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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **POLICY AND FINANCE** will be held at 6.30 pm on **TUESDAY, 22 JUNE 2021** in the **Council chamber, 13 Church Street, Clitheroe, BB7 2RA.**

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 5 - 12)
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. **APPOINTMENT OF WORKING GROUPS** (Pages 13 - 14)
Report of Chief Executive enclosed.
6. **CAPITAL OUTTURN 2020/21** (Pages 15 - 22)
Report of Director of Resources enclosed.
7. **VOLUNTARY ORGANISATION GRANTS - CITIZENS ADVICE BUREAU** (Pages 23 - 32)
Report of Director of Resources enclosed.

8. **REVIEW OF FINANCIAL REGULATIONS AND CONTRACT PROCEDURE RULES** (Pages 33 - 68)

Report of Director of Resources enclosed.

9. **REFERENCES FROM COMMITTEE**

i) **Community Services committee - Waste Transfer Station Capital** (Pages 69 - 70)

Report of Director of Resources enclosed.

ii) **Community Services Committee - Play Areas Capital Scheme** (Pages 71 - 76)

Report of Director of Resources enclosed.

10. **BOUNDARY COMMISSION PARLIAMENTARY BOUNDARY REVIEW 2023** (Pages 77 - 88)

Report of Chief Executive enclosed.

ITEMS FOR INFORMATION

11. **OVERALL CAPITAL OUTTURN 2020/21** (Pages 89 - 96)

Report of Director of Resources enclosed.

12. **REVENUES AND BENEFITS GENERAL REPORT** (Pages 97 - 100)

Report of Director of Resources enclosed.

13. **TREASURY MANAGEMENT MONITORING 2021/22** (Pages 101 - 112)

Report of Director of Resources enclosed.

14. **CLIMATE CHANGE UPDATE** (Pages 113 - 140)

Copies enclosed.

15. **MINUTES OF BUDGET WORKING GROUP - 1 FEBRUARY 2021 AND 22 MARCH 2021** (Pages 141 - 146)

Copies enclosed.

16. **MINUTES OF LONGRIDGE ASSETS WORKING GROUP - 15 MARCH, 13 APRIL AND 2 JUNE 2021** (Pages 147 - 154)

Copies enclosed.

17. **REPRESENTATIVES ON OUTSIDE BODIES 2021/22** (Pages 155 - 156)

Report of Chief Executive enclosed.

18. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

19. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

20. **LONGRIDGE ASSETS** (Pages 157 - 158)
3
Report of the Chief Executive enclosed.
21. **BUSINESS GRANTS UPDATE** (Pages 159 - 164)
3
Report of Director of Resources enclosed.
22. **SUNDRY DEBTOR WRITE OFFS** (Pages 165 - 166)
1
Report of Director of Resources enclosed.

ITEMS FOR INFORMATION

None.

Electronic agendas sent to members of Policy and Finance – Councillor Stephen Atkinson (Chair), Councillor David Berryman, Councillor Susan Bibby, Councillor Alison Brown, Councillor Judith Clark, Councillor Stewart Fletcher, Councillor Mark French, Councillor Jonathan Hill, Councillor Mark Hindle, Councillor Stuart Hirst, Councillor Simon Hore (Vice-Chair), Councillor Kevin Horkin MBE, Councillor Allan Knox, Councillor David Peat and Councillor Robert Thompson.

Contact: Democratic Services on 01200 414408 or committee.services@ribblevalley.gov.uk

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Minutes of Policy and Finance

Meeting Date: Tuesday, 30 March 2021, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

S Bibby	M Hindle
A Brown	S Hirst
S Carefoot	S Hore
J Clark	A Knox
S Fletcher	D Peat
M French	J Rogerson
J Hill	

In attendance: Chief Executive, Director of Resources, Director of Community Services and Director of Economic Development and Planning

1087 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor R Thompson.

1088 TO APPROVE THE MINUTES OF THE TWO PREVIOUS MEETINGS

The minutes of the meetings held on 19 January and 16 February 2021 respectively were approved as a correct record and signed by the Chairman.

