 and proposed changes to the staffing structure of the team were approved with additional costs of £11,950. This was then brought in to the budget for the 2019/20 financial year. This additional cost was to be funded from the Restructuring Reserve.

Ashes Beam at Clitheroe Cemetery

- 3.2 A request for funding for the installation of additional ashes beams for cremated remains in Clitheroe Cemetery was considered by Policy and Finance Committee at its September 2019 meeting. It was agreed that the full amount previously set aside for this purpose in the Equipment Reserve, be used to fund this work. As a result, a budget of £4,410 was approved.

Strategic Housing and Economic Needs Assessment

- 3.3 In line with the commitment set out in the Core Strategy, the council needed to appoint appropriate consultancy support to undertake a strategic housing and economic needs assessment at a cost of £20,000. Following a report to the Emergency Committee in August 2019, this was brought in to the budget. This additional cost was to be funded from the Planning Reserve.
- 3.4 The impact of these additional approvals and the associated funding on the council's revenue budget is summarised in the table below:

	Original Estimate 2019/20 £	Additional Revenue Item £	Restated Original Estimate £
Committee Net Requirements	7,950,580	36,360	7,986,940
Capital Charges Adjustment	-878,568		-878,568
Committee Expenditure After Adjustments	7,072,012	36,360	7,108,372
Other Items	-4,139,134		-4,139,134
Expenditure After Other Items	2,932,878	36,360	2,969,238
Less Added to/(taken from) Earmarked Reserves	2,160,402		2,160,402
To be Taken from Balances	-93,896	-36,360	-130,256
Net Expenditure	4,999,384	0	4,999,384

4 BUDGET VARIANCES

- 4.1 Our budget monitoring to service committees focuses on the value shown above against Committee Net Requirements of £7,986,940.
- 4.2 Within this report, this amount is broken down subjectively and monitored against the profiled budget up to the end of September 2019. As at this date, there shows an underspend of £75,790.
- 4.3 The full position is shown at Annex 1, with any variances above £10,000 at this high level (highlighted in yellow) detailed below, with reasons given. Favourable variances are shown as negative values.

Description	Amount £	Variance Reasons
Employee Related Expenditure - Direct Employee Expenses	-41,381	<p>This underspend falls largely under Policy and Finance Committee and Planning and Development Committee.</p> <p>There have been a large number of vacancies experienced in the Resources Department – above that allowed for within the budget. These vacancies have now been appointed to and the underspend will be reflected at the time of producing the Revised Estimate.</p> <p>There has also been an underspend within Planning Committee due to a number of staff vacancies in the Economic Development and Planning Department.</p> <p>Within Community Services committee there are compensating variances, with an underspend at Ribblesdale Pool, particularly on Swimming Instructors (£14K), and an overspend on refuse collection pay and agency staff costs, due to sickness absence.</p>

Description	Amount £	Variance Reasons
Premises Related Expenditure - Business Rates	-21,174	<p>There has been a fall in the amount of business rates payable compared to the budget particularly as the Museum Café has now been separately rated and the operator is now the liable party – rather than being recharged under the contract.</p> <p>This has resulted in a sizeable reduction in Business Rates directly payable by the council.</p>
Premises Related Expenditure - Repairs and Maintenance	19,732	<p>A large proportion of this relates to extra repairs and maintenance needed at a number of public convenience sites due to vandalism, but also some refurbishment work. Some virements have yet to be carried out to fund this work.</p> <p>There has also been a number of repairs carried out at Edisford Car Park resulting in a budget overspend. This has included drainage work and re-tarmacking.</p>
Transport Related Expenditure - Direct Transport Costs	76,075	<p>There is a significant overspend collectively for repairs and maintenance to the refuse vehicle fleet of £93,802, this is currently being closely monitored and a review of repairs and maintenance of the vehicle fleet will be carried out at revised estimate.</p> <p>The overspend relating to one refuse collection vehicle is £28k and includes essential major repair work. The repairs resulted in the vehicle being off the road for three months therefore also incurring vehicle hire costs. It was felt the charges for the repair work were excessive due to quality issues and the prolonged length of time to carry them out. A reduction to the charges was obtained of £4k.</p> <p>Off-setting the overspend are savings collectively of £11,951 due to lower demand for repairs and maintenance by specialist outside firms on grounds maintenance vehicles.</p>

Description	Amount £	Variance Reasons
<p>Supplies and Services – Communications and Computing</p>	<p>14,957</p>	<p>There have been increased charges due to the Installation of a new computer connection to Salthill depot. However, this will result in substantial savings going forward.</p> <p>There have also been fees incurred as a result of customers using the card payment facility to pay for car parking charges. This currently amounts to £3K.</p> <p>There are also a number of contract payments that have been made in advance for multi-year software contracts. This will be adjusted for at the year end, but result in part of the variance shown here at this point in the year.</p>
<p>Supplies and Services - Equipment, Furniture and Materials</p>	<p>33,027</p>	<p>At Ribblesdale Pool there has been a new installation of a data link as the existing type of provision was to be withdrawn by BT. Additional spend has also been needed on the heat exchanger at the pool due to failure of the existing one. The total overspend at the pool is currently £9K and virements will be sought to help address this variance as far as possible.</p> <p>There is also increased expenditure on the purchase of householder waste bins due to an increase in the number of new properties. However, income received will be offset against expenditure incurred in the purchase of the bins and the surplus/deficit transferred to/from an earmarked reserve at year end to help fund future purchases through the capital programme.</p> <p>There is also an overspend on the Resources department (£4K) in respect of upgrades required to the cash receipting system in order to allow further functionality around online payments. This additional cost is to be met from earmarked reserves.</p> <p>At the mechanics workshop there is also an overspend (£5K) due to CMT agreed work to repair the brake testing equipment from revenue. A replacement is included in the capital scheme in 2022/23 and it is planned for this capital scheme for £61,900 to be removed from the capital programme.</p>

Description	Amount £	Variance Reasons
Supplies and Services – Miscellaneous Expenses	-11,829	This variance largely falls under Community Services Committee. This is notably in respect of Community Safety (-£10k) due to a delay in the delivery of the Shop Watch project.
Supplies and Services - Services	43,741	<p>The overspend here largely relates to the Planning Control and Enforcement service (£34K) and associated legal and consultancy costs in respect of a planning appeal at Henthorn Road, Clitheroe.</p> <p>Also, an external consultancy service has been engaged within the Building Control section to provide cover over a period of recruitment and the training of a new employee of the service. The requirement for continuing use of the external consultancy service will be subject to ongoing review. The budget will be updated at revised estimate (£10k).</p> <p>Additionally, on Community Services committee, there is a £10K overspend at Ribblesdale Pool, which relates to the use of external providers for the provision of swimming lessons following difficulties in recruiting (See associated underspend under 'Employee Related Expenditure - Direct Employee Expenses')</p> <p>There is also a £7k underspend on Health and Housing committee in respect of lower water sampling charges, as there have been fewer undertaken. It is planned to increase this work over the coming months.</p>
Transfer Payments - Benefit Payments	-64,312	<p>Rent Allowance payments are slightly lower than budgeted for. This is mainly due to changing caseload levels, which vary week to week. The overall caseload is reducing throughout the year as part of the migration from Housing Benefits to Universal Credit in Ribble Valley.</p> <p>Any lower payments for the year as a whole will be reflected in less Rent Allowance subsidy grant income received at year-end, as payments for the full year are broadly funded by subsidy grant received at year-end. As a result, there is unlikely to be a significant underspend at year-end.</p>

