

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 16 JANUARY 2020** at the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

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

AGENDA

Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting held on 7 November 2019 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

FOR DECISION

- ✓ 5. Revised Capital Programme 2019/20 – report of Director of Resources – copy enclosed.
- ✓ 6. Revised Revenue Budget 2019/20 – report of Director of Resources – copy enclosed.
- ✓ 7. Original Revenue Budget 2020/21 – report of Director of Resources – copy enclosed.

- ✓ 8. Request Additional Ribble Valley Adaptation Funding – report of Director of Economic Development and Planning – copy enclosed.
- ✓ 9. Christmas Market – report of Director of Chief Executive – copy enclosed.
- ✓ 10. Dog Warden Service – report of Director of Chief Executive – copy enclosed.

FOR INFORMATION

- 11. Reports from Representatives on Outside Bodies (if any).

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

FOR DECISION

- ✓ 12. Clitheroe Cemetery – report of Director of Chief Executive – copy enclosed.

FOR INFORMATION

- ✓ 13. Update on Grant Approvals – report of Director of Economic Development and Planning – copy enclosed.
- ✓ 14. Minutes of Strategic Housing Working Group – 6 November 2019 – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

DECISION

Agenda Item No 5

meeting date: 16 JANUARY 2020
title: REVISED CAPITAL PROGRAMME 2019/20
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the 2019/20 revised estimate for this Committee's capital programme.

1.2 Relevance to the Council's ambitions and priorities:

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

2 2019/20 CAPITAL PROGRAMME BACKGROUND

2.1 Two schemes for this Committee's original estimate capital programme, totalling £370,000, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2019 and March 2019 respectively.

2.2 In addition to the original estimate budget, the following budget changes have been made so far in 2019/20:

- The Clitheroe Market Improvements scheme, totalling £175,000, was on hold in 2018/19 and the scheme budget was moved from the 2018/19 capital programme to the 2019/20 capital programme.
- There were three 2018/19 capital housing grants schemes that were not completed by 31 March 2019 and had unspent budget available at that date. The total unspent balance on these schemes, £451,280, is known as slippage. This slippage was transferred into the 2019/20 capital programme budget, after approval by this Committee in June 2019.
- Since approval of the original estimate for this Committee, the Disabled Facilities Grants (DFGs) funding for 2019/20 from Central Government has been confirmed as £346,368. The DFGs scheme budget was initially set at £320,000 on the basis that this would be changed to reflect the confirmed DFGs funding that was received. Therefore, the DFGs 2019/20 budget was increased by an additional approval of £26,370 to £346,370.
- The Longridge Affordable Housing scheme, with a budget of £234,000, was approved for inclusion in this Committee's capital programme by the Policy and Finance Committee in June 2019.
- The Chipping Community Housing Grant scheme, with a budget of £115,000, was initially approved by this Committee in March 2018, subject to the award meeting the requirements of the Community Housing Fund award. The scheme has now been added to this Committee's capital programme in 2019/20, as the grant is expected to be paid in-year.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of six schemes was £1,371,650. This is shown at Annex 1.

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

3 REVISING THE 2019/20 CAPITAL PROGRAMME

3.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the revised estimate is £1,254,710, a reduction of £116,940 from the total approved budget. The reasons for this are:

- **Clitheroe Market Improvements (-£57,000):** A budget of £118,000 is required to cover the estimated costs of the initial work being undertaken in-year, as approved by this Committee in September 2019. This leaves £57,000 of the £175,000 original scheme budget available for further work in future.

It is recommended that the 2019/20 revised estimate for the scheme is reduced to £118,000 and that £57,000 is moved into the 2020/21 financial year. In addition, a report will be brought to a future meeting of this Committee in respect of the further improvements proposed to the Market.

- **Landlord/Tenant Grants (-£75,940):** No schemes have been approved so far in 2019/20, but there are currently three potential applicants that are interested in making formal applications in-year, at an estimated cost of £58,300. At this stage there is no certainty that the scheme budget will be fully committed by year-end.

Given this, it is recommended that the revised budget is reduced to £58,300 to provide budget cover for the above grant applications that may be approved in-year; that £59,940 is moved into the 2020/21 financial year; and that £16,000 is transferred to the Longridge Affordable Housing Scheme (see below).

- **Longridge Affordable Housing Scheme (+£16,000):** The combined purchase prices of the two properties is £228,000, which is funded by s106 monies received. At this stage, it is estimated the full scheme cost will be £250,000, which is a £16,000 increase from the £234,000 original estimate. The increase is due to the combined purchase prices of the two properties being higher than budgeted for and the Council having to pay stamp duty on both properties, which was not anticipated when the scheme budget was set.

After discussions with the Chief Executive and Director of Economic Development and Planning, it is recommended that £16,000 of budget currently remaining on the Landlord/Tenant Grants scheme is transferred to this scheme to fund the additional budget required, so the revised estimate is proposed at £250,000.

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

Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Revised Estimate 2019/20 £	Budget Moved to 2020/21 £	Actual Expenditure including commitments for 2019/20 as at end of November 2019 £
370,000	175,000	451,280	375,370	1,371,650	1,254,710	116,940	424,469

3.3 At the end of November 2019 £424,469 had been spent or committed. This is 33.8% of the revised estimate capital programme for this Committee.

3.4 At this stage, the Affordable Warmth - Capital Grants, Longridge Affordable Housing and Chipping Community Housing Grant schemes are all on-track to be completed in-year. Of the other three schemes in the capital programme:

- the initial phase of works on the Clitheroe Market Improvements scheme is on-track to be completed in-year; and
- spend and commitments on the demand-led Disabled Facilities Grants and Landlord/Tenant Grants schemes are on-going in-year.

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

- **Disabled Facilities Grants (-£355,346):** Committed expenditure at the end of November 2019 was based on twenty-four schemes approved in 2018/19 and forty-seven schemes approved so far in 2019/20. In addition, three currently approved schemes may require additional approvals, there are twenty-five grant applications working towards approval and there are a further eight referrals from Occupational Therapists that may become formal applications in the near future. More referrals are also expected between now and the end of the financial year.

A significant proportion of the £706,490 budget is likely to be committed to approved grants by year-end, given the high number of further approvals that officers may make between now and the end of the financial 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.

- **Landlord/Tenant Grants (-£58,300):** There are currently three potential applicants that are interested in making formal applications in-year. If these potential applications lead to grant approvals in-year, then the revised estimate budget should cover the approved amounts. Housing officers will continue to promote the scheme in-year.
- **Clitheroe Market Improvements (-£51,546):** The 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. The first canopy installations are complete and the market toilets will be open to the public by Christmas 2019.

Some further work on the market toilets will take place in early 2020, alongside the work to complete the installation of the remaining canopies, hand paint the fascia signs, remove the stalls from the bull ring and purchase pop up stalls. The work is currently expected to be completed by the end of February 2020.

- **Longridge Affordable Housing Scheme (-£250,000):** Despite there being no spend by the end of November 2019 the scheme is progressing well. One property was purchased in early December and associated works are planned so that this property may be transferred to the registered provider before year-end. An offer has been accepted on a second property, subject to contract. No completion date has been agreed at this stage but it is estimated that this will be within this financial year.

At this stage, the scheme is on-track to be completed in-year, but is dependent on the purchase completion date for the second property and the time taken to undertake the associated works on the two properties.

- **Chipping Community Housing Grant (-£115,000):** The purchase of the three properties by Chipping Community Land Trust has been delayed until 2020. However, the Trust still plan to complete the purchases in February or March 2020 and the grant agreement that underpins this scheme is close to being finalised. The Council will pay the grant monies to the Trust just prior to completion of the purchases, in line with the grant agreement, and the scheme will be complete at that stage.

4 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see £116,940 of budget moved in to the 2020/21 financial year, together with the associated capital financing resources.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

5 CONCLUSION

5.1 The revised estimate for this Committee's capital programme is £1,254,710, with £116,940 being proposed to be moved in to the 2020/21 financial year.

5.2 It is also recommended that £16,000 is transferred from the Landlord/Tenant Grants scheme to the Longridge Affordable Housing Scheme to fund the additional budget required.

5.3 At the end of November 2019 £424,469 had been spent or committed. This is 33.8% of the revised estimate capital programme for this Committee.

5.4 At this stage, of the six schemes in the capital programme, three are on-track to be completed in-year, one is on-track to have an initial phase of works completed and the demand-led Disabled Facilities Grants and Landlord/Tenant Grants schemes are on-going in-year.

6 RECOMMENDED THAT COMMITTEE

6.1 Approve the 2019/20 revised estimate of £1,254,710 for this Committee's capital programme, as set out in Annex 1.

6.2 Approve the transfer of the following capital budgets from 2019/20 to 2020/21:

- Clitheroe Market Improvements, £57,000.

- Landlord/Tenant Grants, £59,940.

6.3 Approve the transfer of £16,000 capital budget in 2019/20 from the Landlord/Tenant Grants scheme to the Longridge Affordable Housing scheme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH1-20AC/AC
20 December 2019

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

HEALTH AND HOUSING COMMITTEE – REVISED 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 £	Revised Estimate 2019/20 £	Budget Moved to 2020/21 £	Actual Expenditure including commitments for 2019/20 as at end of November 2019 £
DISCP	Disabled Facilities Grants	320,000	0	360,120	26,370	706,490	706,490	0	351,144
LANGR	Landlord/Tenant Grants	50,000	0	84,240	0	134,240	58,300	59,940	0
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	175,000	118,000	57,000	66,454
CWARM	Affordable Warmth – Capital Grants	0	0	6,920	0	6,920	6,920	0	6,871
LONAH	Longridge Affordable Housing Scheme	0	0	0	234,000	234,000	250,000	0	0
CHCHG	Chipping Community Housing Grant	0	0	0	115,000	115,000	115,000	0	0
Total Health and Housing Committee		370,000	175,000	451,280	375,370	1,371,650	1,254,710	116,940	424,469

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 6

meeting date: 16 JANUARY 2020
title: REVISED REVENUE BUDGET 2019/20
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2019/20 for this Committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2019.
- 2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the Council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2018/19 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 The original budget for 2019/20 included provision for pay increases at 3% and price increases at 2%.
- 3.3 Whilst our committee income and expenditure may increase or decrease at the revised estimate, items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.
- 3.4 In addition to the use of data on past performance there have been detailed discussions with budget holders and heads of service on past service provision and future plans, playing an integral part in the budget setting process.
- 3.5 Furthermore, decisions and actions required as a result of committee meetings are incorporated in to the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.
- 3.6 As part of the setting of the revised estimate, this report is now presented to Committee to seek comment and approval. Once approved by this Committee, the revised estimate will be reported to Special Policy and Finance Committee.

3.7 The proposed revised estimate for this Committee is now presented in the following section, with details of the movements that affect this revision being detailed in Annex 1. There are also details of the current actual position as at the end of November 2019 against the profiled Original Estimate and alongside the proposed Revised Estimate in Annex 2.

