

# Public Document Pack



Ribble Valley  
Borough Council

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Dear Councillor

The next meeting of the **ECONOMIC DEVELOPMENT** will be held at 6.30 pm on **THURSDAY, 21 JANUARY 2021** by ZOOM.

I do hope you can be there.

Yours sincerely

*M. H. Scott*

CHIEF EXECUTIVE

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)
3. **DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS**

Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interest in respect of matters contained in the agenda.

4. **PUBLIC PARTICIPATION**

### **ITEMS FOR DECISION**

5. **REVISED REVENUE BUDGET 2020/21** (Pages 7 - 10)  
Report of Director of Resources enclosed.
6. **ORIGINAL REVENUE BUDGET 2021/22** (Pages 11 - 18)  
Report of Director of Resources enclosed.
7. **REVISED CAPITAL PROGRAMME 2020/21** (Pages 19 - 22)  
Report of Director of Resources enclosed.
8. **CAPITAL PROGRAMME REVIEW 2021/22 - 2023/2024** (Pages 23 - 26)  
Report of Director of Resources enclosed.

## **ITEMS FOR INFORMATION**

### **9. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

None.

### **10. EXCLUSION OF PRESS AND PUBLIC**

None.

## **ITEMS FOR DECISION**

## **ITEMS FOR INFORMATION**

Electronic agendas sent to members of Economic Development – Councillor Stuart Hirst (Chair), Councillor David Berryman, Councillor Susan Bibby, Councillor David Birtwhistle, Councillor Ian Brown, Councillor Robert (Bob) Buller, Councillor Judith Clark, Councillor Rosemary (Rosie) Elms, Councillor Stewart Fletcher, Councillor Mark French, Councillor Mark Hindle, Councillor Simon Hore, Councillor Ged Mirfin, Councillor Susan Knox and Councillor James (Jim) Rogerson (Vice-Chair).

Contact: Democratic Services on 01200 414408 or [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)

## Minutes of Economic Development Committee

Meeting Date: Thursday, 5 November 2020, starting at 6.30pm  
Present: Councillor S Hirst (Chair)

Councillors:

D Berryman	S Fletcher
S Bibby	M French
D Birtwhistle	S Hore
I Brown	S Knox
B Buller	G Mirfin
J Clark	J Rogerson

In attendance: Director of Economic Development and Planning, Head of Regeneration and Housing, Head of Cultural and Leisure Services, Senior Accountant.

Also in attendance: Councillor T Austin.

Not in attendance: Councillor M Hindle.

### 785 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor R Elms.

### 786 MINUTES

The minutes of the meeting held on 23 January 2020 were approved as a correct record and signed by the Chairman.

### 787 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

There were no declarations of pecuniary and non-pecuniary interest.

### 788 PUBLIC PARTICIPATION

There was no public participation.

### 789 EMPLOYMENT LAND MONITOR

The Director of Economic Development and Planning submitted a report providing information on employment land availability across the Ribble Valley. The report set out the initial findings of recent monitoring with a review of key aspects such as activity in relation to planning applications and their implementation. A review of commercial properties currently available in the market had also been carried out. In parallel land take up in relation to land commitments and allocations would continue to be monitored as part of the local plan process to inform the need for additional land to be identified or reviewed.

Reference was made to the current level of churn particularly in the town centres and the number of licensed properties that were closed down. It was also noted

that there had already been some changes in occupancy in premises in the appendix attached to the report.

RESOLVED: That the report be noted.

790 TOURISM PROGRESS REPORT

The Director of Community Services submitted a report outlining general progress on tourism with particular reference to measures taken to support the visitor economy during the pandemic. The Council's tourism and promotional activity was usually guided by a destination management plan; however this plan had been suspended, and in an immediate response to the crisis, officers working closely with the Ribble Valley Tourism Association had written a 'Response and Recovery Plan for Tourism and Hospitality' aimed at supporting tourism through good communication and marketing initiatives. The booklet had been circulated to members of the Committee for their information. The launch had taken place in June 2020 alongside a video called 'When the time is right' designed to keep the area in people's minds during lockdown.

It was noted that circumstances with the latest lockdown had already overtaken the recovery plans in the booklet. Members commented upon the excellent content in the booklet and asked that businesses in the hospitality sector be kept informed of any grants available to them to help them through the lockdown period.