Description	Amount £	Variance Reasons
Government Grants	41,742	<p>There is a mix of different grant variances resulting in the variance shown:</p> <p>Rent allowances Grant – Actual Rent Allowance subsidy grant income was 4% lower than the £2.851m budgeted for the year to date. Rent Allowance subsidy grant received at year-end is updated to broadly reflect the actual Rent Allowance payments for the year as a whole. As a result, there is unlikely to be a significant under-recovery of income at year-end (£114k).</p> <p>Storm Eva Section 31 Grant – This past grant income (-£31K) is from previous financial years and is due for return to the government. This grant was originally received in respect of business rates reliefs following Storm Eva in 2015. It is anticipated that this will be recovered as part of the NNDR3 business rates end of year return.</p> <p>DWP Verify Earnings and Pensions (VEP) Alerts Grant, -£6K of funding has been received in the current financial year from the government. This was not anticipated at the time of setting the budget.</p> <p>MHCLG EU Exit Funding, -£35K of funding has been received in the current financial year from the government. This was not anticipated at the time of setting the budget.</p>
Other Grants, Reimbursements and Contributions	-92,455	<p>The largest proportion of this variance relates to additional grant funding from Lancashire County Council to support the Council's expenditure on the Domestic Abuse Outreach Support Service that will be provided by HARV Domestic Violence Team. The grant agreement was not in place when the Original Estimate budget was set. This will be adjusted for at the revised estimate (£58k).</p> <p>Also, we have received £18k in respect of Individual Electoral Registration. This was only announced in July 2019 and will be brought in to the Revised Estimate, together with any associated expenditure where necessary.</p> <p>Under Community Services Committee we have also received funding £14K of funding to enable the determination of needs of the Borough for the preparation of a bid to apply for monies from the Together an Active Future scheme.</p>

Description	Amount £	Variance Reasons
Customer and Client Receipts	-41,798	<p>The largest proportion of this variance is in respect of Trade Refuse income (£47K in total). There continues to be an increased level of income from trade waste above that budgeted for, this despite the increased budget this year compared to last year's original estimate.</p> <p>There is also increased income from the sale of bins to new developments £29K. This income is set aside to fund the capital programme scheme for the replacement of old existing household refuse bins.</p> <p>There are also a number of concerning adverse variances at the pool include income from the delivery of swimming lessons being reduced (£19,795) because of the problems obtaining instructors which has caused a lack of stability and also the inability to hold one to one lessons. A reduction in the hire of the pool by clubs (£9,206) as the budget was based on club hire usage in 17/18 but in 18/19 demand reduced by the main user and this reduction in usage has continued into 19/20.</p>
Oncosts and Recharges	-17,177	<p>Grounds Maintenance Oncosts have achieved a higher rate of recovery (-£8k) as casual staff have been employed which has resulted in more hours being worked – and hence used in the recovery of costs.</p> <p>There has been a higher rate of Works Administration Oncost recovery (-£10k) due to lower than estimated sickness levels.</p> <p>However there has been an under recovery of recharges year to date for Vehicle Workshop Oncost (£10k) due to sickness absences.</p> <p>There have been higher levels of stores issues at Salthill Depot, which have resulted in a greater recovery of oncosts to date (-£3k).</p> <p>Under the Community Services Department, the recharge of work carried out on capital projects has been greater than budgeted (-£6k) - mainly on the Edisford sports complex and play areas.</p>

5 CONCLUSION

- 5.1 There is an overall underspend variance to the end of September 2019 of £75,790.
- 5.2 There have been a number of variances on direct employee costs reflecting the level of vacancies that have been seen to date. Most of these posts are now recruited to, but there have been resulting savings which will be reflected in the revised estimate.
- 5.3 We continue to receive high levels of income from Trade Waste and also a number of additional grants that were not anticipated at the time of setting the current year's budget. Again, these will be reflected in the revised estimate.
- 5.4 Of continuing concern is the overspend being seen on the budgets for the refuse collection vehicles. This is an area that will be considered in more detail by CMT, budget working group and in the budget setting process. Also of concern is the low level of income being attained through the various activities at Ribblesdale Pool, with substantially lower levels of income being seen.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF65-19/LO/AC
7 November 2019

SUBJECTIVE ANALYSIS OF ALL COMMITTEE BUDGETS AND ACTUALS

		Original 2019/20	Original Estimate to Period End	Actual and Commitments to Period End	Variance at Period End	Percentage Variance for the Period
Variances of more than £10,000 have been highlighted and examined in the body of the report						
EXPENDITURE						
Employee Related Expenditure	Direct Employee Expenses	6,847,940	3,419,480	3,378,099	-41,381	-1.21%
	Indirect Employee Expenses	179,520	123,358	117,729	-5,629	-4.56%
Employee Related Expenditure	Subtotal	7,027,460	3,542,838	3,495,828	-47,010	-1.33%
Premises Related Expenditure	Apportionment of Operational Building Expenses	153,610	-74	0	74	-100.00%
	Business Rates	278,140	263,126	241,952	-21,174	-8.05%
	Cleaning & Domestic Supplies	234,710	47,878	46,539	-1,339	-2.80%
	Energy Costs	155,660	68,227	70,528	2,301	3.37%
	Fixtures & Fittings	390	210	230	20	9.66%
	Grounds Maintenance Costs	504,160	230,897	235,453	4,556	1.97%
	Premises Insurance	33,900	33,551	33,099	-452	-1.35%
	Rates	2,260	1,622	1,914	292	18.02%
	Rents	51,510	37,167	35,871	-1,296	-3.49%
	Repairs & Maintenance	244,730	148,462	168,194	19,732	13.29%
	Water Services	99,600	68,170	69,254	1,084	1.59%
Premises Related Expenditure	Subtotal	1,758,670	899,236	903,036	3,800	0.42%
Transport Related Expenditure	Car Allowances & Travel Expenses	47,150	24,352	21,982	-2,370	-9.73%
	Contract Hire & Operational Leases	214,530	78,736	71,739	-6,997	-8.89%
	Direct Transport Costs	562,450	285,058	361,133	76,075	26.69%
	Public Transport	3,080	1,418	331	-1,087	-76.65%
	Transport Insurances	44,000	39,972	42,096	2,124	5.31%
	Transport Recharges	887,080	925	0	-925	-100.00%
Transport Related Expenditure	Subtotal	1,758,290	430,461	497,281	66,820	15.52%
Supplies and Services	Clothes, Uniform & Laundry	21,400	10,315	9,227	-1,088	-10.54%