4 PROPOSED REVISED REVENUE BUDGET 2019/20

4.1 A comparison between the original and revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Original Estimate 2019/20	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2019/20
APLAC: Alma Place Unit	1,820	-400		40	390	1,850
AWARM: Affordable Warmth	250	280				530
CLAIR: Clean Air	1,830	850		-310		2,370
CLAND: Contaminated Land	10,060			-910		9,150
CLCEM: Clitheroe Cemetery	32,970	8,900	-12,440	3,570		33,000
CLDCY: Closed Churchyards	0	1,300		8,120		9,420
CLMKT: Clitheroe Market	-49,910	870	510	-1,820	550	-49,800
CMGHH: Community Groups - Health & Housing	21,890			-3,790		18,100
COMNL: Common Land	2,300			80		2,380
CTBEN: Localised Council Tax Support Administration	162,470	-440	-9,930	2,800		154,900
DOGWD: Dog Warden & Pest Control	117,350	1,860	6,780	-9,540		116,450
ENVHT: Environmental Health Services	330,190	-1,800	1,640	11,620		341,650
HGBEN: Housing Benefits Administration	129,460	8,000	-14,690	4,610		127,380
HOMEE: Home Energy Conservation	4,980			890		5,870
HOMES: Homelessness Strategy	55,100		4,910	-30		59,980
HSASS: Housing Associations	6,210			400		6,610
HSTRA: Housing Strategy	34,070	530	-710	-1,670		32,220

Cost Centre and Description	Original Estimate 2019/20	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2019/20
IMPGR: Improvement Grants	87,570	150	-2,120	-19,830		65,770
JARMS: Joiners Arms	35,920	1,490	-570	-1,720	-730	34,390
SHARE: Shared Ownership Rents	-1,280			880		-400
SUPPE: Supporting People	6,890	46,790	-58,490	590		-4,220
UCRED: Universal Credit	12,640			1,160		13,800
Grand Total	1,002,780	68,380	-85,110	-4,860	210	981,400
Associated Movements in Earmarked Reserves						
CPBAL/H330 Capital Reserve	10,610	1,150	-4,180	0	0	7,580
HGBAL/H337 Equipment Reserve	0	-4,840	0	0	0	-4,840
HGBAL/H339 Housing Related Grants Reserve	30,000	-280	13,560	0	0	43,280
Net after Movements in Earmarked Reserves	1,043,390	64,410	-75,730	-4,860	210	1,027,420

4.2 The difference between the revised and original estimate is a decrease in net expenditure of £21,380 and a decrease in net expenditure of £15,970 after allowing for movements in earmarked reserves.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

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

Description	Variance - Original Estimate 2019/20 to DRAFT Revised Estimate 2019/20 £
<p>CLCEM - Clitheroe Cemetery Estimated increases in interments income and exclusive woodland burial rights income in-year, based on a higher number of interments and higher levels of exclusive woodland burial rights purchased for the year-to-date and recent years' trends in these demand-led income areas.</p>	-12,440
<p>CTBEN - Localised Council Tax Support Administration Following the introduction of Local Council Tax Support and the move from Council Tax Benefit, any previous years' overpayments of Council Tax Benefit recovered by the Council are now retained by the Council, whilst any back payments of Council Tax Benefit to claimants falls on the Council. These amounts are not budgeted for at original estimate because they cannot be estimated. The likely net position for 2019/20 is net retained overpayments of £10,020.</p>	-10,020
<p>CLDCY - Closed Churchyards From 2019/20, the costs of grounds maintenance work on closed churchyards that the Council has responsibility for is being charged to a new Closed Churchyards cost centre under this Committee. The costs were previously charged elsewhere under Community Services Committee. This transfer of costs between committees was not known about at original estimate stage, so the budget has now been transferred between the two committees at revised estimate stage.</p>	8,120

6 CONCLUSION

6.1 The difference between the revised and original estimate is a decrease in net expenditure of £15,970 after allowing for transfers to and from earmarked reserves.

7 RISK ASSESSMENT

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

- Resources: Approval of the revised estimate would see a decrease in net expenditure of £21,380 and a decrease in net expenditure of £15,970 after allowing for movements in earmarked reserves.
- Technical, Environmental and Legal: None identified.
- Political: None identified.

- Reputation: Sound financial planning safeguards the reputation of the Council.
- Equality and Diversity: Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

8.1 Approve this Committee's revenue revised estimate for 2019/20.

SENIOR ACCOUNTANT
HH2-20/AC/AC

DIRECTOR OF RESOURCES

23 December 2020

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

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
APLAC: Alma Place Unit					
Premises related expenses - various Lower repairs costs than originally budgeted for and a minor reduction in premises insurance, offset by minor increases in utilities costs.	-400				-400
Support services A minor increase in expenditure following a re-assessment of costs to date and time allocations in the Resources department.			40		40
Depreciation and impairment - depreciation Increase in depreciation charges based on the valuation of the flat.				390	390
Total Alma Place Unit	-400	0	40	390	30
AWARM: Affordable Warmth					
Supplies and services - purchase of equipment and materials Purchase of smoke and carbon monoxide alarms in-year to be issued to residents of the borough, to be funded from the Affordable Warmth grant monies earmarked reserve.	380				380
Third party payments - other contract payments Minor reduction in home safety/energy efficiency payments, as no further payments will take place in-year.	-100				-100
Total Affordable Warmth	280	0	0	0	280

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CLAIR: Clean Air					
Supplies and services - consultants Annual air quality report 2019 requires completion promptly, but cannot be completed in-house due to a staff vacancy. Thus, it will be undertaken by an external consultant.	850				850
Support services A minor decrease in expenditure following a re-assessment of costs to date and time allocations in the Chief Executive's department.			-310		-310
Total Clean Air	850	0	-310	0	540
CLAND: Contaminated Land					
Support services Decrease in expenditure following a re-assessment of costs to date and time allocations in the Community Services department.			-910		-910
Total Contaminated Land	0	0	-910	0	-910
CLCEM: Clitheroe Cemetery					
Premises related expenses - grave digging The estimated increase in interments and associated income for the year (see below) means increased time and costs on grave digging in-year.	2,330				2,330
Premises related expenses - metered water supplies Increased usage for the year to date, likely to be due to increased usage after an additional tap fitted in the machinery compound and a minor leak.	1,350				1,350

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Premises related expenses - other Minor decreases in business rates and premises insurance costs, offset by a minor increase in sewerage charges.	-60				-60
Supplies and services - non-recurring purchases Additional expenditure on installation of ashes cemetery beams, as approved by this Committee in September 2019. Funded from the Cemetery Beams Equipment earmarked reserve.	4,410				4,410
Supplies and services - purchase of equipment and materials Additional spend on cemetery driveways kerbing work, in addition to regular yearly purchases.	870				870
Support services Net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increase being in the Chief Executive's department.			3,570		3,570
Customer and client receipts - interment fees Estimated increase in interments income in-year, based on a higher number of interments for the year to date and recent years' trends in this demand-led income area.		-8,140			-8,140

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Customer and client receipts - exclusive woodland burial rights Estimated increase in exclusive woodland burial rights income in-year, based on higher levels of exclusive woodland burial rights purchased for the year to date and recent years' trends in this demand-led income area.</p>		-4,300			-4,300
Total Clitheroe Cemetery	8,900	-12,440	3,570	0	30
CLDCY: Closed Churchyards					
<p>Premises related expenses - removal/re-fixing of headstones Budget to cover 50% of the one-off cost of work on fallen and damaged headstones and memorials at Chipping closed churchyard - the cost of the work is being shared with Chipping Church.</p>	1,300				1,300
<p>Support services - grounds maintenance Closed churchyards grounds maintenance work is being charged directly to the new Closed Churchyards cost centre from May 2019. This time was previously charged to the Ribble Valley Parks cost centre within Community Services Committee.</p>			8,120		8,120
Total Closed Churchyards	1,300	0	8,120	0	9,420

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CLMKT: Clitheroe Market					
Premises related expenses - repairs and maintenance Estimated increase in repairs costs for the market in-year, based on the level of work undertaken for the year to date.	1,030				1,030
Premises related expenses - other Lower electricity costs than originally budgeted for and minor reductions in business rates, sewerage supply charges and premises insurance.	-630				-630
Supplies and services - telephone lines Minor increase in market office telephone costs, based on charges for the year to date.	60				60
Supplies and services - publicity Increased advertising, publicity and event related costs for the Christmas markets. These additional costs are covered by increased special events fees (see below).	410				410
Support services - refuse collection Estimated decrease in the refuse collection recharge, based on the percentage of overall tonnage assigned to the market.			-1,160		-1,160

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services Reductions in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in the Chief Executive's and Resources departments.			-970		-970
Depreciation and impairment - depreciation Increase in the depreciation charges based on the valuation of the market site and market cafe.				550	550
Customer and client receipts - market café Increase in rent income from October 2019 included in the new market café lease agreed with the tenant.		-790			-790
Customer and client receipts - cabins Estimated increase in cabins income in-year, based on cabins occupancy levels and income for the year to date and recent years' trends.		-980			-980
Customer and client receipts - stalls Estimated lost income from the planned removal of stalls from the bull ring from January 2020, as part of the Clitheroe Market Improvements scheme, in addition to a reduction in stalls occupancy and income for the year to date.		3,430			3,430

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - pitches and other Estimated minor increase in pitches income in-year, mainly based on a broad estimate that some current stallholders may remain as pitch traders on the market, after the stalls are removed from January 2020 (see above).		-400			-400
Customer and client receipts - special events fees Estimate of additional income from the Christmas markets staged in December 2019.		-750			-750
Miscellaneous recharges - market office recharge to CCTV Estimated minor reduction in the recharge to the CCTV cost centre for use of the market office.			310		310
Total Clitheroe Market	870	510	-1,820	550	110
CMGHH: Community Groups - Health & Housing					
Support services Decrease in expenditure following a re-assessment of costs to date and time allocations in the Economic Development and Planning department.			-3,790		-3,790
Total Community Groups - Health & Housing	0	0	-3,790	0	-3,790
COMNL: Common Land					
Support services A minor increase in expenditure following a re-assessment of costs to date and time allocations in the Chief Executive's department.			80		80
Total Common Land	0	0	80	0	80

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CTBEN: Localised Council Tax Support Admin					
Supplies and services - postages A reduction in letters issued to claimants in recent years, which has resulted in a budget reduction.	-1,000				-1,000
Supplies and services - software maintenance Re-set of budget level for the revenues and benefits system annual support and maintenance costs, due to no inflation increases in recent years.	-940				-940
Supplies and services - other Minor increases in scanning, printing and stationery and subscriptions costs.	280				280
Council Tax Rebates Following the introduction of Local Council Tax Support (LCTS), the Council is still required to make some payments of Council Tax benefit. This expenditure would previously have been fully reimbursed by central government Council Tax Rebate subsidy. However, it is now a cost that has to be borne by the Council. This is the estimated cost for 2019/20, based on payments in-year to date.	1,220				1,220
Support services Increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increase being in the Resources department.			2,800		2,800

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Government grants - Local Council Tax Support Admin Grant Actual Local Council Tax Support administration grant received from MHCLG in 2019/20 was lower than the amount included in the original estimate budget. The Council was informed of the actual yearly allocation after the original estimate budget was set.</p>		1,310			1,310
<p>Overpayments of Council Tax Benefit income Following the introduction of Local Council Tax Support, previous years' overpayments of Council Tax Rebate benefit recovered by the Council in-year are now retained by the Council. This is the estimated amount to be retained in 2019/20, based on amounts recovered in-year to date.</p>		-11,240			-11,240
Total Localised Council Tax Support Admin	-440	-9,930	2,800	0	-7,570
<i>DOGWD: Dog Warden & Pest Control</i>					
<p>Transport related expenses - various Minor increases in vehicle repairs and vehicle insurance costs, partly offset by a minor decrease in diesel costs.</p>	690				690
<p>Supplies and services - purchase of equipment & materials Increase in dog bin lid replacements, an increase in the usage and costs of dog bin bags and additional equipment purchased for the temporary dog warden.</p>	1,000				1,000

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Supplies and services - baits and poisons Reduced baits and poisons purchases.	-500				-500
Third party payments - kennelling fees Estimated increase in costs under the new kennelling contract which started on 1 October 2019 - main increase is in the annual retainer payable.	670				670
Support services - depot Estimated minor increase in recharge costs from Salthill depot.			370		370
Support services Net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decrease being in the Chief Executive's department and due to staffing levels.			-9,910		-9,910
Customer and client receipts - wasps nests treatment and domestic rodent pest treatment Reduced income estimated for the year, based on a lower level of service provision for the year than included in the original estimate budget due to staffing levels.		7,150			7,150

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - other Minor increases in commercial pest control and fixed penalty notices income, offset by a minor decrease in kennelling income.		-390			-390
Other grants and contributions - various Minor decrease in income from pest control work at other Council sites, offset by a minor increase in parish dog bin emptying income.		20			20
Total Dog Warden & Pest Control	1,860	6,780	-9,540	0	-900
ENVHT: Environmental Health Services					
Supplies and services - subscriptions One-off additional yearly subscription to an environmental health technical support provider in 2019/20 to update knowledge within the Environmental Health team.	1,360				1,360
Supplies and services - water samples Lower water samples lab tests costs from less input to private water supplies work in-year. This is due to staff being allocated to other high intensity work areas in summer and staff vacancies in autumn/winter. This reduced expenditure partly offsets the reduced private water samples income budgeted for (see below).	-3,520				-3,520
Supplies and services - other Minor increases in noise monitor maintenance and vet costs, offset by a minor reduction in software maintenance costs.	360				360