1089 DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS

Councillors S Bibby, S Fletcher, S Hore and A Knox declared an interest in Agenda Item 6 – Voluntary Organisation Grants 2021/22.

Councillors S Fletcher and A Knox declared an interest in Agenda Item 10 - Voluntary Organisation Grant – Citizens Advice Bureau Performance Monitoring Information.

1090 PUBLIC PARTICIPATION

Ms G McCrum attended the meeting to ask a question about The Climate and Ecological Emergency Bill, which was currently going through Parliament. She asked if the committee felt that the CEEBill offered a valuable framework for the Climate Change Working Group to consider a comprehensive approach for the Ribble Valley and its population, to be planning to be carbon neutral as soon as possible, whilst also meeting the local ecological challenges.

The Chairman thanked Ms. McCrum for her question and assured her that the Council would watch with interest the passage of the CEE Bill through parliament and that the Climate Change Working Group would take into account the provisions of the Bill in assessing the challenges facing the Council.

1091 BUSINESS SUPPORT GRANTS UPDATE

The Director of Resources submitted a report updating members on the various Business Support Grants that had been awarded since the introduction of the local restrictions due to the Covid pandemic in September of last year; and informing them of the new Restart Grants which would replace the Local Restrictions Support Grants

from 1 April 2021. Consideration on how to utilise the remaining Additional Restrictions Grant funding available was required by committee.

The report outlined the grants paid to the 28 February 2021; the dates for closure of schemes and the Restart grants that would be paid to non-essential retail businesses and qualifying hospitality and retail properties.

Under the discretionary Additional Restrictions Grant scheme, a total of £808,869 had been paid as of 30 March 2021 which equated to 46% of the funding received. The Government had originally stated that the ARG funding could be spent up to March 2022, however, they had recently announced that additional funding would be provided by way of top-ups to local authorities who had spent their original allocation by the end of June 2021.

RESOLVED THAT COMMITTEE:

1. Note the progress made with the allocation of Local Restriction Support Grants, and
2. Delegate to the Director of Resources in consultation with Budget Working Group amendments to the Additional Restriction Grant scheme to utilise the remaining funding to enable the Council to receive further funding from the Government.

(Councillors Bibby, Fletcher, Hore and Knox declared an interest in the next item of business and were put on hold)

1092

VOLUNTARY ORGANISATIONS GRANTS 2021/22

The Director of Resources submitted a report outlining the recommendations of the voluntary organisation grant working group for their approval.

The working group had met to discuss the 26 applications received; a summary of which were included in the report.

Further information had been sought on three applications before a recommendation could be made. Suicide Awareness Prevention UK was identified as a CIC and therefore did not meet the criteria under this grant scheme .

It was also found that several applications would better fall under the remit of Recreation & Culture grants and it was agreed that the closing dates for both sets of applications should be aligned in future so that applications could be easily transferred for consideration.

RESOLVED THAT COMMITTEE:

Approve the allocation of grants as proposed by the voluntary organisation grant working group as set out in the report with the deletion of Suicide Awareness Prevention UK, totalling £104,297.20

(Councillors Bibby, Fletcher, Hore and A Knox returned into the meeting)

1093

DRAFT CYCLE OF COMMITTEE MEETINGS 2021/22

The Chief Executive submitted a report outlining the proposed meeting cycle for the forthcoming municipal year 2021/22.

He informed committee that the Annual meeting had been put back a week to 18 May 2021 to accommodate Elections on 6 May 2021.

He also informed committee that the Government had made the decision not to extend the legislation to allow remote meetings beyond 7 May 2021 and that this would have implications for the Annual meeting and full Council meetings going forward as the Council Chamber was not large enough to accommodate the numbers required to attend. Committees would be able to meet and still adhere to regulations from 17 May 2021 assuming that the coronavirus 'road map' continued as outlined by the Prime Minister.

*** RESOLVED THAT COMMITTEE:

Recommend to Council the draft meeting cycle for the 2021/22 municipal year as outlined.