ANNEX 1

SUBJECTIVE ANALYSIS OF ALL COMMITTEE BUDGETS AND ACTUALS

		Original 2019/20	Original Estimate to Period End	Actual and Commitments to Period End	Variance at Period End	Percentage Variance for the Period
	Communications & Computing	434,720	320,852	335,809	14,957	4.66%
	Equipment, Furniture & Materials	284,130	137,325	170,352	33,027	24.05%
	Expenses	266,530	141,826	136,891	-4,935	-3.48%
	Grants & Subscriptions	69,610	36,309	31,727	-4,582	-12.62%
	Miscellaneous Expenses	171,960	83,802	71,973	-11,829	-14.12%
	Printing, Stationery, Expenses	95,440	46,087	45,863	-224	-0.49%
	Services	357,920	85,278	129,019	43,741	51.29%
Supplies and Services	Subtotal	1,701,710	861,794	930,862	69,068	8.01%
Third Party Payments	Government Departments	3,160	-204	0	204	-100.00%
	Other Local Authorities	242,620	26,087	26,582	495	1.90%
	Private Contractors	118,920	63,752	62,740	-1,012	-1.59%
Third Party Payments	Subtotal	364,700	89,635	89,322	-313	-0.35%
Transfer Payments	Benefit Payments	5,733,690	3,262,065	3,197,753	-64,312	-1.97%
	Grant Payments	265,810	150,031	158,774	8,743	5.83%
Transfer Payments	Subtotal	5,999,500	3,412,096	3,356,527	-55,569	-1.63%
Support Services	Central Departmental Support	4,278,160	328	0	-328	-100.00%
	Departmental Support	2,119,600	756	0	-756	-100.00%
	Other Recharges	350,010	0	0	0	#DIV/0!
Support Services	Subtotal	6,747,770	1,084	0	-1,084	-100.00%
Depreciation and Impairment	Depreciation	1,004,470	1,814	0	-1,814	-100.00%
Depreciation and Impairment	Subtotal	1,004,470	1,814	0	-1,814	-100.00%
TOTAL Expenditure		26,362,570	9,238,958	9,272,856	33,898	0.37%

INCOME						
Government Grants	Government Grants	-6,039,210	-2,921,510	-2,879,768	41,742	-1.43%
Government Grants	Subtotal	-6,039,210	-2,921,510	-2,879,768	41,742	-1.43%

ANNEX 1

SUBJECTIVE ANALYSIS OF ALL COMMITTEE BUDGETS AND ACTUALS

		Original 2019/20	Original Estimate to Period End	Actual and Commitments to Period End	Variance at Period End	Percentage Variance for the Period
Other Grants, Reimbsmts, Conts	Other Grants, Reimbsmts, Conts	-102,520	-42,388	-134,843	-92,455	218.11%
Other Grants, Reimbsmts, Conts	Subtotal	-102,520	-42,388	-134,843	-92,455	218.11%
Customer & Client Receipts	Customer & Client Receipts	-3,342,790	-1,878,629	-1,920,427	-41,798	2.22%
Customer & Client Receipts	Subtotal	-3,342,790	-1,878,629	-1,920,427	-41,798	2.22%
Oncosts and Recharges	Oncosts and Recharges	-8,891,060	-491,461	-508,638	-17,177	3.50%
Oncosts and Recharges	Subtotal	-8,891,060	-491,461	-508,638	-17,177	3.50%
Interest	Interest	-50	0	0	0	#DIV/0!
Interest	Subtotal	-50	0	0	0	#DIV/0!
TOTAL Income		-18,375,630	-5,333,988	-5,443,675	-109,687	2.06%

NET EXPENDITURE		7,986,940	3,904,970	3,829,180	-75,790	-1.94%
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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 18

meeting date: 19 NOVEMBER 2019
 title: CAPITAL MONITORING 2019/20
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To report progress on the approved 2019/20 capital programme for this Committee for the period to the end of September 2019.

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 Four schemes, totalling £112,200, were approved as this Committee’s original estimate capital programme by the Special Policy and Finance Committee and Full Council at their respective meetings in February 2019 and March 2019.

2.2 When the revised estimate budget for the 2018/19 capital programme was approved by this Committee in January 2019, £84,050 of budget on one scheme was moved from the 2018/19 capital programme to the 2019/20 capital programme.

2.3 Three schemes in the 2018/19 capital programme were not completed by 31 March 2019 and had unspent budget available at that date. The total unspent balance on these schemes, £60,950, is known as slippage. This slippage was transferred into the 2019/20 capital programme budget, after approval by this Committee in June 2019.

2.4 In September 2019, this Committee approved additional budget on two schemes in the 2019/20 capital programme. These amounts, totalling £23,340, are known as additional approvals.

2.5 As a result of the above, the total approved budget for this Committee’s capital programme of eight schemes is £280,540. This is shown at Annex 1.

3 CAPITAL MONITORING 2019/20

3.1 The table below summarises this Committee’s capital programme budget, expenditure to date and remaining budget as at the end of September 2019. 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 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
112,200	84,050	60,950	23,340	280,540	45,241	-235,299

- 3.2 At the end of September 2019 £45,241 had been spent or committed. This is only 16.1% of the annual capital programme budget for this Committee.
- 3.3 The Corporate Firewall, Queensway Garages and Financial System Upgrade schemes have been completed.
- 3.4 The Committee Administration IT System, Replacement PCs and New Council Telephone System schemes are currently on-track to be completed in-year.
- 3.5 The Re-Design of Corporate Website and Lift Replacement at Council Offices schemes will not be completed in-year. Some of the budgets on these schemes will need to be moved to the 2020/21 financial year at the time of revising the 2019/20 capital programme.
- 3.6 Progress on the schemes with the largest remaining budgets is as follows:

- **Re-Design of Corporate Website (-£30,000):** An update report to CMT on proposals has been delayed as the implications of accessibility legislation and options are first evaluated. A report will be presented to CMT in the coming weeks. It is likely that this scheme will need to be moved to the 2020/21 financial year at the time of revising the capital programme, albeit that other work in-house without external costs will need to be undertaken over the coming months in this financial year
- **Committee Administration IT System (-£20,100):** The preferred supplier was approved by this Committee in September 2019 and a three year agreement has been signed with the preferred supplier. Installation and implementation dates will be confirmed shortly. Thus, installation and implementation of the system and associated hardware purchases are on-track for completion by March 2020.
- **Replacement PCs (-£47,100):** The scheme budget was increased to £65,100 after £18,000 additional budget was approved by this Committee in September 2019 in respect of upgrading the CivicaPay system to be compatible with Windows 10. Following this, the order was placed for the CivicaPay system upgrade in September 2019.

Since the end of September, the training for staff has been completed and the majority of the replacement PCs have been purchased. Some further PCs will be purchased in the near future, installation of the PCs is underway across all service areas and the scheme is on-track for completion by January 2020.

- **Lift replacement at Council Offices (-£87,340):** The contract works start date is later than previously estimated, due to a technical assessment undertaken on the lift installation plans and lead time required by the contractor. The main works will now start in March 2020, with completion planned in June 2020. A significant element of the scheme budget will be moved to the 2020/21 financial year at the time of revising the 2019/20 capital programme, to reflect the amounts estimated to be paid in 2020/21.
- **New Council telephone system (-£45,000):** The preferred supplier for the replacement analogue telephone system was chosen in September 2019 and an order was subsequently placed in October 2019. It has been confirmed that we will update the Contact Centre telephone software for compatibility purposes at the same time as completing the telephone system replacement. The implementation of the replacement telephone system and Contact Centre software upgrade is expected to be completed by March 2020. Final scheme costs are likely to be within the overall £45,000 budget and the revised estimate budget will be reported to this Committee in January 2020.

4 CONCLUSION

- 4.1 At the end of September 2019 £45,241 had been spent or committed. This is only 16.1% of the annual capital programme budget for this Committee.
- 4.2 Out of the eight capital schemes for this Committee, three have been completed and at this stage three are on-track to be completed in-year.
- 4.3 However, the Re-Design of Corporate Website and Lift Replacement at Council Offices schemes will not be completed in-year. Some of the budgets on these schemes will need to be moved to the 2020/21 financial year at the time of revising the 2019/20 capital programme.