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Support services Net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increase being in the Chief Executive's department.</p>			11,620		11,620
<p>Customer and client receipts - private water samples Lower income from less input to private water supplies work in-year. This is due to staff being allocated to other high intensity work areas in summer and staff vacancies in autumn/winter. This reduced income is partly offset by the reduced water samples costs budgeted for (see above).</p>		4,680			4,680
<p>Customer and client receipts - street trading licences Increase in street traders renewing their licences in-year than originally budgeted for.</p>		-2,630			-2,630
<p>Customer and client receipts - animal welfare licences New animal welfare regulations mean that some establishments are now granted licences for longer than one year and this is the case for most animal establishments granted licences in the borough in January 2019. As a result, there is less licence income than originally planned for in 2019/20.</p>		1,720			1,720

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - houses of multiple occupancy licences (HMOs) Additional income from the issue of new houses of multiple occupancy (HMOs) licences in-year.		-920			-920
Customer and client receipts - fixed penalty notices (FPNs) Increase in waste offences FPNs and a minor increase in community protection order FPNs, offset by a minor reduction in litter FPNs income.		-570			-570
Customer and client receipts - other Minor increase in income from environmental protection registration fees, vet inspection fees, tattooing registration fees and food hygiene re-score inspections.		-640			-640
Total Environmental Health Services	-1,800	1,640	11,620	0	11,460
HGBEN: Housing Benefits Administration					
Supplies and services - non-recurring purchases Additional in-year spend on updating the benefits IT system for Local Authority data sharing, which is funded by additional DWP funding in-year (see below).	10,740				10,740
Supplies and services - postages A reduction in letters issued to claimants in recent years, which has resulted in a budget reduction.	-1,000				-1,000

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Supplies and services - software maintenance Re-set of budget level for the revenues and benefits system annual support and maintenance costs, due to no inflation increases in recent years.	-940				-940
Supplies and services - other Minor increases in scanning and printing and stationery costs.	270				270
Support services Increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increase being in the Resources department.			4,610		4,610
Transfer payments - non-HRA rent rebate benefit payments Estimated decrease in payments to claimants, based on rent rebate payments made for the year to date. Reduced costs in-year are broadly reflected by decreased DWP subsidy grant income and MHCLG flexible homelessness support grant income in-year (see below).	-9,280				-9,280
Transfer payments - discretionary housing payments Estimated increase in the discretionary housing payments the Council will pay to some claimants, based on the increased grant funding received from the DWP in-year to support discretionary housing payments (see below).	8,210				8,210

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Government grants - DWP non-HRA rent rebate subsidy Estimated decrease in rent rebate subsidy grant income which reflects the decrease in rent rebates paid out in-year, based on the payments made for the year to date (see above).</p>		7,850			7,850
<p>Government grants - DWP discretionary housing payments grant Increased discretionary housing payments grant funding received from the DWP in-year - this grant income will broadly cover the estimated costs of additional discretionary housing payments made in-year (see above).</p>		-7,710			-7,710
<p>Government grants - MHCLG Flexible Homelessness Support Grant Reduction in the estimate of Flexible Homelessness Support grant received from MHCLG which will be required to be allocated to Housing Benefits to cover rent rebate subsidy not received from the DWP for rent paid on behalf of claimants in temporary accommodation which is above the Local Housing Allowance level. The reduction reflects the decrease in rent rebates paid out in-year, based on the payments made for the year to date (see above).</p>		1,910			1,910

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Government grants - DWP LA Data Sharing IT costs funding Additional DWP funding provided in-year to cover the costs of updating the benefits IT system for Local Authority data sharing (see above).		-10,740			-10,740
Government grants - DWP VEP alerts service funding Additional funding received in-year from the DWP to reflect the burden on the Council of administering the Verify Earnings and Pensions Alerts (VEP) service in-year. The Council had not been notified of this funding at original estimate budget stage.		-6,000			-6,000
Total Housing Benefits Administration	8,000	-14,690	4,610	0	-2,080
HOMEE: Home Energy Conservation					
Support services Increase in expenditure following a re-assessment of costs to date and time allocations in the Economic Development and Planning department.			890		890
Total Home Energy Conservation	0	0	890	0	890
HOMES: Homelessness Strategy					
Support services Minor net reduction in expenditure following a re-assessment of costs to date and time allocations in support services areas.			-30		-30

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Government grants - MHCLG Flexible Homelessness Support Grant Estimated decrease, compared to the original estimate budget, in the Flexible Homelessness Support Grant (FHSG) received in-year that is allocated to the Homelessness Strategy budget to support in-year homelessness spend or is set aside in earmarked reserves at year-end to support homelessness revenue or capital spend in future years. This decrease is due to an estimated £6,820 more FHSG being allocated to the Joiners Arms homelessness unit budget in-year to support increased net expenditure in that area, offset by an estimated £1,910 less FHSG being allocated to the Housing Benefits Administration budget because of estimated lower non-HRA rent rebates payments being made in-year.		4,910			4,910
Total Homelessness Strategy	0	4,910	-30	0	4,880
HSASS: Housing Associations					
Support services Increase in expenditure following a re-assessment of costs to date and time allocations in the Economic Development and Planning department.			400		400
Total Housing Associations	0	0	400	0	400
HSTRA: Housing Strategy					
Supplies and services - various Minor increases in valuation costs, premises insurance, transport costs and subscriptions costs.	530				530

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services Net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decrease being in the Economic Development and Planning department.			-1,670		-1,670
Customer and client receipts - self build and custom house build registration fees The Council can now charge a fee to applicants to cover the costs of administering the self build and custom house build register. This is a new budget for the estimated income in-year.		-480			-480
Customer and client receipts - dwelling rents The Council have purchased a property in Longridge for letting as affordable housing, via a registered housing provider. It is expected to be let from the beginning of March 2020. This is the estimated income in-year.		-230			-230
Total Housing Strategy	530	-710	-1,670	0	-1,850
IMPGR: Improvement Grants					
Supplies and services - printing and stationery One-off purchase of claim forms.	150				150

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Support services Net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in the Economic Development and Planning and Community departments. The significant decrease in the recharge from the Economic Development and Planning department is mainly due to a a fixed term post coming to the end of its term. The post had been provided for in the 2019/20 original estimate budget.</p>			-19,830		-19,830
<p>Customer and client receipts - admin charge - Disabled Facilities Grants Increased income based on an assessment of the number of and value of Disabled Facilities Grants schemes completed in-year to date, in this demand-led income area.</p>		-1,940			-1,940
<p>Customer and client receipts - admin charge - improvement grants At this stage, no Landlord/Tenant Grants schemes are estimated to be completed in-year, so the admin charge budget has been reduced to nil.</p>		2,410			2,410

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Other income - improvement grants This is the repayment of a capital-related home improvement grant paid out in a previous year, which must be initially accounted for within the revenue budget but then set aside in the Capital earmarked reserve at year-end.</p>		-2,590			-2,590
Total Improvement Grants	150	-2,120	-19,830	0	-21,800
JARMS: Joiners Arms					
<p>Employee related expenses - scheme warden Minor increases in scheme warden salary costs, superannuation costs and lump sum superannuation costs, offset by a minor reduction in national insurance costs.</p>	470				470
<p>Premises related expenses - repairs and maintenance Budget of £1,000 moved to another site (Church Walk Toilets) for priority works in-year, as part of managing the repairs budget across all Council sites.</p>	-1,000				-1,000
<p>Premises related expenses - council tax Reduced occupancy at the Joiners Arms for the year to date means increased Council Tax payments in-year for the void periods relating to the self contained flats. This expenditure increase is being covered by use of some of the Flexible Homelessness Support Grant income in 2019/20 (see below).</p>	1,160				1,160

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Premises related expenses - other Estimated increase in electricity costs and a minor increase in sewerage charges, offset by minor decreases in metered water and premises insurance costs.	330				330
Supplies and services - purchase of equipment & materials Increase in purchases due to expenditure on furniture items in-year and the purchase of new CCTV cameras. The cost of some furniture and equipment items in-year will be funded by use of the Joiners Arms Furniture and Equipment reserve (see below).	430				430
Supplies and services - telephone lines Minor increase in telephone and broadband costs.	100				100
Support services Net decrease in expenditure following a re-assessment of costs to date and time allocations in support service areas, with the main decreases being in the Economic Development and Planning and Community departments.			-1,720		-1,720
Depreciation and impairment - depreciation Decrease in the depreciation charges based on the valuation of the property.				-730	-730
Customer and client receipts - electric cards Estimated reduced income expected, based on electric cards income trends in recent years.		590			590

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Customer and client receipts - dwelling rents and former tenants arrears Estimated decrease in rent and service charge income, based on: - lower levels of occupancy at the Joiners Arms homelessness unit for the year-to-date, due to the number and nature of homelessness cases presenting to the Council; and - an increase in former tenants arrears for the year-to-date (on which 100% provision is made in most cases).</p> <p>This income decrease is being covered by use of some of the Flexible Homelessness Support Grant income in 2019/20 (see below).</p>		5,660			5,660
<p>Government grants - MHCLG Flexible Homelessness Support Grant Estimated use of Flexible Homelessness Support Grant income received in-year to cover the increased budget required in-year at the Joiners Arms homelessness unit, as a result of reduced rent income and increased Council Tax void payments (see above).</p>		-6,820			-6,820
Total Joiners Arms	1,490	-570	-1,720	-730	-1,530
SHARE: Shared Ownership Rents					
<p>Support services Increase in expenditure following a re-assessment of costs to date and time allocations in the Economic Development and Planning department.</p>			880		880

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Total Shared Ownership Rents	0	0	880	0	880
SUPPE: Supporting People					
Third party payments - other contract payments Estimated payments to Hyndburn and Ribble Valley Domestic Violence team (HARV) for the provision of the Domestic Violence Outreach Support Service scheme in 2019/20. This is an additional service that was not included in the original estimate budget and has been funded by grant received from MHCLG via Lancashire County Council (see below).	46,790				46,790
Support services Minor increase in expenditure following a re-assessment of costs to date and time allocations in support service areas.			590		590
Other grants and contributions - Domestic Abuse Agreement - LCC grant Grant income from MHCLG via Lancashire County Council to fund the Domestic Violence Outreach Support Service scheme (see above). This is additional funding for an additional service that was not included in the original estimate budget. This income covers April 2019 to June 2020, so the three months funding that relates to 2020/21 will be set aside in the Domestic Abuse Outreach Support Service reserve at year-end.		-58,490			-58,490
Total Supporting People	46,790	-58,490	590	0	-11,110
UCRED: Universal Credit					

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services Increase in expenditure following a re-assessment of costs to date and time allocations in the Resources department.			1,160		1,160
Total Universal Credit	0	0	1,160	0	1,160
Committee Movements - Subtotal	68,380	-85,110	-4,860	210	-21,380
MOVEMENT IN EARMARKED RESERVES					
CPBAL/H330: Capital Reserve Additional funds to be received are now planned to be set aside at 2019/20 year-end to support relevant expenditure in future years, as follows: - Flexible Homelessness Support Grant unspent in 2019/20 set aside to fund Joiners Arms Roof Renewal capital scheme, -£6,770. - Repayment of a capital-related home improvement grant in-year set aside to fund future capital expenditure, +£2,590. One-off amount set aside from the Environmental Health budget in 2019/20 to help fund one-off capital spend on the Civica APP system server move to ensure the system is compatible with Windows from January 2020 onwards, +£1,150.	1,150	-4,180			-3,030

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>HGBAL/H337: Equipment Reserve Additional funds set aside from previous years are now planned to be released at year-end to cover estimated 2019/20 spend, as follows: - Transfer from Clitheroe Cemetery Foundation Beams reserve to fund additional expenditure on installation of ashes cemetery beams, -£4,410. - Transfer from Joiners Arms Furniture and Equipment reserve to fund some furniture and equipment items purchased in-year, -£430.</p>	-4,840				-4,840