RESOLVED: That the report be noted.

791 REVENUE OUTTURN 2019/20

The Director of Resources submitted a report for Committee's information on the outturn for the financial year 2019/20 in respect of the revenue budget for this Committee. There had been a number of variations in both income and expenditure during the year that had given rise to an overall underspend of £28,888 on the net cost of services. There had been no transfers to or from reserves.

RESOLVED: That the report be noted.

792 REVENUE MONITORING 2020/21

The Director of Resources submitted a report for Committee's information on the position for the period April to September 2020 of this year's revenue budget for this Committee. The report outlined the comparison between actual and budgeted expenditure for the period.

RESOLVED: That the report be noted.

793 CAPITAL OUTTURN 2019/20

The Director of Resources submitted a report for Committee's information on the 2019/20 capital programme outturn for this Committee. There was no expenditure in 2019/20 and the budget slippage of £20,000 had been moved into the 2020/21 financial year.

RESOLVED: That the report be noted.

794 CAPITAL MONITORING 2020/21

The Director of Resources submitted a report for Committee's information on the progress of the capital programme for the period to the end of September 2020. There had been no expenditure on the two schemes in this Committee's capital programme as at the end of September.

RESOLVED: That the report be noted.

795 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

796 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business be an Exempt Information under Category 3 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

797 CLITHEROE TO HELLIFIELD RAIL PROJECT

The Director of Economic Development and Planning submitted a report asking Committee to agree a way forward for the production of a Strategic Outline Business Case to support the Clitheroe to Hellifield Rail Project which was identified in the Council's Economic Plan.

She reminded members that in March 2020 the Council had submitted an application to the Department of Transport Restoring Your Railways Fund. Notification had been received in May that the application had been approved and progressed to the next stage of developing a Strategic Outline Business Case. The DfT would fund 75% of costs up to £50,000 to help fund transport and economic studies and create a business case.

A Project Group had been set up and was meeting monthly, as well as discussions taking place with stakeholders. It had subsequently been identified that consultants were required to undertake the Business case on our behalf. Part of the project was a requirement to analyse the capacity of the network and as such Network Rail had been procured as the only provider able to carry out the work for technical reasons under an exemption to the Council's Contract Procedure Rules.

The Director of Economic Development and Planning reported that she had now been informed that Community Rail Lancashire had successfully secured a contribution following an application to the Community Rail Development Fund.

She reported that seven tenders for the Strategic Outline Business Case had been received and were currently being evaluated.

Members were pleased with the progress made on this project and suggested various issues that might be considered in the future including additional platforms/halts.

Councillor T Austin was given permission to speak on this item.

RESOLVED: That Committee:

1. note the appointment of Network Rail to undertake the capacity analysis work and the exemption to the Contract Procedure Rules which had already been granted;
2. recommend to Policy and Finance Committee a sum of £20,000 from the Economic Development budget be included for the scheme; and
3. agree that officers approach the organisations set out in the report for contributions towards the overall scheme in order to determine funding available.

The meeting closed at 7.40pm.

If you have any queries on these minutes please contact Nicola Hopkins (414532).

## **RIBBLE VALLEY BOROUGH COUNCIL** **REPORT TO ECONOMIC DEVELOPMENT COMMITTEE**

DECISION
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meeting date: 21JANUARY 2021  
title: REVISED REVENUE BUDGET 2020/21  
submitted by: DIRECTOR OF RESOURCES  
principal author: HELEN SEEDALL

### 1. PURPOSE

- 1.1. To agree a revised revenue budget for 2020/21 for this committee.

### 2. BACKGROUND

- 2.1. The original estimate for this current financial year was set in March 2020.
- 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.
- 2.4. The budget this year has been particularly impacted by the Covid-19 pandemic. The pandemic has also brought about wider pressures on service resources to the extent that there has been a lighter touch review of the budgets this year, and the reporting this year is at a higher level than that usually provided.
- 2.5. Any impacts on fees and charges due to Covid-19 will be included within this committee's estimates. This also includes the estimated part funding towards these losses from the government towards such losses. Other Covid-19 response costs have been included under Policy and Finance committee as corporate emergency response costs.