SENIOR ACCOUNTANT
PF67-19/AC/AC
8 November 2019

DIRECTOR OF RESOURCES

For further background information please ask for Andrew Cook.
BACKGROUND PAPERS – None

Policy and Finance Committee – Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
COWEB	Re-Design of Corporate Website	30,000	0	0	0	30,000	0	-30,000
COFIR	Corporate Firewall	15,000	0	0	0	15,000	10,855	-4,145
COADM	Committee Administration IT System	20,100	0	0	0	20,100	0	-20,100
REPPC	Replacement PCs	47,100	0	0	18,000	65,100	18,000	-47,100
COLFT	Lift replacement at Council Offices	0	84,050	0	5,340	89,390	2,050	-87,340
QGARR	Queensway Garages – replace roof covering and repairs	0	0	1,830	0	1,830	228	-1,602
CFUPG	Financial system upgrade	0	0	14,120	0	14,120	14,108	-12
PHONE	New Council telephone system	0	0	45,000	0	45,000	0	-45,000
Total Policy and Finance Committee		112,200	84,050	60,950	23,340	280,540	45,241	-235,299

Policy and Finance Committee Individual Scheme Details

Re-Design of Corporate Website

Service Area: ICT

Submitted by: Lawson Oddie

Brief Description of the Scheme:

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

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

Revenue Implications:

None above the existing budgeted revenue charges.

Timescale for Completion:

5 months based on the previous re-design.

Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Total Approved Budget 2019/20	30,000	0	-30,000
ANTICIPATED TOTAL SCHEME COST	30,000		

Progress – Budget Holder Comments:

September 2019: An update report to CMT on proposals has been delayed as the implications of accessibility legislation and options are first evaluated. A report will be presented to CMT in the coming weeks. It is likely that this scheme will need to be moved to the 2020/21 financial year at the time of revising the capital programme, albeit that other work in-house without external costs will need to be undertaken over the coming months in this financial year.

July 2019: Officers are currently in discussions with suppliers and quotes have been received, including an option to move to an alternative supplier. A suggested way forward will be reported to CMT by October 2019. The planned completion date for the scheme will be known once the preferred solution has been agreed with CMT and the timescale then agreed with the chosen supplier. Therefore, there is a possibility that the scheme may not be fully completed by year-end.

Policy and Finance Committee Individual Scheme Details

Corporate Firewall

Service Area: ICT

Submitted by: Lawson Oddie

Brief Description of the Scheme:

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

Revenue Implications:

None above the existing budgeted revenue charges.

Timescale for Completion:

2-3 months depending on hardware availability.

Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Total Approved Budget 2019/20	15,000	10,855	-4,145
ANTICIPATED TOTAL SCHEME COST	10,855		

Progress – Budget Holder Comments:

September 2019: SCHEME COMPLETE - The IT consultancy input to complete the scheme was delivered and paid for in August 2019.

July 2019: The hardware and software elements of the scheme were purchased by the end of July 2019. The IT consultancy input to complete the scheme has subsequently been delivered and paid for in August 2019.

Policy and Finance Committee Individual Scheme Details

Committee Administration IT System

Service Area: Chief Executive's Department

Submitted by: Diane Rice

Brief Description of the Scheme:

This system will provide web-based access, storage and management of Council documents for members and officers.

Members will be able to:

- set up bespoke access to the committee papers and other documents that suits their individual needs
- add in personal notes on documents
- store all this information on their iPads; and
- link in with social media communication channels.

A small number of additional iPads will support committee administration in the Civic Suite.

The scheme will also potentially streamline committee admin, reducing costs for printing and delivery, moving away from paper based committee documents.

Revenue Implications:

Year 1: Restricted App annual costs, £3,100.

Year 2 onwards: Annual support and maintenance and Restricted App annual costs, £10,300.

Possible future printing and delivery reduced costs but no accurate estimate available.

Timescale for Completion:

2019/20.

Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Total Approved Budget 2019/20	20,100	0	-20,100
ANTICIPATED TOTAL SCHEME COST	20,100		

Progress – Budget Holder Comments:

September 2019: The preferred supplier was approved by this Committee in September 2019 and a three year agreement has been signed with the preferred supplier. Installation and implementation dates will be confirmed shortly. Thus, installation and implementation of the system and associated hardware purchases are on-track for completion by March 2020.

**Policy and Finance Committee
Individual Scheme Details**

July 2019: An initial meeting has been held with the proposed supplier and a formal quote received. A report on the suggested solution and proposed supplier is included elsewhere on this meeting's agenda. If that suggested solution is approved by this Committee, then officers aim to complete the system and hardware implementation by March 2020, to allow use of the new Committee Administration system from the beginning of the new municipal year in May 2020.

Policy and Finance Committee Individual Scheme Details

Replacement PCs

Service Area: ICT

Submitted by: Lawson Oddie

Brief Description of the Scheme:

We have just recently had notification that extended support for Windows 7 will cease on 14 January 2020. Without such support we are unable to operate such PCs on the council network. Based on our current desktops this move to Windows 10 will affect 169 PCs and the majority (115) will either not support Windows 10 or the performance would be very poor.

Whilst some PC replacements can be accommodated in the lead up to January 2020, some other PCs will be approaching end of life.

This bid proposes the replacement of 115 PCs with those of a specification that should help assure an anticipated usable life of around 5 years.

Further considerations and planning may require a change in the phasing of these replacements and PC specifications.

Revenue Implications:

None identified.

Timescale for Completion:

Required to be in place by January 2020.

Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Original Estimate 2019/20	47,100		
Additional Approval 2019/20	18,000		
Total Approved Budget 2019/20	65,100	18,000	-47,100
ANTICIPATED TOTAL SCHEME COST	65,100		

Progress – Budget Holder Comments:

September 2019: The scheme budget was increased to £65,100 after £18,000 additional budget was approved by this Committee in September 2019 in respect of upgrading the CivicaPay system to be compatible with Windows 10. Following this, the order was placed for the CivicaPay system upgrade in September 2019.

Since the end of September, the training for staff has been completed and the majority of the replacement PCs have been purchased. Some further PCs will be purchased in the near future, installation of the PCs is underway across all service areas and the scheme is on-track for completion by January 2020.

**Policy and Finance Committee
Individual Scheme Details**

July 2019: Officers are currently looking to progress the purchase of replacement PCs and organise short training sessions on Windows 10 and Office 2019 prior to roll out. Aiming for PCs to be purchased and operational by the end of January 2020.

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 including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Original Estimate 2019/20	0		
Budget Moved from 2018/19	84,050		
Additional Approval 2019/20	5,340		
Total Approved Budget 2019/20	89,390	2,050	-87,340
Actual Expenditure 2018/19	2,950		
ANTICIPATED TOTAL SCHEME COST	92,340		

Policy and Finance Committee Individual Scheme Details

Progress - Budget Holder Comments

September 2019: The contract works start date is later than previously estimated, due to a technical assessment undertaken on the lift installation plans and lead time required by the contractor. The main works will now start in March 2020, with completion planned in June 2020. A significant element of the scheme budget will be moved to the 2020/21 financial year at the time of revising the 2019/20 capital programme, to reflect the amounts estimated to be paid in 2020/21.