1094

LOCAL GOVERNMENT REORGANISATION IN NORTH YORKSHIRE AND CUMBRIA - RESPONSE TO CONSULTATION

The Chief Executive submitted a report outlining the Government's consultation on locally-led proposals to reorganise local government in Cumbria and North Yorkshire for which a response was required by 19 April 2021.

Following the consultation, the Secretary of State would decide, subject to Parliamentary approval, which, if any, proposals would be implemented, with or without modification.

Both of the areas being consulted upon border with Ribblesdale. One of the proposals submitted by Cumbria included taking Lancaster city from the Lancashire County Council area. All proposals included either unitary county councils or groupings of district councils.

It was agreed that a response should be made to the consultation on the proposals for local government reorganisation in our neighbouring county areas.

RESOLVED THAT COMMITTEE:

1. Respond to the consultation on proposals to reorganise local government in Cumbria and North Yorkshire,
2. Appoint a working group comprising of Councillors S Atkinson, S Hore, D Peat and A Knox to consider the Council's response, and
3. Delegate to the Chief Executive in consultation with the Chair of this committee the submission of any response agreed by the working group.

1095

CLIMATE CHANGE WORKING GROUP UPDATE

The Director of Resources submitted a report updating committee on the work of the Climate Change working group and seeking financial support for a project.

The Chief Executive reported that the working group were working on developing a Climate Change Strategy for the council for the period 2021 – 2030 to include an action plan to ensure the Council reaches its target of being a carbon neutral borough by 2030.

The first step would be to understand our carbon footprint and One Carbon World had been commissioned to work this out.

He reported upon a funding request received from Ribble Rivers Trust towards a woodland planting scheme that the working group had considered and felt worthy of support for one year.

Members were supportive of the request and asked that feedback be gained on the success of the project.

RESOLVED THAT COMMITTEE:

1. Approve a grant of £15,000 for the Ribble Rivers Trust woodland planting project.
2. Agree to utilise £16,500 from the Business Rate Growth Reserve to fund the £15,000 grant to Ribble Rivers Trust and the £1,500 for the commissioning of One Carbon World.

(Councillors Fletcher and A Knox declared an interest in the next item of business and were put on hold)

1096

VOLUNTARY ORGANISATION GRANT - CITIZEN'S ADVICE BUREAU PERFORMANCE MONITORING INFORMATION.

The Director of Resources submitted a report asking committee to consider the performance monitoring information provided by the Citizens Advice Bureau for the period October to December 2020, to give approval for the final quarter of their voluntary organisation grant to be paid.

Committee considered the performance information and again observed that there was limited service contact in Longridge, and that it was very Clitheroe-centric. It was felt that more effort should be made to improve their outreach.

RESOLVED THAT COMMITTEE:

1. Approve the final quarterly payment of £13,125 of voluntary organisation grant to Citizens Advice Bureau, and
2. Ask officers to seek reassurance from CAB that they will extend their services into Longridge.

(Councillors Fletcher and A Knox returned to the meeting)

1097

CAPITAL AND TREASURY MANAGEMENT STRATEGY

The Director of Resources submitted a report seeking approval for the Council's Capital and Treasury Management Strategy for the 2021/22 financial year that had been reviewed.

The Strategy reflected the linkage between asset management, the capital programme and our treasury management activities and was intended to set the framework for all aspects of the Council's capital expenditure including planning, management, prioritisation, funding, monitoring and outcomes.

It also provided the policy framework for the engagement of the council with financial markets in order to fund its capital programme, maintain the security of its cash balances and protect them from credit, liquidity and interest rate risk.

Members discussed the issue of supranational bonds and whether these were required by the Council.

*** RESOLVED THAT COMMITTEE:

Recommend to Council the Capital and Treasury Management Strategy as outlined with the deletion of the paragraph relating to supranational bonds (page 23 of the Strategy).

1098

TREASURY MANAGEMENT POLICIES AND PRACTICES 2021/22

The Director of Resources submitted a report asking committee to approve and adopt the treasury management policy statement and practices for 2021/22 that had been reviewed.