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2019/20

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>HGBAL/H339: Housing Related Grants Reserve Additional funds set aside in the Affordable Warmth Grant reserve in previous years are now planned to be released at year-end to cover planned additional Affordable Warmth related expenditure in-year, -£280.</p> <p>Additional funds to be received in-year are now planned to be set aside at 2019/20 year-end to support relevant expenditure in future years, as follows: - Transfer some of the Domestic Abuse Agreement grant received in-year to the Domestic Abuse Outreach Support Service reserve to fund the Domestic Abuse Outreach Support Service between April 2020 and June 2020, +£11,700. - Transfer unspent Flexible Homelessness Support Grant received in-year to the Flexible Homelessness Support Grant reserve at year-end, +£1,860.</p>	-280	13,560			13,280
Total Movement in Earmarked Reserves	-3,970	9,380	0	0	5,410
Total Committee Movements	64,410	-75,730	-4,860	210	-15,970

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to end of November 2019	Actual and Commitments to end of November 2019	Full Year Original Estimate	Proposed Revised Estimate
APLAC	Alma Place Unit	-780	-2,015	1,820	1,850
AWARM	Affordable Warmth	170	418	250	530
BURCR	Burials & Cremations	0	2,343	0	0
CLAIR	Clean Air	342	296	1,830	2,370
CLAND	Contaminated Land	0	0	10,060	9,150
CLCEM	Clitheroe Cemetery	116	-10,228	32,970	33,000
CLDCY	Closed Churchyards	0	0	0	9,420
CLMKT	Clitheroe Market	-102,258	-107,868	-49,910	-49,800
CMGHH	Community Groups - Health & Housing	0	0	21,890	18,100
COMNL	Common Land	450	482	2,300	2,380
CTBEN	Localised Council Tax Support Administration	-14,644	-15,532	162,470	154,900
DOGWD	Dog Warden & Pest Control	13,035	14,096	117,350	116,450
ENVHT	Environmental Health Services	-17,610	-17,268	330,190	341,650
HGBEN	Housing Benefits Administration	268,908	211,780	129,460	127,380
HOMEE	Home Energy Conservation	198	0	4,980	5,870
HOMES	Homelessness Strategy	-14,594	-29,360	55,100	59,980
HSASS	Housing Associations	0	0	6,210	6,610
HSTRA	Housing Strategy	6,336	5,532	34,070	32,220
IMPGR	Improvement Grants	-17,658	-22,537	87,570	65,770
JARMS	Joiners Arms	776	6,000	35,920	34,390
SHARE	Shared Ownership Rents	-1,280	-1,277	-1,280	-400
SUPPE	Supporting People	200	-58,491	6,890	-4,220
UCRED	Universal Credit	-11,190	-11,190	12,640	13,800
Committee Subtotal		110,517	-34,819	1,002,780	981,400
Transfers to / from(-) Earmarked Reserves					
CPBAL/ H330	Capital Reserve	10,610	7,580	10,610	7,580
HGBAL/ H337	Equipment Reserve	0	-4,840	0	-4,840
HGBAL/ H339	Housing Related Grants Reserve	15,080	28,392	30,000	43,280
Subtotal Earmarked Reserves		25,690	31,132	40,610	46,020
Committee Total after Transfers to / from(-) Earmarked Reserves		136,207	-3,687	1,043,390	1,027,420

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 7

meeting date: 16 JANUARY 2020
title: ORIGINAL REVENUE BUDGET 2020/21
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2020/21 for this Committee, for consideration at Special Policy and Finance Committee.

2 BACKGROUND

3 Year Budget Forecast

- 2.1 The Council's three year budget forecast was presented to Policy & Finance Committee in September. Whilst every year it is extremely challenging to predict funding, nearly all of our major income streams are currently very difficult to forecast in the present climate. Our forecast in September predicted the following budget gaps; £0k in 2020/21, £372k in 2021/22, £410k in 2022/23, after allowing for the use of general fund balances.
- 2.2 2019/20 is the last year of the Government's 4 year multi settlement. From 2020/21 we were expecting substantial local government finance reforms. However, in September the Government wrote to all councils announcing that a decision has been taken to delay the implementation of 75% business rates retention and the Fair Funding Review until April 2021. They also announced that 75% business rates pilots will come to an end at the end of March 2020 with no new pilots planned for 2020/21.
- 2.3 Policy and Finance Committee recommend that service committees;
- budget based on the current levels of service provision
 - increase their fees and charges by inflation (2%) where possible; and
 - only consider growth items which can be funded by identified savings.

Spending Round 2019

- 2.4 The Spending Round 2019 was announced on 4 September 2019 and whilst it is for one year only it does provide councils with some certainty as to next year's funding:
- The Chancellor announced some extra funding for adult and children's social care. He also announced that key grants to local government will continue next year.
 - The future of the New Homes Bonus scheme remains uncertain. Legacy payments will be honoured but the scheme for 2020/21 is still for discussion with ministers. We currently rely on £1.105m to fund our revenue budget each year and also use some of our allocation to fund the capital programme.
 - Funding to remove negative RSG will continue for 2020/21.

- A 2% maximum council tax increase and a further 2% increase for Adult Social Care Precept for illustrative purposes. As is customary however, the government will consult on Council Tax Referendum Principles as part of the Local Government Finance Settlement.

General Election

- 2.5 The General Election has resulted in the announcement of the Provisional Local Government Finance Settlement being put back until after the election.
- 2.6 There is also considerable uncertainty with further Local Government Funding as all the major parties set out quite different spending priorities. Hopefully by the time of your meeting the position will be clearer.
- 2.7 Given all of these uncertainties the service committee budgets have been prepared based on the current level of service plus inflation. Where unavoidable service costs have arisen, these are highlighted.

3 BUDGET PROCESS

- 3.1 Presented to Committee for decision in October were the proposed fees and charges for 2020/21. The consequential impact of these approved fees and charges have been incorporated in to the service budgets shown within this report.
- 3.2 Following a great deal of in-depth service analysis and meetings with regard to this Committee's budgets by the Council's accountants, budget holders, heads of service and management team, a proposed draft budget is now presented to members. This budget is agreed as that which best reflects the services of this Committee for the next financial year.
- 3.3 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.
- 3.4 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2020/21 will also be approved.

4 2020/21 DRAFT REVENUE BUDGET

- 4.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay increases at 3% and price increases at 2%.
- 4.2 Within this report the cost centre budgets are shown in the same manner in which they are reviewed. Each cost centre within the report is shown individually. Behind each cost centre are more detailed subjective level budgets, but for the purposes of this report they are summarised into the standard local government CIPFA Service Reporting Code of Practice basis:

- **Employee Related:** this group includes the cost of employees, both direct and indirect to the Council.

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

4.3 As you will see, the draft proposed budget for 2020/21 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below:

- **Original Estimate 2019/20:** This represents the base budget for the Council and assumes no change in service level from that set for the previous year's original estimate.
- **Savings:** Here any savings or additional income that is identified from past service experience or trends would be brought in to the budget to adjust the base budget.
- **Inflation at 3% Pay and 2% Other:** The budget forecast allows for inflation on pay at 3% and prices at 2% (with some exceptions such as grants). This is where the general allowance for inflation is brought into the individual budget areas.
- **Variation to Standard Budgeted Inflation %:** Inevitably, as we undertake detailed work on the budget it becomes evident that there are some items of income or spend that experience a greater or lower level of inflation. This is where we adjusted for those differing levels of inflation. An example is energy costs.
- **Unavoidable Changes to Service Costs:** This relates to changes to a service, for example where costs are demand driven.
- **Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Capital:** Any changes relating to depreciation and impairment are included in this column.

- **DRAFT Original Estimate 2020/21:** The final column is the total of all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

4.4 Detailed in the following section of the report are the individual budget areas under this Committee. Shown are the movements from the 2019/20 Original Estimate, to the DRAFT Original Estimate for 2020/21. Comments are also provided on the main variances.

5 COMMITTEE SERVICE ESTIMATES - DETAILS

5.1 **Cost Centre and Description** APLAC: Alma Place Unit

A one-bedroom property providing move-on accommodation for people previously supported in other homelessness accommodation.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Premises Related Expenditure	1,970		30		80			2,080
Supplies & Services	590		10					600
Support Services	1,000		0			10		1,010
Depreciation and Impairment	1,200		0				390	1,590
Total Expenditure	4,760	0	40	0	80	10	390	5,280
Customer & Client Receipts	-2,940		-60					-3,000
Total Income	-2,940	0	-60	0	0	0	0	-3,000
Net Expenditure	1,820	0	-20	0	80	10	390	2,280

5.2 **Cost Centre and Description** AWARM: Affordable Warmth

Services available to help vulnerable residents stay warm in winter – the services available are dependent on grant provided by Lancashire County Council. This is an estimate of affordable warmth grant funding that will be unspent at the end of 2019/20 and will be rolled forward into 2020/21 to be spent on affordable warmth related purchases and fuel top up grants.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Supplies & Services	0		0		260			260
Third Party Payments	100		0		-100			0
Transfer Payments	150		0					150
Total Expenditure	250	0	0	0	160	0	0	410
Net Expenditure	250	0	0	0	160	0	0	410
Associated Movement in Earmarked Reserves	-250		-10		-150			-410
Net After Earmarked Reserves	0	0	-10	0	10	0	0	0

5.3 **Cost Centre and Description** CLAIR: Clean Air

The Council is required to undertake periodic screening and assessments of local air quality. To meet the requirements, the Council undertakes local air quality monitoring, including localised monitoring of NOx on Whalley Road, Clitheroe, associated with traffic congestion.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Supplies & Services	510		10					520
Support Services	1,320		0			-10		1,310
Total Expenditure	1,830	0	10	0	0	-10	0	1,830
Net Expenditure	1,830	0	10	0	0	-10	0	1,830

5.4 **Cost Centre and Description** CLAND: Contaminated Land

The authority has a statutory duty under Part IIA of the Environmental Protection Act 1990 to produce a contaminated land strategy, setting out how it intends to identify and subsequently see remedied any land in its area that is considered to be contaminated.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Support Services	10,060		0			-1,030		9,030
Total Expenditure	10,060	0	0	0	0	-1,030	0	9,030
Net Expenditure	10,060	0	0	0	0	-1,030	0	9,030

CLAND: Contaminated Land
Commentary on Substantial Budget Changes
<u>Support Services, -£1,030</u>
Decrease in expenditure following a re-assessment of costs and time allocations in the Community Services department.

5.5 **Cost Centre and Description** CLCEM: Clitheroe Cemetery

The Council provides a municipal cemetery service at Clitheroe Cemetery, primarily for the residents of Ribble Valley. This includes traditional burials and interment of ashes, woodland burial and also a remembrance arboretum.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Premises Related Expenditure	72,050		1,430		80			73,560
Supplies & Services	4,400		80					4,480
Support Services	34,000		0			3,500		37,500
Depreciation and Impairment	5,280		0					5,280
Total Expenditure	115,730	0	1,510	0	80	3,500	0	120,820
Customer & Client Receipts	-82,760		-1,650		-2,360			-86,770
Total Income	-82,760	0	-1,650	0	-2,360	0	0	-86,770
Net Expenditure	32,970	0	-140	0	-2,280	3,500	0	34,050

CLCEM: Clitheroe Cemetery

Commentary on Substantial Budget Changes

Support Services, +£3,500

Increase in expenditure following a re-assessment of costs and time allocations in support services areas, with the main increase being in the Chief Executive's department.

Customer & Client Receipts - unavoidable changes to service costs, -£2,360

Mainly due to estimated increases in interments income of £2,080 and exclusive woodland burial rights income of £1,100, based on increased interments and exclusive woodland burial rights income so far in 2019/20 and average income levels over recent years. In addition, there is a net reduction in income of £820 as a result of minor changes on other customer & client receipts budgets.

5.6 **Cost Centre and Description** CLDCY: Closed Churchyards

The Council is responsible for several closed churchyards that have been entrusted to the Council within 12 months of their closure. These are St Bartholomew's at Chipping, St Mary Magdalene's and St James's at Clitheroe and a portion of St Mary's at Gisburn. This includes the grounds maintenance, upkeep of walls, fences, paths and the safety of headstones. This is a budget that has previously been included under the Ribble Valley Parks cost centre on Community Services Committee. It has been moved here in order to ensure that the regular grounds maintenance work costs and any other one-off costs on closed churchyards are charged to a specific cost centre going forwards.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Premises Related Expenditure	0		0			9,220		9,220
Total Expenditure	0	0	0	0	0	9,220	0	9,220
Net Expenditure	0	0	0	0	0	9,220	0	9,220

CLDCY: Closed Churchyards

Commentary on Substantial Budget Changes

Premises Related Expenditure - support services, +£9,220

Closed churchyards grounds maintenance work costs are being charged directly to this new Closed Churchyards cost centre. The costs were previously charged to the Ribble Valley Parks cost centre within Community Services Committee. Consequently, £9,220 of budget in 2020/21 is to be transferred from the Ribble Valley Parks cost centre to the new Closed Churchyards cost centre to reflect where grounds maintenance work costs are now charged.