July 2019: The main contract work was out to tender at the end of July 2019. The contract has now been let with a start date expected for early 2020. Given the nine-week estimate for completion of works, it is hoped that the main contract work will be completed by March 2020, but this is dependent on the actual start date agreed and delivery of works without delay.

Whatever happens with the timing of the works, the scheme will not be financially complete at the end of 2019/20, as the main contract retention payment, based on 5% of the final contract costs, cannot be paid until twelve months after the completion of the main work on the contract. The latest estimate of this retention amount is £4,280.

The scheme budget has been re-assessed, now that the main contract has been let. The latest estimate for the full scheme costs is £92,340, with £89,390 of this being the budget required for 2019/20 and 2020/21. The increase of £5,340 from the original budget is due to higher main contract works costs than planned (new regulations require a top drive lift, which has increased beam and loft costs) and expert consultant costs not included in the original budget. This latest estimate does not include any increase for further unforeseen costs.

This Committee is requested to approve the additional budget of £5,340 on this scheme, which can be funded from the Capital earmarked reserve.

December 2018: The work specification needs to be completed before the scheme is put out to tender. The work specification is expected to be completed in 2018/19 at an estimated cost of £2,950. However, the time then required for the tendering and contractor selection means that no spend will take place on the main contract work before the end of 2018/19. Thus, it is recommended that the revised estimate budget is reduced to £2,950 and the remaining budget of £84,050 is moved to the 2019/20 financial year.

September/October 2018: No change to August 2018 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

Queensway Garages – replace roof covering and repairs (Slippage)

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 including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Original Estimate 2019/20	0		
Slippage from 2018/19	1,830		
Total Approved Budget 2019/20	1,830	228	-1,602
Actual Expenditure 2018/19	18,169		
ANTICIPATED TOTAL SCHEME COST	18,397		

Progress - Budget Holder Comments

July 2019: SCHEME COMPLETE - Snagging work was completed in April 2019.

March 2019: The main work on the scheme is complete. The only work still to be completed at 31 March 2019 was final snagging work on some roof joints. Slippage of £1,830 into the 2019/20 financial year is required to cover the cost of the roof joint snagging work plus some contingency.

**Policy and Finance Committee
Individual Scheme Details**

December 2018: The main scheme work has been completed at a cost of £17,845, which is lower than the original estimate budget of £23,000, but there is the potential that final snagging work will be required. Thus, it is recommended that the revised estimate is set at £20,000 to ensure some budget is set aside to cover any snagging work required.

September/October 2018: The scheme is still close to completion but officers are still awaiting agreement from some residents on gaining access to the rear of their garages to complete the final part of the work. It is expected that the scheme will be completed in-year, subject to gaining the access required.

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

Financial system upgrade (Slippage)

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 including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Original Estimate 2019/20	0		
Slippage from 2018/19	14,120		
Total Approved Budget 2019/20	14,120	14,108	-12
Actual Expenditure 2018/19	32,330		
ANTICIPATED TOTAL SCHEME COST	46,438		

Progress - Budget Holder Comments

September 2019: SCHEME COMPLETE - Both versions of the software have been fully upgraded and training completed for finance staff. Other staff will now gradually be moved over to using the Web version of the software.

July 2019: The software upgrade has been completed. Training is to be undertaken at the end of September 2019, with Go Live completion planned for October 2019.

March 2019: A significant amount of work has been completed on the scheme, namely purchase of the software required and initial upgrade and migration work in the test environment. There have been some delays which mean

**Policy and Finance Committee
Individual Scheme Details**

that final testing and the final live upgrade to the web-based version will now be completed in 2019/20. Slippage of £14,120 into the 2019/20 financial year is needed to cover the costs of final testing and the final upgrade to the web-based version of our financial systems.

September/October 2018: The initial upgrade and migration work has been completed in the test environment. Testing is almost complete on the Rich Client version. Once this has been tested and rolled out to users, work will be finalised on moving over to the latest web version of the system, with further consultancy from the software company and testing before go-live. There have been some delays on testing which is likely to push completion to January/February 2019.

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

New Council telephone system (Slippage)

Service Area: Council Offices

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 including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Original Estimate 2019/20	0		
Slippage from 2018/19	45,000		
Total Approved Budget 2019/20	45,000	0	-45,000
Actual Expenditure 2017/18	0		
Actual Expenditure 2018/19	0		
ANTICIPATED TOTAL SCHEME COST	45,000		

Policy and Finance Committee Individual Scheme Details

Progress – Budget Holder Comments:

September 2019: The preferred supplier for the replacement analogue telephone system was chosen in September 2019 and an order was subsequently placed in October 2019. It has been confirmed that we will update the Contact Centre telephone software for compatibility purposes at the same time as completing the telephone system replacement. The implementation of the replacement telephone system and Contact Centre software upgrade is expected to be completed by March 2020. Final scheme costs are likely to be within the overall £45,000 budget and the revised estimate budget will be reported to this Committee in January 2020.

July 2019: Following the completion of work obtaining quotes and making supplier/site visits, the preferred supplier will be chosen by the end of September 2019. At this stage, installation of the replacement system is expected to be completed by March 2020.

March 2019: The scheme is at the quote stage. Initial quotes have been received from three suppliers and a fourth quote is being sought in line with contract procedure rules. A site visit has been scheduled for 19 June 2019 to visit the fourth supplier for a full demonstration of their proposed solution. Following this visit a report outlining options for replacement telephony and associated costings will be submitted to CMT for consideration. Slippage of £45,000 into the 2019/20 financial year is required to complete the delivery of the replacement telephone system.

December 2018: Officers are currently in the process of obtaining quotes for the replacement system, following further work undertaken on the options available within the current capital budget. The quotes are likely to be reported to CMT in February 2019 before the preferred supplier is confirmed. At this stage, it is unlikely that the scheme will be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.

September/October 2018: Following input from CMT, further work is on-going with regard to the options being considered for a preferred solution. The preferred solution will be reported to CMT and a future Policy and Finance Committee meeting before quotes are requested from suppliers. At this stage, there is no guarantee that the scheme will be completed within the 2018/19 financial year. Slippage into 2019/20 will be requested for any unspent budget at year-end.

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.

**Policy and Finance Committee
Individual Scheme Details**

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.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 19

meeting date: 19 NOVEMBER 2019
title: OVERALL CAPITAL MONITORING 2019/20
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 September 2019.

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 Eighteen schemes, totalling £2,429,140, were approved for inclusion in the overall capital programme original estimate budget by the Special Policy and Finance Committee and Full Council at their respective meetings in February 2019 and March 2019.

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

- The 2018/19 capital programme budgets for two schemes, totalling £259,050, were moved from 2018/19 to the 2019/20 capital programme, following assessment of the progress on those schemes when the 2018/19 revised capital programme budget was set in January 2019.
- The 2019/20 budget for one scheme has been reduced by £2,290 because £2,292 was spent on necessary early work on that scheme towards the end of the 2018/19 financial year.
- There were eleven 2018/19 capital schemes that were not completed by 31 March 2019 and had unspent budget available at that date. The total unspent budget on these schemes was £678,270 and this is known as slippage. This slippage has been transferred into the 2019/20 capital programme budget.
- Additional budget approvals, totalling £735,130, have been granted on seven capital schemes so far in 2019/20.

2.3 Consequently, the total approved budget for the 2019/20 overall capital programme of thirty three schemes is £4,099,300.