### 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 2019/20 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 2020/21 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 discussions with budget holders and heads of service on past service provision and future plans. However, as previously highlighted, there has been a lighter touch review of the budgets this year due to Covid-19.
- 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. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 1.

#### 4. PROPOSED REVISED REVENUE BUDGET 2020/21

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 2020/21	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2020/21
ALBNM: Albion Mill	190			-890		-700
INDDV: Economic Development	192,300	5,340		-13,340	-6,670	177,630
TURSM: Tourism and Events	118,870	2,430	3,350	-1,720		122,930
RHSSF: Reopening High Streets Safely Fund	0	28,370	-23,650			4,720
<b>Grand Total</b>	<b>311,360</b>	<b>36,140</b>	<b>-20,300</b>	<b>-15,950</b>	<b>-6,670</b>	<b>304,580</b>

4.2. The difference between the revised and original estimate is a decrease in net expenditure of £6,780.

#### 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.

Description	Variance Original Estimate 2020/21 to DRAFT Revised Estimate 2020/21
<b>INDDV - Economic Development</b> Vired budget from Policy and Finance committee services (Clitheroe Interchange) to help support further promotional activities to the end of the financial year. Other resources have been used to fund the capacity analysis for the Clitheroe to Hellifield Rail Project.	5,340
<b>INDDV - Economic Development</b> Decrease in support service costs mainly due to staff vacancy savings within the Economic Development and Planning Department.	-13,340

Description	Variance Original Estimate 2020/21 to DRAFT Revised Estimate 2020/21
<b>INDDV - Economic Development</b> Reduction in the depreciation charge due to a delay in the planned installation of gateway signs at Whalley, Longridge and Clitheroe.	-6,670
<b>RHSSF – Reopening High Streets Safely Fund</b> Expenditure of £28,370 was incurred on posters, signage and measures taken to temporarily divert traffic in Clitheroe and Longridge town centres, to encourage shoppers back to the High Street in a safe environment following the ending of the first lockdown. There was no budget provided for this as the pandemic had not begun when the budget was originally set. Partly off-setting this is forecast funding from the government of £23,650 in respect of eligible expenditure.	4,720

## 6. CONCLUSION

- 6.1. The difference between the revised and original estimate is a decrease in net expenditure of £6,780.

## 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 £6,780 after movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

## 8. RECOMMENDED THAT COMMITTEE

- 8.1. Agree the revenue revised estimate for 2020/21.

SENIOR ACCOUNTANT  
 ED4-21/HS/AC  
 January 2021

DIRECTOR OF RESOURCES

## ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End December	Actual and Commitments to End December	Full Year Original Estimate	Proposed Revised Estimate
ALBNM	Albion Mill	7,742	5,433	190	-700
INDDV	Economic Development	5,340	644	192,300	177,630
TURSM	Tourism & Events	19,234	17,120	118,870	122,930
RHSSF	Reopening High Streets Safely Fund	0	29,047	0	4,720
<b>Committee Total</b>		<b>32,316</b>	<b>52,244</b>	<b>311,360</b>	<b>304,580</b>

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

DECISION

meeting date: 21 JANUARY 2021  
title: ORIGINAL REVENUE BUDGET 2021/22  
submitted by: DIRECTOR OF RESOURCES  
principal author: HELEN SEEDALL

### 1 PURPOSE

- 1.1 To agree the draft revenue budget for 2021/22, for consideration at Special Policy and Finance Committee.

### 2 BACKGROUND - COUNCIL'S OVERALL FINANCIAL POSITION

#### **3 Year Budget Forecast**

- 2.1 The Council's three-year budget forecast was last presented to Policy and Finance Committee in March. 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 March predicted the following budget gaps; £281k in 2021/22, £206k in 2022/23, £337k in 2023/24, after allowing for the use of general fund balances.
- 2.2 At the time of producing the March forecast, the outcome of the Fair Funding Review, the potential changes to the New Homes Bonus Scheme and the implications of Business Rate Retention Reforms were unknown and it was highlighted that these issues would be crucial in terms of our future budget forecast and therefore to some extent the forecast beyond 2020/21 was impossible to predict.
- 2.3 As you will appreciate, the above forecast was also produced prior to the extent of the impact of Covid-19 in the current financial year being known. Indeed, there is still substantial uncertainty with regard to the financial impact for this council in the short to medium term in respect of additional spend, lost income and the level of grant support that the council will receive.