5.7 **Cost Centre and Description** CLMKT: Clitheroe Market

General retail markets are held on three days per week (Tuesday, Thursday and Saturday). Cabins are rented to market traders under contract arrangements. Pitches are also provided for traders. From early 2020, there are no permanent stalls to let to traders, as a result of the Clitheroe Market Improvements changes.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Employee Related Expenditure	2,080		60					2,140
Premises Related Expenditure	28,970		580		440	-1,200		28,790
Supplies & Services	3,180		60		60			3,300
Support Services	42,320		0			-1,170		41,150
Depreciation and Impairment	10,050		0				12,350	22,400
Total Expenditure	86,600	0	700	0	500	-2,370	12,350	97,780
Customer & Client Receipts	-130,070		-2,600		3,830			-128,840
Miscellaneous Recharges	-6,440		0			-170		-6,610
Total Income	-136,510	0	-2,600	0	3,830	-170	0	-135,450
Net Expenditure	-49,910	0	-1,900	0	4,330	-2,540	12,350	-37,670

CLMKT: Clitheroe Market

Commentary on Substantial Budget Changes

Premises Related Expenditure - support services, -£1,200

Estimated decrease in the refuse collection recharge, based on the percentage of overall waste tonnage estimated for the market.

Support Services, -£1,170

Net reduction in expenditure following a re-assessment of costs and time allocations in support services areas, with the main decrease being in the Chief Executive's department.

Depreciation and Impairment - capital, +£12,350

Increased depreciation charges, based on the increased value of the market assets as a result of the Clitheroe Market Improvements works.

Customer & Client Receipts - unavoidable changes to service costs, +£3,830

There is an estimated reduction in stalls income of £9,170 as a result of the stalls being removed from the bull ring in early 2020. To partly offset this, pitches income is estimated to increase by £2,210, as some current stallholders may remain as pitch traders, and market cafe rent income is estimated to increase by £3,130 under a new lease agreement.

5.8 **Cost Centre and Description** CMGHH: Community Groups - Health & Housing

The Council's Partnerships and Regeneration teams work with community groups to enable them to:

- work in partnership with other public sector agencies and common interest groups
- gain access to grant funding streams; and
- support vulnerable groups in the borough.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Support Services	21,890		0			-1,620		20,270
Total Expenditure	21,890	0	0	0	0	-1,620	0	20,270
Net Expenditure	21,890	0	0	0	0	-1,620	0	20,270

CMGHH: Community Groups - Health & Housing

Commentary on Substantial Budget Changes

Support Services, -£1,620

Decrease in expenditure following a re-assessment of costs and time allocations in the Economic Development and Planning department.

5.9 **Cost Centre and Description** COMNL: Common Land

The Council has a responsibility for the management of the common land at Salesbury and Copster Green, and an overseeing role regarding common land in general.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Premises Related Expenditure	670		10					680
Support Services	1,630		0			40		1,670
Total Expenditure	2,300	0	10	0	0	40	0	2,350
Net Expenditure	2,300	0	10	0	0	40	0	2,350

5.10 **Cost Centre and Description** CTBEN: Localised Council Tax Support Admin

District councils have a statutory duty to administer claims for Local Council Tax Support and respond to any legacy issues raised regarding Council Tax Benefit. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all income and savings has been verified. The Council is also required to investigate suspected fraudulent claims.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Employee Related Expenditure	280		10					290
Supplies & Services	21,400		420	-960	-570			20,290
Support Services	174,400		0			3,510		177,910
Total Expenditure	196,080	0	430	-960	-570	3,510	0	198,490
Government Grants	-33,610		0		4,540			-29,070
Total Income	-33,610	0	0	0	4,540	0	0	-29,070
Net Expenditure	162,470	0	430	-960	3,970	3,510	0	169,420

CTBEN: Localised Council Tax Support Admin

Commentary on Substantial Budget Changes

Support Services, +£3,510

Increase in expenditure following a re-assessment of costs and time allocations in support services areas, with the main increase being in the Resources department.

Government Grants - unavoidable changes to service costs, +£4,540

Estimated decrease in the Local Council Tax Support administration grant 2020/21 to be received from MHCLG. The estimate is 10% lower than the 2019/20 actual grant received, based on the general trend of reductions in administration grant allocations in recent years. The actual 2020/21 administration grant allocation from the MHCLG will be confirmed in due course.

5.11 **Cost Centre and Description** DOGWD: Dog Warden & Pest Control

A dedicated pest control and dog warden service is provided in the borough. The pest control service deals with the control and eradication of a range of public health pests in private residential and commercial premises and also the control and eradication of rodents within the public sewer system. The dog warden service deals with dog-related complaints, including stray dogs, dog fouling and noise arising from barking dogs.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Premises Related Expenditure	30,000		600			300		30,900
Transport Related Expenditure	4,750		100		1,330			6,180
Supplies & Services	4,120		80		1,020			5,220
Third Party Payments	4,560		90		1,370			6,020
Support Services	91,150		0			1,840		92,990
Depreciation and Impairment	2,000		0				-2,000	0
Total Expenditure	136,580	0	870	0	3,720	2,140	-2,000	141,310
Other Grants and Contributions	-2,250		0		-30			-2,280
Customer & Client Receipts	-16,600		-340	90	20			-16,830
Miscellaneous Recharges	-380		-10					-390
Total Income	-19,230	0	-350	90	-10	0	0	-19,500
Net Expenditure	117,350	0	520	90	3,710	2,140	-2,000	121,810

DOGWD: Dog Warden & Pest Control

Commentary on Substantial Budget Changes

Transport Related Expenditure - unavoidable changes to service costs, +£1,330

Higher estimated vehicle insurance costs of £850, based on recent claims history, and estimated increase in repairs costs of £480 as the pest control and dog warden vans become older.

Supplies & Services - unavoidable changes to service costs, +£1,020

Estimated increase in equipment purchases, similar to 2019/20, as a result of increased usage of and costs of dog bin bags and increases in dog bin lid replacements.

Third Party Payments - unavoidable changes to service costs, +£1,370

Increase in the annual retainer payable under the new kennelling contract which started in October 2019.

Support Services, +£1,840

Net increase in expenditure following a re-assessment of costs and time allocations in support services areas, with the main increase being in the Chief Executive's department.

Depreciation and Impairment - capital, -£2,000

Decrease due to no depreciation charges in 2020/21 for the dog warden van as it is now fully depreciated.

5.12 **Cost Centre and Description** ENVHT: Environmental Health Services

These functions are principally regulatory and consist mainly of staff time spent on food control, health and safety work, nuisance complaint investigation, private water supply regulation, infectious diseases, Local Authority Pollution Prevention Control, associated registration of premises and animal welfare licensing.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Supplies & Services	25,520		530		-1,660			24,390
Support Services	349,840		0			5,460		355,300
Total Expenditure	375,360	0	530	0	-1,660	5,460	0	379,690
Customer & Client Receipts	-45,170		-910	60	2,470			-43,550
Total Income	-45,170	0	-910	60	2,470	0	0	-43,550
Net Expenditure	330,190	0	-380	60	810	5,460	0	336,140

ENVHT: Environmental Health Services

Commentary on Substantial Budget Changes

Supplies & Services - unavoidable changes to service costs, -£1,660

The main reason is a £2,170 reduction in private water supplies estimated costs based on the expected yearly work to be undertaken in 2020/21. This is broadly reflected by reduced income (see below). Set against this, is a £510 increase in noise monitor calibration and testing costs.

Support Services, +£5,460

Net increase in expenditure following a re-assessment of costs and time allocations in support services areas, with the main increase being in the Chief Executive's department.

Customer and Client Receipts - unavoidable changes to service costs, +£2,470

The main reason is a £2,620 estimated reduction in private water supplies income based on the expected yearly work to be undertaken in 2020/21, which is broadly reflected by reduced costs (see above). Set against this, is a £150 net increase in estimated income as a result of minor changes on other customer and client receipts budgets.

5.13 **Cost Centre and Description** HGBEN: Housing Benefits

District councils have a statutory duty to administer claims for housing benefit. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all income and savings has been verified. The Council pays out Housing Benefits to eligible claimants and these payments are broadly reimbursed by subsidy grant received from the DWP.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Employee Related Expenditure	280		10					290
Supplies & Services	20,820		410	-960	-580			19,690
Transfer Payments	5,733,690		0		-559,960			5,173,730
Support Services	224,720		0			3,580		228,300
Total Expenditure	5,979,510	0	420	-960	-560,540	3,580	0	5,422,010
Government Grants	-5,850,050		0		571,410			-5,278,640
Total Income	-5,850,050	0	0	0	571,410	0	0	-5,278,640
Net Expenditure	129,460	0	420	-960	10,870	3,580	0	143,370
Associated Movement in Earmarked Reserves	0		0		-4,030			-4,030
Net After Earmarked Reserves	129,460	0	420	-960	6,840	3,580	0	139,340

HGBEN: Housing Benefits

Commentary on Substantial Budget Changes

Transfer Payments - unavoidable changes to service costs, -£559,960

The main reason is a £558,890 estimated reduction in Rent Allowance benefit payments because all new and change of circumstances working age benefit claims are now migrating to Universal Credit. Universal Credit is administered by the DWP rather than the Council. In addition, there is a £9,280 estimated decrease in Rent Rebate benefit payments, based on the decreased payments estimated to date in 2019/20 continuing in 2020/21, and a £8,210 estimated increase in discretionary housing payments made, which broadly reflects the estimated increase in the discretionary housing payments funding received from the DWP in 2020/21 (see below).

Support Services, +£3,580

Increase in expenditure following a re-assessment of costs and time allocations in support services areas, with the main increase being in the Resources department.

Government Grants - unavoidable changes to service costs, +£571,410

This is mainly due to a £562,050 estimated reduction in Rent Allowance subsidy from the DWP. This reduction broadly reflects the reduction in Rent Allowance payments estimated for the year (see above), subject to changes in other factors such as the level of benefits overpayments and non-cash transactions.

In addition, there are other budget reduction factors:

- A £7,850 estimated decrease in Rent Rebate subsidy from the DWP, based on decreased Rent Rebate estimated payments (see above).
- A £7,820 estimated decrease in Housing Benefits administration grant received from the DWP in 2020/21. This estimate is 10% lower than the 2019/20 actual grant received, based on the general trend of reductions in administration grant allocations in recent years. The actual 2020/21 administration grant allocation from the DWP will be confirmed in due course.
- At this stage, no Flexible Homelessness Support Grant (FHSG) is estimated to be received in 2020/21 to help cover Rent Rebate subsidy not received from the DWP for rent paid on behalf of temporary accommodation benefit claimants that is above the LHA level. This is a £5,940 reduction from the amount of FHSG used for this purpose in 2019/20. The Flexible Homelessness Support Grant reserve will be used to fund any Rent Rebate subsidy not received in 2020/21 (see overleaf).
- A £1,460 estimated decrease in DWP new burdens funding for various benefit changes that funding was received for in 2019/20 but are not expected to be funded in 2020/21, for example implementation of benefit cap changes.

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These reductions are partly offset by the following budget increases:

- A £7,710 estimated increase in discretionary housing payments funding from the DWP, based on the actual funding received from the DWP in 2020/21 being similar to the 2019/20 actual funding received from the DWP. The actual 2020/21 discretionary housing payments funding from the DWP will be confirmed in due course.
- A £6,000 estimated increase in Verify Earnings and Pensions fraud initiative (VEPs) funding. It is estimated the amount received from the DWP in 2020/21 will be similar to the 2019/20 actual funding received from the DWP. The actual 2020/21 VEPs funding from the DWP will be confirmed in due course.