3 CAPITAL MONITORING 2019/20

3.1 The table overleaf summarises the overall capital programme by committee, showing the total approved budget, actual expenditure and remaining budget as at the end of September 2019. Annex 1 shows the overall capital programme by scheme, including budget, actual expenditure and remaining budget as at the end of September 2019.

Committee	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Community Services	1,912,440	-2,290	57,870	11,500	1,979,520	1,748,556	-230,964
Planning and Development	14,500	0	26,420	324,920	365,840	182,210	-183,630
Policy and Finance	112,200	84,050	60,950	23,340	280,540	45,241	-235,299
Health and Housing	370,000	175,000	451,280	375,370	1,371,650	267,523	-1,104,127
Economic Development	20,000	0	81,750	0	101,750	0	-101,750
OVERALL TOTAL	2,429,140	256,760	678,270	735,130	4,099,300	2,243,530	-1,855,770

3.2 At the end of September 2019 £2,243,530 had been spent or committed. This is 54.7% of the overall capital programme budget for 2019/20.

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

- fourteen schemes are currently on-track to be completed in-year
- three schemes may not be fully completed in-year
- three schemes are in progress but will not be fully completed in-year; and
- two schemes are on-going Housing grants schemes.

3.4 Progress on the schemes with the largest remaining budgets is as follows:

- **Play Area Improvements 2019/20 (-£36,730):** Work in August and September has been on playgrounds checking and minor work by the Grounds Maintenance team plus time input from the Amenity Cleansing Manager. The playground assessments after the school summer holidays have identified improvement and refurbishment works across various play areas. The allocation of some work to internal staff and obtaining external quotes for the rest of the work will be completed by early December 2019, with the aim of completing all the works in early 2020. Further improvement works may also be required in-year if regular playground assessment checks or insurance condition surveys identify any improvement work.
- **Replacement of CCTV System (-£60,000):** CCTV requirements have now been specified. After meeting with the Police and discussion with Corporate Management Team, two additional cameras have been added to the scheme as provisional items. These may be included in the scheme if there is budget available after tenders are returned. Tenders are to be requested in November 2019. The aim is for the scheme to be completed by March 2020.

- **Edisford Sports Complex (-£114,271):** The main contract work is substantially complete and the new 3G pitches are operational. There is still some drainage, fencing and contract snagging work to be completed and this is expected to be finished by November 2019.

Expenditure and all contract commitments on the scheme at the end of September 2019 was £1,313,879, which is within both the original estimate budget of £1,428,150 and also within the revised budget of £1,320,720, which was set for the scheme and reported to this Committee in September 2019. Whilst unexpected costs may arise at any point during a project of this size, it is estimated at this stage that the scheme will be delivered in line with the revised budget for the full scheme of £1,323,010.

The revised budget, including the contract retention budget to be moved to 2020/21, will be included in the Capital Programme Revised Estimate budget to be set in January 2020.

- **Replacement of Plotter/Copier in the Planning Section (-£14,500):** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The changed plotting/copying requirements in the Planning section will be considered alongside the wider review. As a result, it is unlikely that this scheme will be completed in-year.
- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update (-£26,420):** This scheme is on hold awaiting the outcome of the wider process review in the Planning section. The current elements included in this capital scheme need to be compatible with the functionality of the Planning system going forwards and may change as a result of the wider process review. As a result, it is unlikely that this scheme will be completed in-year.
- **Primrose Lodge Blue and Greenway Project (-£142,710):** The first key trigger point has been met in relation to the costs of de-silting works at Primrose Lodge and the Council paid a contribution of £182,210 to Ribble Rivers Trust in September 2019. The Trust have confirmed that the fish pass element of the project is now underway and they are aiming to complete those works by Easter 2020. Given the sums involved in that element of the project, there is a strong possibility that the Council may pay the second and final contribution of £142,705 before financial year-end. This is subject to the fish pass work not being delayed.
- **Re-Design of Corporate Website (-£30,000):** An update report to CMT on proposals has been delayed as the implications of accessibility legislation and options are first evaluated. A report will be presented to CMT in the coming weeks. It is likely that this scheme will need to be moved to the 2020/21 financial year at the time of revising the capital programme, albeit that other work in-house without external costs will need to be undertaken over the coming months in this financial year.
- **Committee Administration IT System (-£20,100):** The preferred supplier was approved by this Committee in September 2019 and a three year agreement has been signed with the preferred supplier. Installation and implementation dates will be confirmed shortly. Thus, installation and implementation of the system and associated hardware purchases are on-track for completion by March 2020.
- **Replacement PCs (-£47,100):** The scheme budget was increased to £65,100 after £18,000 additional budget was approved by this Committee in September 2019 in respect of upgrading the CivicaPay system to be compatible with Windows 10. Following this, the order was placed for the CivicaPay system upgrade in September 2019.

Since the end of September, the training for staff has been completed and the majority of the replacement PCs have been purchased. Some further PCs will be purchased in the near future, installation of the PCs is underway across all service areas and the scheme is on-track for completion by January 2020.

- **Lift replacement at Council Offices (-£87,340):** The contract works start date is later than previously estimated, due to a technical assessment undertaken on the lift installation plans and lead time required by the contractor. The main works will now start in March 2020, with completion planned in June 2020. A significant element of the scheme budget will be moved to the 2020/21 financial year at the time of revising the 2019/20 capital programme, to reflect the amounts estimated to be paid in 2020/21.
- **New Council telephone system (-£45,000):** The preferred supplier for the replacement analogue telephone system was chosen in September 2019 and an order was subsequently placed in October 2019. It has been confirmed that we will update the Contact Centre telephone software for compatibility purposes at the same time as completing the telephone system replacement. The implementation of the replacement telephone system and Contact Centre software upgrade is expected to be completed by March 2020. Final scheme costs are likely to be within the overall £45,000 budget and the revised estimate budget will be set in January 2020.
- **Disabled Facilities Grants (-£445,567):** Committed expenditure at the end of September 2019 was based on twenty-four schemes approved in 2018/19 and thirty-two schemes approved so far in 2019/20. In addition to this, there were a further sixteen applications working towards approval, one currently approved scheme where additional approval may be required to fund further work now identified and there are twenty-two referrals from Occupational Therapists that may become formal applications in the near future. Further referrals and applications are expected in-year.

This grant scheme is demand-led, being dependent on referrals from Occupational Therapists. Therefore, the actual level of committed expenditure for the year as a whole will be dependent on the number of and value of approved referrals in-year. The number of and value of referrals can vary throughout the year and between years. The DFGs budget is monitored by officers on a monthly basis.

- **Landlord/Tenant Grants (-£134,240):** No schemes have been approved so far in 2019/20, but there are now two potential applicants that are likely to make formal applications before Christmas 2019 and Housing officers will continue to promote the scheme. At this stage, there is no certainty that the scheme budget will be fully committed by year-end. However, because this is a demand-led grant scheme, this may change if additional grant applications are made in-year.
- **Clitheroe Market Improvements (-£175,000):** Initial work on this scheme was approved by Health and Housing Committee in September 2019. This initial phase of work comprises erecting new uniform canopies on all cabins, hand painting fascia signs on all cabins, refurbishing the market toilets and removing all stalls in the bullring. This work is currently being programmed in and the work is expected to be completed by early 2020.