#### **The Spending Review 2020**

- 2.4 In light of Covid-19, the government has scrapped its plans for a multi-year spending review and have instead conducted a one-year review to set departments' budgets for 2021-22.
- 2.5 The key messages that came out of the 2020 Spending Review are listed below:
- Local authority core spending power is projected by the Government to rise by 4.5 per cent in cash terms. This increase is largely due to the ability of social care authorities to increase their council tax bills by up to 5 per cent.
  - To support local authorities in England with Covid-19 pressures next year, the Government expects to provide over £3 billion in additional support. The additional support includes £1.55 billion to meet additional expenditure pressures as a result of Covid-19, £670 million to support households that are least able to afford council tax payments, £762 million to compensate for 75 per cent of irrecoverable loss of council tax and business rates revenues in 2020/21, and extending the existing Covid-19 sales, fees and charges reimbursement scheme for a further 3 months until the end of June 2021.
  - As announced earlier this year, the implementation of the fair funding review has been delayed. The Spending Review didn't specify when the review will be revisited.

- The Government is undertaking a fundamental review of the business rates system and is currently considering responses to the call for evidence. A final report setting out the full conclusions of the review will be published in spring 2021. The Government has decided to freeze the business rates multiplier in 2021/22. Local authorities will be fully compensated for this decision. The Government is also considering options for further Covid-19 related support through business rates reliefs.
- Earlier this year, the Government announced that it would delay the move to 75 per cent Business Rates Retention and the implementation of the fair funding review. This decision allowed local authorities to focus on meeting the public health challenge posed by the pandemic. In order to provide further stability to the sector, the Government has decided not to proceed with a reset of business rates baselines in 2021/22.
- The referendum threshold for increases in council tax will remain at two per cent in 2021/22.
- The Government will maintain the existing New Homes Bonus scheme for a further year with no new legacy payments. The Government will consult on reforms to the New Homes Bonus shortly, with a view to implementing reform in 2022/23 .

### **Covid-19 and Budget Preparation**

- 2.6 The immense economic uncertainty associated with the COVID-19 pandemic makes this an extraordinarily difficult time for all councils in formulating their budget (both revenue and capital) plans. A budget working group meeting was held on 28 September which amongst other things considered the setting of next year's budget.
- 2.7 At the meeting of Policy and Finance Committee on 17 November 2020, it was agreed that the approach as previously discussed at the Budget Working Group should be taken, namely:

<b>Budget Element</b>	<b>Recommended Approach</b>
<b>Expenditure (non Covid related)</b>	Inflationary increase to base budget
<b>Covid 19 Expenditure</b>	Unknown but budget on basis costs will be reimbursed by the Government
<b>Income (non Covid related)</b>	Inflationary increase to base budget
<b>Income – Impact of Covid</b>	Budget on basis any losses will be reimbursed by the Government. However, could be substantial even if pandemic ends and may not be reimbursed. Some income could be substantially impacted.
<b>Council Tax/Business Rates</b>	Difficult to assess the impact of pandemic particularly on businesses in the next financial year.  Collection fund deficits can be spread over 3 years.

- 2.8 Members agreed with the conclusion of Budget Working Group, in that the council should prepare its budget on the base budget plus inflation and on the expectation that any variance due to Covid would be made good by the Government.
- 2.9 As mentioned, the budget process has been particularly impacted by the Covid-19 pandemic. The pandemic has also brought about wider pressures on service resources to the extent that there has been a lighter touch review of the budgets this year, and the reporting this year is at a higher level than that usually provided.

### 3 2021/22 PROVISIONAL LOCAL GOVERNMENT SETTLEMENT

3.1 At the time of producing this report the Government had yet to announce the provisional finance settlement.

3.2 It is anticipated that there will be an announcement in respect of the Local Government Settlement before Parliament's Christmas recess. Members will be provided with an update at their meeting.

### 4 BUDGET PROCESS

4.1 Presented to committee for decision elsewhere on the agenda are the proposed fees and charges for 2021/22. The consequential impact of these approved fees and charges has been incorporated in to the service budgets shown within this report, on the assumption that they are approved as presented or without material change.