Associated Movement in Earmarked Reserves, -£4,030

Estimated transfer from the Flexible Homelessness Support Grant reserve to cover rent rebate subsidy not received from the DWP for rent paid on behalf of claimants in temporary accommodation which is above the Local Housing Allowance level.

5.14 **Cost Centre and Description** HOME: Home Energy Conservation

The service provides advice to households as to how to improve the energy efficiency of their home and reduce CO2 emissions as well as aiming to raise the profile of renewable energy sources and their benefits, particularly in new build developments.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Supplies & Services	420		10					430
Support Services	4,560		0			920		5,480
Total Expenditure	4,980	0	10	0	0	920	0	5,910
Net Expenditure	4,980	0	10	0	0	920	0	5,910

5.15 **Cost Centre and Description** HOMES: Homelessness Strategy

This service includes:

- Homelessness prevention work, which includes provision of the tenancy protection scheme, referrals to floating support and mediation.
- Development of the Homelessness Strategy, maintaining the Homelessness Forum and achievements towards the homelessness action plan.
- The housing needs service, which provides advice and assistance to households that are facing homelessness. It is often appropriate for home visits to be made to undertake the initial interview.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Employee Related Expenditure	210		0					210
Transport Related Expenditure	100		0					100
Supplies & Services	20,140		410	280				20,830
Transfer Payments	8,820		0	170				8,990
Support Services	65,190		0			-1,230		63,960
Total Expenditure	94,460	0	410	450	0	-1,230	0	94,090
Government Grants	-39,360		0		39,360			0
Total Income	-39,360	0	0	0	39,360	0	0	0
Net Expenditure	55,100	0	410	450	39,360	-1,230	0	94,090
Associated Movement in Earmarked Reserves	25,860		520		-40,420			-14,040
Net After Earmarked Reserves	80,960	0	930	450	-1,060	-1,230	0	80,050

HOMES: Homelessness Strategy

Commentary on Substantial Budget Changes

Support Services, -£1,230

A net decrease in expenditure following a re-assessment of costs and time allocations in support services areas, with the main decrease being in the Economic Development and Planning department.

Government Grants - unavoidable changes to service costs, +£39,360

At this stage, no Flexible Homelessness Support Grant is expected to be received in 2020/21, compared to the £34,060 that was budgeted to be received and allocated to Homelessness Strategy in 2019/20. In addition, no Homelessness Reduction Act funding is expected to be received in 2020/21, compared to the £5,300 budgeted to be received in 2019/20.

Associated Movement in Earmarked Reserves, -£40,420

No amounts are to be set aside in earmarked reserves at year-end and there will be some use of earmarked reserves at year-end, as follows:

- Flexible Homelessness Support Grant reserve - £7,340 will be transferred from this reserve in 2020/21 to fund some temporary accommodation homelessness costs. This is a £23,920 net change between 2019/20 and 2020/21, compared to the amount set aside in this reserve in 2019/20. This is mainly because no Flexible Homelessness Support Grant is expected to be received in 2020/21 (see above), so funding for certain costs will be from the reserve rather than from in-year grant funding.
- Homelessness Reduction Act reserve - £6,700 will be transferred from this reserve in 2020/21 to fund additional Homelessness Reduction Act database costs. This is a £5,680 increase compared to the amount transferred from the reserve in 2019/20, mainly because no Homelessness Reduction Act funding is expected to be received in 2020/21 (see above).
- Capital reserve - No amounts from Homelessness Strategy are planned to be set aside in the capital reserve in 2020/21, which is a £10,820 reduction compared to the amount set aside in 2019/20 to fund the Joiners Arms Roof Renewal capital scheme.

5.16 **Cost Centre and Description** HSASS: Housing Associations

Enabling the delivery of affordable housing, working in partnership with Registered Housing Providers to identify potential sites and support bids to assist delivery.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Support Services	6,210		0			140		6,350
Total Expenditure	6,210	0	0	0	0	140	0	6,350
Net Expenditure	6,210	0	0	0	0	140	0	6,350

5.17 **Cost Centre and Description** HSTRA: Housing Strategy

The Strategic Housing Service addresses the housing needs in the borough through partnership working with registered housing providers, support providers and Community Groups. A housing forum is held twice a year to update stakeholders on housing strategy progress and key issues. The Housing service also maintains a self build and custom house register and liaises with the Planning department regarding suitable development advice and permissions for custom and self build properties. From Spring 2020, the Council will lease two properties purchased in 2019/20 to a registered housing provider to be let as affordable units.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Premises Related Expenditure	0		0		350			350
Supplies & Services	350		0		320			670
Third Party Payments	6,050		120					6,170
Support Services	42,670		0			-2,680		39,990
Depreciation and Impairment	0		0				4,680	4,680
Total Expenditure	49,070	0	120	0	670	-2,680	4,680	51,860
Government Grants	-15,000		0		15,000			0
Customer & Client Receipts	0		0		-6,560			-6,560
Total Income	-15,000	0	0	0	8,440	0	0	-6,560
Net Expenditure	34,070	0	120	0	9,110	-2,680	4,680	45,300
Associated Movement in Earmarked Reserves	15,000		300		-15,300			0
Net After Earmarked Reserves	49,070	0	420	0	-6,190	-2,680	4,680	45,300

HSTRA: Housing Strategy

Commentary on Substantial Budget Changes

Support Services, -£2,680

A net decrease in expenditure following a re-assessment of costs and time allocations in support services areas, with the main decrease being in the Economic Development and Planning department.

Depreciation and Impairment - capital, +£4,680

Depreciation charge introduced, based on estimated values for the two Longridge affordable rent properties purchased in 2019/20.

Government Grants - unavoidable changes to service costs, +£15,000

Custom and Self Build new burdens additional funding was received in 2019/20 from MHCLG. No such additional funding is expected in 2020/21.

Customer & Client Receipts - unavoidable changes to service costs, -£6,560

New budgets introduced for £6,200 of rent income expected for the two new Longridge affordable rent properties and £360 income estimated from self build and custom house register administration fees.

Associated Movement in Earmarked Reserves, -£15,300

Unspent Custom and Self Build new burdens additional funding was planned to be set aside in the Custom and Self Build funding reserve in 2019/20. No such additional funding is expected in 2020/21 (see above), so no set aside is required.

5.18 **Cost Centre and Description** IMPGR: Improvement Grants

The service administers and oversees the delivery of the disabled facilities grants and landlord tenant grants. Disabled facilities grants enable homeowners and tenants to remain in their own home. Landlord tenant grants facilitate an increase in affordable housing units in the borough. Delivery of disabled facilities grants requires significant input from housing officers and the Council's surveyors team.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Supplies & Services	0		0		150			150
Support Services	114,050		0			-14,600		99,450
Total Expenditure	114,050	0	0	0	150	-14,600	0	99,600
Customer & Client Receipts	-26,480		-530		-1,330			-28,340
Total Income	-26,480	0	-530	0	-1,330	0	0	-28,340
Net Expenditure	87,570	0	-530	0	-1,180	-14,600	0	71,260

IMPGR: Improvement Grants

Commentary on Substantial Budget Changes

Support Services, -£14,600

A net decrease in expenditure following a re-assessment of costs and time allocations in support services areas, with the main decreases being in the Economic Development and Planning and Community Services departments. The significant decrease in the recharge cost from the Economic Development and Planning department is mainly due to a part-time, fixed term post coming to an end.

Customer & Client Receipts - unavoidable changes to service costs, -£1,330

Estimated increase in DFGs administration fees income of £1,430, based on an estimated higher DFGs grants allocation in 2020/21, offset by a minor reduction of £100 in Landlord/Tenant Grants administration fees estimated income.

5.19 **Cost Centre and Description** JARMS: Joiners Arms

The Joiners Arms unit provides seven units of temporary accommodation, five of which are family units, to help prevent and deal with homelessness. The housing service manages the units and provides ongoing engagement with the households in the unit to try and ensure they do not remain in temporary accommodation for longer than the target length of stay of 7 weeks.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Employee Related Expenditure	12,640		380	-260				12,760
Premises Related Expenditure	20,720		400	10	140			21,270
Supplies & Services	2,570		50		100			2,720
Support Services	27,370		0			-1,600		25,770
Depreciation and Impairment	7,360		0				-730	6,630
Total Expenditure	70,660	0	830	-250	240	-1,600	-730	69,150
Customer & Client Receipts	-34,740		-690		6,370			-29,060
Total Income	-34,740	0	-690	0	6,370	0	0	-29,060
Net Expenditure	35,920	0	140	-250	6,610	-1,600	-730	40,090
Associated Movement in Earmarked Reserves	0		0		-6,140			-6,140
Net After Earmarked Reserves	35,920	0	140	-250	470	-1,600	-730	33,950

JARMS: Joiners Arms

Commentary on Substantial Budget Changes

Support Services, -£1,600

A net decrease in expenditure following a re-assessment of costs and time allocations in support services areas, with the main decreases being in the Economic Development and Planning and Community Services departments.

Customer & Client Receipts - unavoidable changes to service costs, +£6,370

This is mainly due to an estimated decrease in rent and service charge income of £5,770, based on lower levels of occupancy and an increase in former tenants arrears at the homelessness unit for the year-to-date in 2019/20. In addition, there is an estimated decrease of £600 in electric cards income.

Associated Movement in Earmarked Reserves, -£6,140

Estimated transfer of £6,140 from the Flexible Homelessness Support Grant reserve to cover the increased budget required at the Joiners Arms homelessness unit, as a result of reduced rent income (see above) and increased Council Tax void payments.

5.20 **Cost Centre and Description** SHARE: Shared Ownership Rents

This budget represents income received from shared ownership property rents at Riverside, Clitheroe, and any related costs.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Support Services	0		0			850		850
Total Expenditure	0	0	0	0	0	850	0	850
Customer & Client Receipts	-1,280		-30		10			-1,300
Total Income	-1,280	0	-30	0	10	0	0	-1,300
Net Expenditure	-1,280	0	-30	0	10	850	0	-450

5.21 **Cost Centre and Description** SUPPE: Supporting People

This service area covers additional support areas, such as liaison with supported housing scheme providers, domestic violence support and older people's support.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Supplies & Services	200		0					200
Third Party Payments	0		0		11,700			11,700
Transfer Payments	2,550		0					2,550
Support Services	4,140		0			430		4,570
Total Expenditure	6,890	0	0	0	11,700	430	0	19,020
Net Expenditure	6,890	0	0	0	11,700	430	0	19,020
Associated Movement in Earmarked Reserves	0		0		-11,700			-11,700
Net After Earmarked Reserves	6,890	0	0	0	0	430	0	7,320

SUPPE: Supporting People

Commentary on Substantial Budget Changes

Third Party Payments - unavoidable changes to service costs, +£11,700

Planned additional payments to Hyndburn and Ribble Valley Domestic Violence team (HARV) for provision of the Domestic Abuse Outreach Support Service in Ribble Valley between April 2020 and June 2020. This scheme is funded by specific grant from the MHCLG, via Lancashire County Council, that is planned to be set aside in the Domestic Abuse Outreach Support Service reserve at 31 March 2020 (see below). No such similar expenditure was planned in the 2019/20 original estimate.

Associated Movement in Earmarked Reserves, -£11,700

This relates to funding planned to be transferred from the Domestic Abuse Outreach Support Service reserve to fund additional domestic abuse support services provided in 2020/21 (see above). No such similar transfer was planned in the 2019/20 original estimate.

5.22 **Cost Centre and Description** UCRED: Universal Credit

The Council has been working on behalf of the DWP to provide support to Universal Credit claimants in the borough and to manage the phased migration from Housing Benefit to Universal Credit.

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Support Services	23,830		0			910		24,740
Total Expenditure	23,830	0	0	0	0	910	0	24,740
Government Grants	-11,190		0		2,240			-8,950
Total Income	-11,190	0	0	0	2,240	0	0	-8,950
Net Expenditure	12,640	0	0	0	2,240	910	0	15,790

UCRED: Universal Credit

Commentary on Substantial Budget Changes

Government Grants - unavoidable changes to service costs, +£2,240

A £2,240 estimated decrease in Universal Credit Service funding received from the DWP in 2020/21. This estimate is 20% lower than the 2019/20 actual funding received, based on the general trend of reductions in administration funding allocations in recent years. The actual 2020/21 service funding allocation from the DWP will be confirmed in due course.