An overall budget of £118,000 has been set aside for this initial work in 2019/20. It is currently planned to move any unspent budget on the scheme at year-end into the 2020/21 financial year and to bring a report to a future meeting of Health and Housing Committee in respect of any further improvements proposed to the Market.

- **Longridge Affordable Housing Scheme (-£234,000):** The Council has had an offer accepted on one of the two properties subject to contract and conveyancing is underway. A second property is being considered currently, subject to the budget available and works required. In addition, the lease and management agreement with the registered provider is close to being finalised. At this stage, the scheme is still on-track to be completed in-year, but is dependent on the time taken to complete purchase of and undertake any associated works on the two properties.
- **Chipping Community Housing Grant (-£115,000):** The grant agreement is now in agreed form, subject to the final completion of some supporting documentation. Chipping Land Trust now plan to complete the purchases before the end of the calendar year. The Council will pay the grant monies to the Land Trust just prior to completion of the purchases, in line with the grant agreement. The scheme will be complete at that stage.
- **Gateway Signs for Whalley, Longridge and Clitheroe (-£20,000):** The Council is still in dialogue with Lancashire County Council (LCC) to provide site locations for LCC to assess and grant site permissions. Following this, quotes will be obtained for the signs and they can be purchased and installed. At the present time, the aim is still to complete the scheme by March 2020.
- **Economic Development Initiatives (-£81,750):** There are no current schemes in progress which are likely to be funded from this economic development capital pot. Therefore, at this stage there is the possibility that not all of the budget is committed by year-end. However, a number of site opportunities are being explored and will be the subject of future reports.

4 CONCLUSION

- 4.1 At the end of September 2019 £2,243,530 had been spent or committed. This is 54.7% of the overall capital programme budget for 2019/20.
- 4.2 Eleven schemes have been completed already. Based on the review of progress on each of the remaining twenty two schemes, at this stage:
- fourteen schemes are currently on-track to be completed in-year
 - three schemes may not be fully completed in-year
 - three schemes are in progress but will not be fully completed in-year; and
 - two schemes are on-going Housing grants schemes.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF68-19/AC/AC
8 November 2019

For further background information please ask for Andrew Cook.
BACKGROUND PAPERS – None

Overall Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Community Services Committee								
PLAYT	Play Area Improvements 2019/20	40,000	0	0	0	40,000	3,270	-36,730
REPWB	Replacement of Refuse Wheelie Bins	10,000	0	0	0	10,000	10,000	0
RCCTV	Replacement of CCTV System	60,000	0	0	0	60,000	0	-60,000
RVHNX	Replacement of Refuse Collection Vehicle VU60 HNX	227,000	0	0	0	227,000	224,602	-2,398
RVTKN	Replacement of Paper Collection Vehicle VU06 TKN	50,000	0	0	0	50,000	51,321	1,321
GVGMW	Replacement Gang Mower (rvbc009)	30,000	0	0	0	30,000	24,400	-5,600
GVBYS	Replacement Mini Tractor with Bucket PN05 BYS	22,000	0	0	0	22,000	18,575	-3,425
GVJCB	Replacement of JCB Gravemaster Digger (rvbc005)	29,000	0	0	0	29,000	29,400	400
AABED	Automatic Access Barrier – Edisford River Bank	14,000	0	0	0	14,000	8,238	-5,762
ESCPX	Edisford Sports Complex	1,430,440	-2,290	0	0	1,428,150	1,313,879	-114,271
PLAYS	Play Area Improvements 2018/19	0	0	18,870	0	18,870	18,315	-555
GVKJJ	Replacement Truck (Ford) c/w tail lift PE60 KJJ	0	0	37,500	0	37,500	35,740	-1,760
CPPAY	Off-Street Car Parks – Update of Payment Systems	0	0	1,500	0	1,500	0	-1,500
CPHFT	Replacement of Leased Car Parking Van KR16 HFT	0	0	0	11,500	11,500	10,816	-684
Total Community Services Committee		1,912,440	-2,290	57,870	11,500	1,979,520	1,748,556	-230,964

Overall Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Planning and Development Committee								
PLOTT	Replacement of Plotter/Copier in the Planning Section	14,500	0	0	0	14,500	0	-14,500
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	0	26,420	0	26,420	0	-26,420
PRMLG	Primrose Lodge Blue and Greenway Project	0	0	0	324,920	324,920	182,210	-142,710
Total Planning and Development Committee		14,500	0	26,420	324,920	365,840	182,210	-183,630
Policy and Finance Committee								
COWEB	Re-Design of Corporate Website	30,000	0	0	0	30,000	0	-30,000
COFIR	Corporate Firewall	15,000	0	0	0	15,000	10,855	-4,145
COADM	Committee Administration IT System	20,100	0	0	0	20,100	0	-20,100
REPPC	Replacement PCs	47,100	0	0	18,000	65,100	18,000	-47,100
COLFT	Lift replacement at Council Offices	0	84,050	0	5,340	89,390	2,050	-87,340
QGARR	Queensway Garages – replace roof covering and repairs	0	0	1,830	0	1,830	228	-1,602
CFUPG	Financial system upgrade	0	0	14,120	0	14,120	14,108	-12
PHONE	New Council telephone system	0	0	45,000	0	45,000	0	-45,000
Total Policy and Finance Committee		112,200	84,050	60,950	23,340	280,540	45,241	-235,299

Overall Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of September 2019 £	Remaining Budget as at end of September 2019 £
Health and Housing Committee								
DISCP	Disabled Facilities Grants	320,000	0	360,120	26,370	706,490	260,923	-445,567
LANGR	Landlord/Tenant Grants	50,000	0	84,240	0	134,240	0	-134,240
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	175,000	0	-175,000
CWARM	Affordable Warmth – Capital Grants	0	0	6,920	0	6,920	6,600	-320
LONAH	Longridge Affordable Housing Scheme	0	0	0	234,000	234,000	0	-234,000
CHCHG	Chipping Community Housing Grant	0	0	0	115,000	115,000	0	-115,000
Total Health and Housing Committee		370,000	175,000	451,280	375,370	1,371,650	267,523	-1,104,127
Economic Development Committee								
GWSGN	Gateway Signs for Whalley, Longridge and Clitheroe	20,000	0	0	0	20,000	0	-20,000
ECDVI	Economic Development Initiatives	0	0	81,750	0	81,750	0	-81,750
Total Economic Development Committee		20,000	0	81,750	0	101,750	0	-101,750
OVERALL CAPITAL PROGRAMME 2019/20 TOTAL								
		2,429,140	256,760	678,270	735,130	4,099,300	2,243,530	-1,855,770

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

Agenda Item No 20

meeting date: 19 NOVEMBER 2019
 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 7 November 2019:

	£000	£000	2019/20 %	2018/19 %
Balance Outstanding 1 April 2019		604		
NNDR amounts due	21,341			
Plus costs	2			
Transitional surcharge	44			
Write ons	0			
	21,387			
Less				
- Transitional relief	-241			
- Exemptions	-404			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,234			
- Small Business Rate Relief	-3,273			
- Revaluation 2017, Pub, SSB and Other reliefs	-490			
- Interest Due	0			
- Write Offs	-16			
	-5,658	15,729		
Total amount to recover		16,333		
Less cash received to 7 November 2019		-10,725	65.7	65.6
Amount Outstanding		5,608	34.3	34.4

NB The figures included in the table include not only those charges for 2019/20 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 October 2019 is 66.82% compared with 66.16% at 31 October 2018.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 7 November 2019:

	£000	£000	2019/20 %	2018/19 %
Balance Outstanding 1 April 2019		927		
Council Tax amounts due	49,368			
Plus costs	67			
Transitional relief	0			
Write ons	3			
	49,438			
Less - Exemptions	-717			
- Discounts	-4,406			
- Disabled banding reduction	-59			
- Council Tax Benefit	10			
- Local Council Tax Support	-1,828			
- Write offs	-13			
	-7,013	42,425		
Total amount to recover		43,352		
Less cash received to 7 November 2019		-29,474	68.0	67.4
Amount Outstanding		13,878	32.0	32.6

NB The figures included in the table include not only those charges for 2019/20 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 October 2019 is 68.44% compared to 68.58% at 31 October 2018.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 8 November 2019 is:

	£000	£000
Amount Outstanding 1 April 2019		429
Invoices Raised	2,346	
Plus costs	1	
		2,347
Less credit notes		-55
Total amount to recover		2,721
Less cash received to 8 November 2019		-1,939
Amount outstanding		782

Aged Debtors	000s	%
< 30 days	32	4.12
30 - 59 days	271	34.92
60 - 89 days	13	1.68
90 - 119 days	9	1.16
120 - 149 days	6	0.77
150+ days	445	57.35
	776	100

4.2 A large proportion of the debt outstanding for '150+ days' relates to the recovery of Housing Benefit overpayments, having arisen from reasons including fraud. Recovery action continues on this debt, with some being paid by instalments or recovered from other continuing benefits through the DWP.

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 2019/2020

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 July 2019 – 30 September 2019	Average Performance
6.9 days	3.34 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 July 2019 – 30 September 2019	Top grade 4 for all LA's 2007/08
20 days	11.16 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 July 2019 - 30 September 2019:

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.	143.29

Performance Measure	%
The amount of Housing Benefit (HB) overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year plus amount of HB overpayments identified during the period.	15.28
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.	0.46

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

PF63-19/ME/AC
7 November 2019

For further information please ask for Mark Edmondson.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Agenda Item No. 21

meeting date: TUESDAY, 19 NOVEMBER 2019
title: REGULATION OF INVESTIGATORY POWERS ACT 2000 (“RIPA”)
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: STEPHEN BARKER – SOLICITOR

1. PURPOSE

1.1 To report to Committee upon the Council’s use of its powers under the Regulation of Investigatory Powers Act 2000.

1.2 Relevance to the Council’s ambitions and priorities:

- Council Ambitions – To prevent and/or detect crime or disorder, whilst respecting individuals’ rights under the European Convention on Human Rights (“**ECHR**”) and the Human Rights Act 1998 (“**HRA**”), and ensuring compliance with the Regulation of Investigatory Powers Act 2000 (“**RIPA**”).
- Community Objectives – None.
- Corporate Priorities – None.
- Other Considerations – None.

2. BACKGROUND

2.1 RIPA came into force on 25 September 2000; its aim is to strike a balance between protecting individuals’ rights under Article 8 ECHR and the HRA and the need for investigatory powers to protect the interests of society as a whole. RIPA allows the Council to carry out directed surveillance and/or use covert human intelligence sources (“**CHIS**”) lawfully if it is authorised in accordance with the provisions of RIPA, it is necessary for the purpose of preventing or detecting crime or disorder, it is proportionate to the aims, which it seeks to achieve, and any authorisation receives judicial approval.

3. ISSUES

3.1 The Council has a policy which sets out how it will deal with RIPA. This policy was last reviewed and approved by Committee in November 2018. Committee also approved the reporting of the Council’s use of RIPA to elected members on a six-monthly basis as an information report.

3.2 The Council has over the last several years not used RIPA and this trend has continued with there being no use in the last 6 months.

4. RISK ASSESSMENT

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

- Resources – None

- Technical, Environmental and Legal – None
- Political – None.
- Reputation – By reporting its usage of RIPA to elected members as recommended demonstrates the Council's commitment to its proper usage of its powers.

5. **RECOMMENDED THAT COMMITTEE**

5.1 Note the content of this report.

MARSHAL SCOTT
CHIEF EXECUTIVE

STEPHEN BARKER
SOLICITOR

BACKGROUND PAPERS

None.

For further information please ask for Stephen Barker, on extension 3216.

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 19 SEPTEMBER 2019

Present: A Brown, S Hirst, S Hore (Chair), D Peat., J Rogerson, Chief Executive, Director of Resources, Director of Community Services, Director of Economic Development and Planning, Head of Financial Services.

1 Apologies

Cllrs: Cllrs: S Atkinson, S Fletcher, A Knox

2 Minutes of meeting held on 20 August 2019

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

3 Spending Round 2019

3.1 The Director of Resources took members through an update regarding the Spending Round 2019 that had been announced on 4 September 2019. Included within the report was a briefing from the Local Government Association.

3.2 The briefing covered a number of areas, notable areas impacting on this council being:

- Core Spending Power: *£2.9bn increase in Core Spending Power overall – most focused on adult's and children's services.*
- Business Rates and the Fair Funding Review: *baseline funding levels will increase in line with CPI; delay in implementation of 75% business rates retention and the Fair Funding Review until April 2021; 75% business rates pilots will come to an end and no new pilots planned for 2020/21.*
- Council Tax: *assumes 2% maximum council tax increase and a further 2% increase for Adult Social Care Precept (Customary for government to consult on these later in the year)*
- New Homes Bonus: *Legacy payments will be honoured but the scheme for 2020/21 is still for discussion with ministers.*
- Negative Revenue Support Grant: *Funding to remove negative RSG has been continued.*

3.3 There was a discussion on the briefing document, which particularly focused around the implications of the announcements for the Lancashire Business Rates Pilot Pool, and in light of the wording contained in the Spending Round 2019 document, whether it was possible to revert to a 50% pool if the current pool was to come to an end.

4 Budget Forecast 2020/21 to 2022/23

4.1 The Director of Resources took members through an update report on the budget forecast. The report provided details about Public Sector Pay and Price Inflation, Interest rates, the 2019 Spending Round, New Homes Bonus, Business Rates, Council Tax, base budget additions and the latest forecast position.

4.2 There was a discussion on proposed increases to the base budgets for increased refuse collection costs (vehicle maintenance), the impact of the Superannuation Triennial Review and the assumptions made around Growth Items, in that as in in past years any growth items should be met from corresponding savings.

4.3 Based on the assumptions made and the additions to the base budget, the budget shortfall was shown as below:

Reductions in expenditure required in order to achieve a balanced budget	
	£'000
2020/21	0
2021/22	182
2022/23	221

4.4 The next steps in the budget process were explained and advice was also sought regarding increases in fees and charges

- Committees should be seeking to achieve an increase in income from fees and charges to achieve an overall increase of 2%.
- It was recognised that there were some service areas that had seen substantial increases in charges in past years, and that some of these areas may see an increase lower than 2%. As a result it was likely that there would be a consequential impact on the ability of some committees to achieve the full 2% in this review.
- There were no specific concessions/price freezes highlighted as being needed in any service areas by members.

5 Any Other Business

5.1 There were no other items of business.

6 Date and Time of Next Meeting

Previously circulated dates were:

- Wednesday 16 October 2019 4pm
- Tuesday 12 November 2019 5pm
- Thursday 12 December 2019 4pm
- Thursday 16 January 2020 4pm