4.2 When all committees have approved their detailed estimates, the overall position will be considered by Budget Working Group.

4.3 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 2021/22 will also be approved.

### 5 2021/22 DRAFT REVENUE BUDGET

5.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay increases at 2% and price increases at 2%.

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

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

5.3 As you will see, the draft proposed budget for 2021/22 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 2020/21:** 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.
- **Inflation at 2% Pay and 2% Other:** The budget forecast allows for inflation on pay at 2% and prices at 2% (with some exceptions such as grants). This is where that general allowance for inflation is brought in to the individual budget areas.
- **Movements in Expenditure:** This is where any movements in the expenditure budgets for this committee are shown. This excludes movements in support services and Capital, which are shown in separate columns.
- **Movements in Income:** This is where any movements in the income budgets for this committee are shown.
- **Movements in Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Movements in Capital:** Any changes relating to depreciation and impairment are included in this column.
- **DRAFT Original Estimate 2021/22:** The final column is the total 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.

6 SUMMARIES

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

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

Cost Centre and Description	Original Estimate 2020/21	Inflation at 2% Pay and 2% Other	Movements in Expenditure	Movements in Income	Movement in Support Services	Movement in Capital	DRAFT Original Estimate 2021/22
ALBNM: Albion Mill	190	-80	-650	770	110		340
INDDV: Economic Development	192,300	430			5,150	-6,670	191,210
TURSM: Tourism and Events	118,870	590			3,040		122,500
<b>Grand Total</b>	<b>311,360</b>	<b>940</b>	<b>-650</b>	<b>770</b>	<b>8,300</b>	<b>-6,670</b>	<b>314,050</b>

**b) Type of Expenditure/Income (Subjective)**

	Original Estimate 2020/21	Inflation at 2% Pay and 2% Other	Movements in Expenditure	Movements in Income	Movement in Support Services	Movement in Capital	DRAFT Original Estimate 2021/22
<b>Premises Related Expenditure</b>	34,700	690	-650				34,740
<b>Transport Related Expenditure</b>	70						70
<b>Supplies &amp; Services</b>	54,390	1,090					55,480
<b>Support Services</b>	257,280				8,300		265,580
<b>Depreciation and Impairment</b>	6,670					-6,670	0
<b>Total Expenditure</b>	<b>353,110</b>	<b>1,780</b>	<b>-650</b>		<b>8,300</b>	<b>-6,670</b>	<b>355,870</b>
<b>Customer &amp; Client Receipts</b>	-41,750	-840		770			-41,820
<b>Total Income</b>	<b>-41,750</b>	<b>-840</b>		<b>770</b>			<b>-41,820</b>
<b>Net Expenditure</b>	<b>311,360</b>	<b>940</b>	<b>-650</b>	<b>770</b>	<b>8,300</b>	<b>-6,670</b>	<b>314,050</b>

## 7 KEY VARIATIONS

7.1 The net expenditure for this committee has increased by £2,690. The main reasons for this net increase are summarised in the table below.

<b>Description</b>	<b>Variance Original Estimate 2020/21 to DRAFT Original Estimate 2021/22</b>
<b>INDDV - Economic Development</b> Increase in support service costs mainly due to inflationary increases in the Economic Development and Planning Department.	5,150
<b>INDDV - Economic Development</b> Reduction in the depreciation charge due to a delay in the planned installation of gateway signs at Whalley, Longridge and Clitheroe.	-6,670
<b>TURSM – Tourism and Events</b> Increase in support service costs mainly due to inflationary increases charged to Community Services.	3,040

## 8 RISK ASSESSMENT

8.1 The approval of this report may have the following implications

- Resources: approval of the original budget for 2021/22 would see an increase in net expenditure of £2,690 compared with the original budget for 2020/21.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

## 9 RECOMMENDED THAT COMMITTEE

9.1 Approve the revenue original estimate for 2021/22 and submit this to the Special Policy and Finance Committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED3-21/HS/AC  
8 January 2021

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ECONOMIC DEVELOPMENT COMMITTEE

DECISION

meeting date: 21 JANUARY 2021  
title: REVISED CAPITAL PROGRAMME 2020/21  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To approve the 2020/21 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 2020/21 CAPITAL PROGRAMME BACKGROUND

2.1 One capital scheme for this Committee's original estimate budget, totalling £81,750, was approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2020 and March 2020 respectively. The scheme budget had been moved from the 2019/20 capital programme to the 2020/21 capital programme.