6 SUMMARIES

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

a) Cost of Services Provided (Objective)

Cost Centre and Description	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
APLAC: Alma Place Unit	1,820		-20		80	10	390	2,280
AWARM: Affordable Warmth	250		0		160			410
CLAIR: Clean Air	1,830		10			-10		1,830
CLAND: Contaminated Land	10,060		0			-1,030		9,030
CLCEM: Clitheroe Cemetery	32,970		-140		-2,280	3,500		34,050
CLDCY: Closed Churchyards	0		0			9,220		9,220
CLMKT: Clitheroe Market	-49,910		-1,900		4,330	-2,540	12,350	-37,670
CMGHH: Community Groups - Health & Housing	21,890		0			-1,620		20,270
COMNL: Common Land	2,300		10			40		2,350
CTBEN: Localised Council Tax Support Admin	162,470		430	-960	3,970	3,510		169,420
DOGWD: Dog Warden & Pest Control	117,350		520	90	3,710	2,140	-2,000	121,810
ENVHT: Environmental Health Services	330,190		-380	60	810	5,460		336,140

a) Cost of Services Provided (Objective)

Cost Centre and Description	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
HGBEN: Housing Benefits	129,460		420	-960	10,870	3,580		143,370
HOMEE: Home Energy Conservation	4,980		10			920		5,910
HOMES: Homelessness Strategy	55,100		410	450	39,360	-1,230		94,090
HSASS: Housing Associations	6,210		0			140		6,350
HSTRA: Housing Strategy	34,070		120		9,110	-2,680	4,680	45,300
IMPGR: Improvement Grants	87,570		-530		-1,180	-14,600		71,260
JARMS: Joiners Arms	35,920		140	-250	6,610	-1,600	-730	40,090
SHARE: Shared Ownership Rents	-1,280		-30		10	850		-450
SUPPE: Supporting People	6,890		0		11,700	430		19,020
UCRED: Universal Credit	12,640		0		2,240	910		15,790
Grand Total	1,002,780		-930	-1,570	89,500	5,400	14,690	1,109,870
Associated Movement in Earmarked Reserves	40,610	0	810	0	-77,740	0	0	-36,320
Net After Earmarked Reserves	1,043,390	0	-120	-1,570	11,760	5,400	14,690	1,073,550

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2019/20	Savings	Inflation at 3% Pay and 2% Other	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2020/21
Employee Related Expenditure	15,490		460	-260				15,690
Premises Related Expenditure	154,380		3,050	10	1,090	8,320		166,850
Transport Related Expenditure	4,850		100		1,330			6,280
Supplies & Services	104,220		2,070	-1,640	-900			103,750
Third Party Payments	10,710		210		12,970			23,890
Transfer Payments	5,745,210		0	170	-559,960			5,185,420
Support Services	1,240,350		0			-2,750		1,237,600
Depreciation and Impairment	25,890		0				14,690	40,580
Total Expenditure	7,301,100	0	5,890	-1,720	-545,470	5,570	14,690	6,780,060
Government Grants	-5,949,210		0		632,550			-5,316,660
Other Grants and Contributions	-2,250		0		-30			-2,280
Customer & Client Receipts	-340,040		-6,810	150	2,450			-344,250
Miscellaneous Recharges	-6,820		-10			-170		-7,000
Total Income	-6,298,320	0	-6,820	150	634,970	-170	0	-5,670,190
Net Expenditure	1,002,780	0	-930	-1,570	89,500	5,400	14,690	1,109,870
Associated Movement in Earmarked Reserves	40,610		810		-77,740			-36,320
Net After Earmarked Reserves	1,043,390	0	-120	-1,570	11,760	5,400	14,690	1,073,550

7 EARMARKED RESERVES

- 7.1 In the Original Estimate for 2019/20 this Committee planned to transfer £40,610 to earmarked reserves. Looking forward to 2020/21, the proposal included in the estimates is that this Committee plans a net transfer of £36,320 from earmarked reserves at year-end.
- 7.2 The table below provides a summary of the DRAFT Original Estimate for 2020/21 together with the budgeted impact of the relevant earmarked reserves movements. Also detailed is a summary of the reasons for the movements on the earmarked reserves.

	DRAFT Original Estimate 2020/21	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	1,109,870	
HGBAL/H339: Housing Related Grants Reserve	-36,320	<p>This is where housing related grants and funding received but not spent at the end of each financial year are set aside, to then be committed to housing related expenditure in future years.</p> <p>In 2020/21, grant funding set aside from previous years will be released in-year to fund estimated additional expenditure or reduced income on specific services:</p> <ul style="list-style-type: none"> -£410 for affordable warmth purchases and fuel top up grants. -£4,030 to cover rent rebate subsidy not received from the DWP for rent paid on behalf of claimants in temporary accommodation which is above the Local Housing Allowance level. -£7,340 for additional expenditure on the Homelessness Reduction Act database. -£6,700 for additional temporary accommodation homelessness costs. -£6,140 to cover Joiners Arms reduced rent income and increased Council Tax void payments. -£11,700 for additional Domestic Abuse Outreach Support Service costs between April and June 2020.
Committee Net Cost of Services after Movements in Earmarked Reserves	1,073,550	

8 KEY VARIATIONS

8.1 The net expenditure for this Committee has increased by £30,160 after allowing for associated movements on earmarked reserves. The main reasons for this net increase are summarised in the table below.

Description	Variance - Original Estimate 2019/20 to DRAFT Original Estimate 2020/21 £
<p>CTBEN - Localised Council Tax Support Admin HGBEN - Housing Benefits UCRED - Universal Credit Estimated decreases in Housing Benefits, Local Council Tax Support and Universal Credit administration funding to be received from Central Government in 2020/21, based on the general trend of reductions in administration grant allocations in recent years. The actual 2020/21 administration grant funding allocations to be received from Central Government will be confirmed in due course.</p>	14,600
<p>CLMKT - Clitheroe Market Estimated increase in depreciation charges, based on the increased value of the market assets as a result of the Clitheroe Market Improvements works in 2019/20.</p>	12,350
<p>CLMKT - Clitheroe Market There will be no stalls income in 2020/21, as a result of the stalls being removed from the market bull ring in early 2020, partly offset by an estimated increase in pitches income, as some current stallholders may remain as pitch traders.</p>	6,960
<p>CLDCY - Closed Churchyards The costs of grounds maintenance work on closed churchyards that the Council has responsibility for are being charged to a new Closed Churchyards cost centre included in this Committee's revenue account. The costs were previously charged to the Community Services Committee revenue account. Consequently, £9,220 of budget is to be transferred from the Community Services Committee to this Committee in 2020/21 to reflect where grounds maintenance work costs are now charged.</p>	9,220
<p>HSTRA - Housing Strategy New budget introduced for the estimated annual rent income for the two new Longridge affordable rent properties purchased and leased to a registered housing provider.</p>	-6,200

9 RISK ASSESSMENT

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

- Resources: Approval of the original budget for 2020/21 would see an increase in net expenditure of £107,090 compared with the original budget for 2019/20 and an increase in net expenditure of £30,160 after allowing for movements on earmarked reserves.
- Technical, Environmental and Legal: None identified.
- Political: None identified.
- Reputation: Sound financial planning safeguards the reputation of the Council.
- Equality and Diversity: Equality and diversity issues are considered in the provision of all Council services.

10 RECOMMENDED THAT COMMITTEE

10.1 Approve the revenue original estimate for 2020/21 and submit this to the Special Policy and Finance Committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH3-20/AC/AC
2 January 2020

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 8

meeting date: THURSDAY, 16 JANUARY 2019
title: REQUEST ADDITIONAL RIBBLE VALLEY ADAPTATION FUNDING
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To request a further allocation of £70,000 from the Ribble Valley Better Care Fund award is allocated for the delivery of Ribble Valley Adaptations.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To address specialist housing needs of the borough.
- Corporate Priorities – N/A
- Other Considerations – N/A

2 BACKGROUND

2.1 In March 2019 Committee approved that a budget of £80,000 would be allocated to allow for the delivery of discretionary Ribble Valley adaptations. This amount of budget was fully committed and this was reported to Committee in September.

2.2 In September a further £50,00 was allocated to allow delivery to continue. As at this point there was a waiting list of 15 RVA's, 3 of which were highlighted as urgent cases.

2.3 Since September all of those on the waiting list have been approved and the works either complete or are currently underway.

3 ISSUES

3.1 As agreed the budget has continued to be closely monitored with a monthly review meeting arranged. In late November it was evident that the RVA budget had again been fully committed.

3.2 As Members are aware, it is important to closely monitor expenditure of the discretionary grant as at any time there must be sufficient funding to cover the cost of any mandatory grant recommendations received from Occupational Therapist (OT). As a Council we can only forecast as to what recommendations may be received from the Occupational Therapist.

3.3 As we move into the last quarter of the year, there is still sufficient funds to cover any large adaptation recommendations that may be received from the OT.

3.4 Therefore in order to continue to be able to process RVA's in the same efficient timeframe for those households who require adaptations, there is a request for a further £70,000 to be allocated to the RVA budget. Therefore, the total budget for

RVA's in the 2019/20 finance year will be £200,000 of the total budget of £706,489 of the Better Care Funding.

3.5 At the time of writing this report, there are 12 RVA grant applications on hold. These are a mixture of level access showers, stairlifts and enabling access to the property.

4 RISK ASSESSMENT

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

- Resources – The Better Care Fund allocation for Ribble Valley is to ensure households can remain at home and live independently. The Council must ensure that the mandatory grants take precedent over the discretionary and at any point should there be an increased number of DFG referrals then the RVA grants will go on hold.
- Technical, Environmental and Legal – The technical service is available for all recommendations to assist in processing the grant. The Council has a legal duty to process DFG's whilst the delivery of RVA's are at the Council's discretion.
- Political – Essential that adaptations are available to households in need and that the Council can deliver its mandatory function of completing DFG's.
- Reputation – Important the allocation assists households to remain in their own home and to live independently.
- Equality & Diversity – The grant is available to all households subject to the eligibility criteria.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve a further £70,000 to be allocated for expenditure on Ribble Valley Adaptations.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT & PLANNING

For further information please ask for Rachael Stott, extension 3235.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 9

meeting date: THURSDAY, 16 JANUARY 2020
title: CHRISTMAS MARKET
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: HEATHER BARTON – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To provide an overview on the Christmas Market activities undertaken in 2019 and the proposal for 2020.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To promote and support health, environmental, economic and social wellbeing of people who live, work and visit Ribble Valley.
- Corporate Priorities – To provide quality services efficiently and effectively.
- Other Considerations – None.

2 BACKGROUND

2.1 The Council has now delivered Christmas Markets for over four years. The Council objectives in doing so were as follows:

1. Bring visitors from outside the district.
2. Encourage visitors to spend money in the borough.
3. To provide value to community effort.
4. The offer of an opportunity over time to generate an income stream.

2.2 Christmas markets are clearly perceived by visitors as bringing something different to a typical market shopping trip.

2.3 The 2019 Christmas markets were seen as a success due to the high capacity of footfall generated during the Christmas period. An income of £787 was generated to the Council as a result of the event being hosted.

2.4 It was noted that traders and visitors alike enjoyed the festive atmosphere with traders mentioning that sales for the fourth year were up.

2.5 Loyalty is also a significant factor in building and expanding Christmas markets. It was noted that people said they had visited the first Christmas market and they came back because of the excellent benefits it brought.

2.6 We are now being approached by big named traders to support our Christmas markets and therefore we have to make a commitment to the Christmas markets early. There are a number of must have features to make the Christmas markets successful. These being:

- Authenticity – most of the visitors feel the market is 'original'

- Quality hot food and beverages – environmental health inspect to ensure all traders are meeting food hygiene standards
- Showcase of local products and talent – people recognise that Christmas shopping is their spending high point of the year. They are likely to believe that by supporting a local Christmas market they are buying locally made products and boosting the local economy. As part of the appeal is getting a good balance as to the locally sourced quirky goods.
- Focal points – the Christmas markets hanker after a feature to make it the heart of the market. Whilst Clitheroe Market has a heritage and architectural backdrop from the castle, it is believed that there is a need for a focal point for people to come. Over the past 2 years there has been a large number of school children and young people performing, and last year there was the entertainment from a paid for organ.
- Good transport and parking – liaison will be undertaken with the Head of Engineering Services regarding the offer of Christmas parking

3 ISSUES

- 3.1 The market was seen as an opportunity for Clitheroe to attract new tourism and visitors, high spend shoppers and increased visits during the crucial trading periods.
- 3.2 The management of the event will fall to the Council to its Market Superintendent.
- 3.3 The Christmas Markets are making a significant contribution to the winter economy in three ways.
1. They have become important generators of retail turnover to the market at the time of year when we would lose visitors and trade would be out of town.
 2. They bring in new footfall into market, for example customer surveys have suggested that there is a regrowth in people and young students, family groups and work colleague groups are supportive of the Christmas markets.
 3. The well managed coordination of the Christmas Market brings a commercial benefit right across the whole town, not just the market themselves.
- 3.4 It is hoped that the Christmas market will coincide with the Santa dash which typically occurs on the first Saturday in December, which is hosted by the Chamber of Trade and also the Town Council event.
- 3.5 It is suggested that the Head of Environmental Health Services sends out application forms in the late Summer. It is also anticipated that a large amount of advertisement will go out particularly on Facebook, local magazines and that an anchorage in the form of a focal attraction is created.
- 3.6 It is anticipated that the Christmas light switch on would occur at 3pm on the first day of trading as it has been historically undertaken. It is hoped that a local celebrity or the Mayor would undertake the role of switching on the lights. The focal point may be to pay someone to come and switch on, however this would be with the approval of Committee at a later date.

4 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – No implications identified.
- Political – The decision reflects the Council's intention to maintain a vibrant market.
- Reputation – This document reflects the Council's ability to meet change in circumstances to maintain efficient, effective services.
- Equality & Diversity – No implications identified.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Provisionally approve the dates of 5, 13, 20 December 2020 running from 9am to 4pm.
- 5.2 Recognise the success of Christmas 2019 and continue this into the financial year.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

For further information please ask for Heather Barton, extension 4466.

REF: HB/EL/150318/H&H

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 10

meeting date: THURSDAY, 16 JANUARY 2020
title: DOG WARDEN SERVICE
submitted by: CHIEF EXECUTIVE
principal author: HEATHER BARTON – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To update Members on the current dog warden service provision.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To promote stronger, more confident and more active communities throughout the borough.
- Corporate Priorities – To provide a high quality environment, keeping land clear of litter and refuse and reducing incidents of dog fouling.
- Other Considerations – None.

2 BACKGROUND

2.1 The key drive is for a clear remit for elected Members and feedback to residents regarding what has been undertaken in the service.

2.2 The dog warden service has always been a high priority and well talked about issue within the Ribble Valley. It is seen that there are significant and social behaviour problems in the borough during public meetings and by elected Members and residents. The demand for enforcement has escalated in recent years.

3 ISSUES

3.1 The dog warden service previously employed two part time members of staff to make a full time post. These members of staff previously focused on welfare, education and enforcement. Since October 2019 an additional part time member of staff (mornings) has been employed to assist the current dog wardens. There has been a clear remit to the dog wardens that they have to provide a visible and high profile enforcement campaign.

3.2 In previous years there has been a decline in the amount of welfare and educational responsibilities due to the lack of resources within this department. The service dedicates itself to its statutory duties of dealing with dangerous and stray dogs and also enforcement activity. With the employment of the additional part time dog warden, the service will now run both an educational welfare aspect as well as enforcement until April 2020.

3.3 The overall aims of the service are to collect stray dogs, deal with dog-related nuisance, and promote responsible dog ownership through education, enforcement and practical means. We do this by:

- Responding to requests for service and investigating complaints regarding stray dogs, fouling, dogs off leads, dogs in prohibited areas, dog on dog attacks and barking dogs (please note that the police deal with dog attacks on humans).
- Enforcing appropriate legislation, by targeting problem areas.
- Promoting good dog ownership by developing local initiatives and taking opportunities to involve schools and attend suitable events, when resources are available.

The dog warden service cannot help with requests for stray cats or other animals.

- 3.4 Under the Environmental Protection Act 1990, we have a duty to collect and impound dogs that are found straying in a public place (or a private place where the dog is not allowed) and not accompanied by their owner or any other person in charge.
- 3.5 Dogs which are not accompanied may cause traffic problems or road accidents, may worry farm livestock, and occasionally may attack people, livestock, wildlife or pets. They could damage property, scavenge for food, leave fouling, and may even be injured, killed or stolen.
- 3.6 Under the Dangerous Dogs Act 1991 it is against the law to own certain types of dog. These are the:
- Pit Bull Terrier
 - Japanese Tosa
 - Dogo Argentino
 - Fila Brasileiro

It is also against the law to:

- sell a banned dog
 - abandon a banned dog
 - give away a banned dog
 - breed from a banned dog
- 3.7 Whether the dog is a banned type depends on what it looks like, rather than its breed or name. Also under the Dangerous Dogs Act 1991 it is an offence to let a dog, of any breed or type, be dangerously out of control anywhere. If the dog injures any person or an assistance dog, an aggravated offence is committed by the owner or other person in charge of the dog at the time. The offence is no longer restricted to dog attacks in a public place or private place where the dog should not be.
- A dog is considered dangerously out of control if it:
- injures someone, or
 - makes someone reasonably fear that it might injure them
- 3.8 If a member of the public has concerns about a dog being dangerous they should contact the police. The police will liaise with the dog warden if this is necessary. The police and the Crown Prosecution Service will decide whether to take legal action.

- 3.9 The police dog legislation officers will be able to identify dogs that are alleged to be of a prohibited type and investigate alleged offences under dangerous dog legislation.
- 3.10 A person in charge of a dog which attacks or chases livestock, such as cattle or sheep, on agricultural land commits an offence under section 1 of the Dogs (Protection of Livestock) Act 1953. Under this Act, a farmer is allowed to kill a dog if it's chasing livestock. This legislation is also enforced by the police.
- 3.11 It is an offence under section 1 of the Guard Dogs Act 1975 for a person to use, or permit the use of, a guard dog to protect any premises unless a handler capable of controlling the dog is also present and the dog is under his control, or unless the dog is secured so that it is not at liberty to go freely about the premises.
- 3.12 A court may make an order under the Dogs Act 1871 that a dog be kept under proper control, whether or not the dog is shown to have injured any person and may specify the measures to be taken for keeping the dog under proper control (such as muzzling, keeping on a lead or excluding it from specified places). Proceedings under this Act can be started by any person, but can only be brought against the owner of the dog. For details on making a complaint under the Dogs Act 1871, contact your local magistrates' court.

Control of Dogs Order 1992

- 3.13 Under the Control of Dogs Order of 1992 every dog, while in a highway or public place, must wear a collar with a name and address of its owner inscribed on it or on a plate or badge attached to it. If a collar is not worn when required, the dog may be seized by the police and treated by them as a stray.

Microchipping of Dogs (England) Regulations 2015

- 3.14 Under the Microchipping of Dogs (England) Regulations 2015 it is compulsory for all dogs over the age of 8 weeks to be fitted with a microchip. Dogs must be microchipped and registered on one of the databases approved by the Government.
- 3.15 A pet microchip is a tiny computer chip that's about the size of a grain of rice. It contains a unique code that matches up the pet's details. Microchipping a dog is a quick and simple procedure but must be carried out by a trained professional such as a vet.
- 3.16 The only exemption from the requirement to microchip a dog is where a vet has certified in writing that a dog is unfit to be microchipped.
- 3.17 Dog breeders must ensure that puppies are microchipped and registered by the time they are 8 weeks old and before they are sold. Always check a puppy you are buying is microchipped before taking it home. The breeder, rather than the puppy buyer, must be first recorded keeper on the database.
- 3.18 When a dog is transferred or sold, the new owner must add their details to the relevant database.
- 3.19 Dog owners are responsible for keeping their dog's microchip information up to date, for example if moving house or changing their telephone number. Dog owners should make contact with the database company their dog is registered with to make any changes that are necessary. Failure to comply with the legislation on microchipping can lead to a fine of £500.

- 3.20 Under the boroughs' Public Spaces Protection Order, a police constable, police community support officer, or an authorised officer from the Council may request a person in charge of a dog in a public place, to put and keep that dog on a lead. This means where a dog is causing a nuisance, such as running into traffic or chasing people or other pets in a park, a direction may be given that the dog be put on a lead and kept on the lead.
- 3.21 It is an offence not to comply with such a direction. The maximum fine is £1,000, but a fixed penalty notice of £100 may be issued. The public spaces protection order also requires the owner of a dog, or any other person walking it, to clean up after it has fouled. It is an offence not clean up after the dog. The maximum fine is £1,000 and the fixed penalty is £100.
- 3.22 The requirements to comply with a direction from an authorised officer or to clean up after a dog apply to any land, which is open to the air and to which the public are entitled or permitted to have access (with or without payment) if a dog is subject to a court order to be on a lead or on a lead and muzzled and it is not, then this should be reported to the police.
3. Attached is a copy of the Ribble Valley Dog Warden Policy for implementation that was agreed in January 2017. There is a request that Members reconfirm the continued priorities of the dog warden service through environmental health service provision.

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 – None.
- Equality & Diversity – None.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Reaffirm the dog warden policy.

5.2 Acknowledge the additional resources given to tackle irresponsible dog ownership.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Heather Barton, extension 4466.



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

DOG WARDEN POLICY

Introduction

The Council's Dog Warden Service exists to promote responsible dog ownership, including raising standards of dog welfare amongst the Borough's dog owners, securing high standards of dog welfare within premises licensed to sell and board dogs, ensuring that dogs are not allowed to roam unattended and decreasing the level of dog fouling in the Borough's streets and parks.

Education

The Dog Welfare Service will use a variety of educative approaches to encourage responsible dog ownership. Approaches will include:

- Publishing and distributing advisory information;
- Utilising the Council's website as a source of information;
- Educational talks to schools and community groups;
- Participating in both dog specific and broader community promotional events;
- Direct one-to-one educational approaches to individual dog owners.

Stray Dogs

The Dog Warden Service will use a mix of approaches to minimise the number of dogs roaming unattended within the Borough. Enforcement action will be the principal approach to controlling stray dogs. Approaches will include:

- Patrols of the Borough's streets, parks and public open spaces to pick up unattended dogs;
- Response to individual requests from the public to pick up stray dogs;
- Collection of stray dogs received by the Police;
- Educational work to inform dog owners of the problems caused by allowing dogs to roam and of the risks this poses to the welfare of their dogs;
- Encouragement of owners to microchip their dogs including the provision of a microchipping service at no charge.

On seizing a stray dog, the Dog Wardens will normally attempt to return the dog to its owner, provided that the dog has not previously been seized in the preceding 12 months. Dogs that are not returned to their owners will be impounded with the Council's kennel contractor. Owners may then claim their dog on payment of the current release fee. Dogs not claimed after the presented statutory period will pass into the ownership of the Council whereon the Council will then transfer ownership to the RSPCA.

Dog Fouling

The Dog Warden Service will use a mix of approaches to decrease the level of dog fouling on the Borough's streets and parks. Enforcement action will be the principal approach to reducing dog fouling. Approaches will include:

- Issue of fixed penalty notices for owners failing to clean up after their dog;
- Creation of 10 Dog Watch Areas to prioritise patrolling, enforcement and education

work in areas which have the greatest problem with dog fouling;

- Patrols of the Borough's streets, parks and public open spaces to target enforcement action;
- Educational work to inform dog owners of the need to prevent dog fouling;
- Work in partnership with other Council departments and external bodies to enforce and educate on dog fouling.

Dog Waste Bins

The dog waste bin collection service is delivered as part of the Environmental health service and covers public land across the whole of the Council area.

There is currently no charge for the dog waste bin collection service. The service aim is to empty all dog waste bins across the borough area at least once a week with some higher use bins being emptied more frequently. Replacement dog waste bins will be installed as and when necessary providing the parish council meet the cost of replacement. No new additional dog waste bins will be installed, but less well used bins can be moved to higher demand areas. In adverse weather conditions, (i.e. snow and ice) every effort will be made to collect all dog waste bins but only those that can be reached with a vehicle.

Dog Welfare Licensing

The Environmental Health Service will use all appropriate licensing legislation to secure high standards of dog welfare in those premises licensed to sell, breed and board dogs.