2.2 In addition to the original estimate budget, there was one 2019/20 capital scheme that was not completed by 31 March 2020. The total unspent budget of £20,000 on that scheme, known as slippage, was moved into the 2020/21 capital programme budget after the slippage request from the budget holder was agreed by the Director of Resources. The slippage request was agreed by the Director of Resources because there were no Economic Development Committee meetings between March 2020 and September 2020 because of Covid-19.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of two schemes was £101,750. This is shown at Annex 1.

### 3 REVISING THE 2020/21 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 proposed revised estimate is £35,000 for two schemes, a reduction of £66,750 from the total approved budget.

3.2 The reduction relates to the Economic Development Initiatives scheme, which currently has an overall scheme budget of £81,750. There is currently just one development initiative scheme being considered that, if given the go ahead, would incur expenditure in 2020/21. That scheme is a joint-funded site investigation and development modelling scheme for improving employment land site access at Salthill. If that scheme is approved to go ahead the Council's expenditure is estimated to be no more than £15,000 in 2020/21.

3.3 Therefore, it is recommended that the 2020/21 revised estimate for the overall scheme is reduced to £15,000 and £66,750 of the overall scheme budget is moved to the 2021/22 financial year.

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

Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Total Approved Budget 2020/21 £	Revised Estimate 2020/21 £	Budget Moved to 2021/22 £	Actual Expenditure including commitments as at end of December 2020 £
0	81,750	20,000	101,750	35,000	66,750	0

3.5 At the end of December 2020 there had been no spend on the two schemes in this Committee's revised capital programme, as follows:

- **Economic Development Initiatives (£15,000):** The joint-funded site investigation and development modelling scheme for improving employment land site access at Salthill has still to be approved and bid for. If the scheme is approved to go ahead it is estimated at this stage that the expenditure will be completed before financial year-end.
- **Gateway Signs for Whalley, Longridge and Clitheroe (£20,000):** No spend to date on this scheme to fund the installation of two new welcome signs and the replacement of a damaged sign at Simonstone. At this stage, it is hoped that installation will be completed within this financial year. However, this is subject to gaining the required permissions from Lancashire County Council, supplier delivery timescales and any impact from the on-going Covid-19 restrictions.

## 4 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a decrease of £66,750 in the level of financing resources needed in 2020/21 and £66,750 of capital financing resources will be moved into 2021/22.
- 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 proposed revised estimate for this Committee's 2020/21 capital programme is £35,000, which is a £66,750 reduction from the previously approved capital budget.

5.2 It is recommended that part of the budget on one scheme, totalling £66,750, is moved to the 2021/22 financial year.

5.3 At the end of December 2020 there had been no spend on the two schemes in this Committee's revised capital programme.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the 2020/21 revised estimate of £35,000 for this Committee's capital programme, as set out in Annex 1.
- 6.2 Approve the move of £66,750 of the Economic Development Initiatives capital budget from 2020/21 to 2021/22.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

ED2-21/AC/AC  
7 January 2021

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

Cost Centre	Scheme	Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Additional Approvals 2020/21 £	Total Approved Budget 2020/21 £	Revised Estimate 2020/21 £	Budget Moved to 2021/22 £	Actual Expenditure including commitments as at end of December 2020 £
ECDVI	Economic Development Initiatives	0	81,750	0	0	81,750	15,000	66,750	0
GWSGN	Gateway Signs for Whalley, Longridge and Clitheroe	0	0	20,000	0	20,000	20,000	0	0
<b>Total Economic Development Committee</b>		<b>0</b>	<b>81,750</b>	<b>20,000</b>	<b>0</b>	<b>101,750</b>	<b>35,000</b>	<b>66,750</b>	<b>0</b>

## **RIBBLE VALLEY BOROUGH COUNCIL** **REPORT TO ECONOMIC DEVELOPMENT COMMITTEE**

DECISION
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meeting date: 21 JANUARY 2021  
title: CAPITAL PROGRAMME REVIEW 2021/22 TO 2024/25  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To recommend the proposed future four-year capital programme (2021/22 to 2024/25) for this Committee.

### 2 CAPITAL PROGRAMME (2021/22 to 2024/25) BUDGET PROCESS

2.1 The future capital programme budget is reviewed and updated each year. In recent years, the Council has been setting a proposed and fully funded five-year capital programme each year. The process of updating the programme has involved reviewing and updating the schemes that were approved in the previous year's programme for what will become the first four years of the new five-year programme and submitting new bids for year five of the new five-year programme.

2.2 Given the additional burdens caused by and priority focus on Covid-19 issues throughout 2020, Budget Working Group has streamlined the capital programme budget update process for this year. This involves moving to a four-year capital programme only, covering 2021/22 to 2024/25, and there being no new capital bids for 2025/26 (year five).

2.3 Heads of Service/Directors were therefore asked to review and update the proposed four-year capital programme, as follows:

- Review the 2021/22 capital schemes already in the capital programme to confirm that costings are correct and that they will be able to be completed in that year.
- Review the current year's (2020/21) capital schemes to identify whether any may need to be moved to the 2021/22 financial year.

2.4 Each committee are being asked to consider and approve the proposed four-year capital programme for their own committee and then the proposed programmes from all committees will be considered alongside each other by the Budget Working Group and Special Policy and Finance Committee.

2.5 The proposed four-year capital programme (2021/22 to 2024/25) for this Committee is set out in this report for members to consider and approve.

### 3 REVIEW OF THE 2021/22 CAPITAL PROGRAMME SCHEMES

3.1 There were no schemes in the previously approved 2021/22 capital programme for this Committee, so no changes have been made.

#### 4 REVIEW OF THE CURRENT YEAR'S (2020/21) CAPITAL SCHEMES

4.1 Review of progress on the 2020/21 current year schemes by Heads of Service identified part of the budget for one scheme that is proposed to be moved from 2020/21 to the 2021/22 capital programme:

- **Economic Development Initiatives, +£66,750:** The overall scheme budget for 2020/21 is £81,750. There is currently just one development initiative scheme being considered that, if given the go ahead, would incur expenditure in 2020/21. If that scheme is approved to go ahead the Council's expenditure is estimated to be no more than £15,000 in 2020/21. Therefore, it is proposed that the 2020/21 revised estimate for the overall scheme is reduced to £15,000 and £66,750 of the overall scheme budget is moved to the 2021/22 financial year.

#### 5 PROPOSED FOUR-YEAR CAPITAL PROGRAMME (2021/22 TO 2024/25)

5.1 For this Committee, there were no schemes in the previously approved four-year capital programme 2021/22 to 2024/25. Therefore, the one proposed change from the review of the current year's 2020/21 capital programme creates a proposed four-year capital programme of one scheme for this Committee, totalling £66,750. This is shown in the table below.

<b>Economic Development Committee</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Economic Development Initiatives <i>**Moved from 2020/21</i>	66,750				66,750
<b>Proposed Capital Programme (2021/22 to 2024/25) for this Committee</b>	<b>66,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66,750</b>

5.2 Members are asked to consider the proposed four-year capital programme (2021/22 to 2024/25) for this Committee and recommend the programme to the Special Policy and Finance Committee for approval.

#### 6 RISK ASSESSMENT

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

- Resources – The proposed change to the four-year capital programme for this Committee would require additional funding of £66,750 over the period. In practice this funding is available because the increased budget relates to part of a scheme budget being moved from the 2020/21 capital programme and this scheme is already funded as part of that year's capital programme. Thus, if part of the scheme budget moves to 2021/22 then the funding for that part of the scheme will also move to 2021/22.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

7 CONCLUSION

7.1 A four-year capital programme (2021/22 to 2024/25) of £66,750 is proposed for this Committee.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the proposed four-year capital programme (2021/22 to 2024/25) of £66,750 for this Committee.

8.2 Recommend to Special Policy and Finance Committee the proposed four-year capital programme (2021/22 to 2024/25) of £66,750 for this Committee.

SENIOR ACCOUNTANT  
ED1-21/AC/AC  
5 January 2021

DIRECTOR OF RESOURCES

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

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