The document followed the wording recommended by the latest edition of the CIPFA Treasury Management in the Public Services: Code of Practice and Cross Sectoral Guidance Notes 2017 Edition and the practices were set out in a manner in which the Council would seek to achieve its treasury management policies and objectives, and how it would manage and control those activities.

A number of minor updates were highlighted that had been made to the Schedules within the document.

*** RESOLVED THAT COMMITTEE:

Recommend to Council the Treasury Management Policies and Practices 2021/22 as outlined with the deletion of the paragraph relating to supranational bonds and the list of approved investments instruments for the same (pages 21 and 23 of the document).

1099

LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report seeking committee's approval to write off Council Tax and Business Rate debts relating to three companies that had been dissolved.

RESOLVED THAT COMMITTEE:

Approve the writing off of £1,611.93 in Council Tax, £17,437,37 in Business Rates and £420.00 costs where it has not been possible to collect the amounts due.

1100

REFERENCES FROM COMMITTEES

The Director of Resources submitted two reports asking committee to consider recommendations from both Community Services and Health and Housing committees to bring forward previously approved capital schemes onto the 2021/22 financial year, and an approve an additional capital scheme for Health and Housing Committee.

A report was also submitted asking committee to consider the recommendation of Community Services committee to dispose of the King Street toilets site in Longridge.

- 1101 COMMUNITY SERVICES - CAPITAL PROGRAMME 2021/22
- RESOLVED THAT COMMITTEE:
- Approve the request from Community Services committee to bring forward the capital scheme for the refurbishment of Bowling Green Café in Castle Grounds to the 2021/22 financial year at a reduced budget of £45,000.
- 1102 COMMUNITY SERVICES - COUNCIL ASSETS IN LONGRIDGE
- RESOLVED THAT COMMITTEE:
- Agree to the recommendation of Community Services committee to advertise King Street toilet site in Longridge for sale on the open market with the resulting capital receipt to be used to fund a capital programme scheme in Longridge.
- 1103 HEALTH & HOUSING - JOINERS ARMS ROOF RENEWAL AND RENOVATION WORKS
- RESOLVED THAT COMMITTEE:
1. Approve the request of Health & Housing committee to bring forward the Joiners Arms Roof Renewal capital scheme to the 2021/22 financial year at the reduced budget of £42,200, and
 2. Approve the addition of a new capital scheme for the renovation of flats 1 and 2 at Joiners Arms, with a budget of £13,540 funded from the Flexible Homelessness Support Grant earmarked reserve.
- 1104 CAPITAL PROGRAMME 2021/22
- The Director of Resources submitted a report for information on the schemes approved for inclusion in this committee's 2021/22 capital programme. There were four schemes totalling £105,510.
- 1105 REVENUE MONITORING 2020/21
- The Director of Resources submitted a report for information on the position for the period April 2020 to February 2021 of this year's revised revenue budget as far as this committee was concerned.
- A comparison between actual expenditure and the revised estimate was shown by cost centre and the main variations were highlighted. After allowing for transfers to/from earmarked reserves there was an underspend of £78,526.
- 1106 OVERALL REVENUE MONITORING 2020/21
- The Director of Resources submitted a report for information on the overall revenue position for the current financial year up to the end of February 2021.
- The full position was shown and any variances above £10,000 were highlighted and reason given. Refuse collection vehicle maintenance costs continued to be an area of concern and had been discussed by the Budget working group who were considering options for taking the issue forward.

1107 REVENUES AND BENEFITS GENERAL REPORT

Committee considered a report for information that covered National non-domestic rates (NNDR); sundry debtors; housing benefit and council tax support performance and housing benefit overpayments.

1108 MINUTES OF BUDGET WORKING GROUP 28 SEPTEMBER 2020

The minutes of the Budget working group dated 28 September 2020 were submitted for information.

1109 MINUTES OF LONGRIDGE ASSETS WORKING GROUP

The minutes of the Longridge Assets working group dated 3 February 2021 were submitted for information.

1110 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

1111 EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next item of business being exempt information under paragraph 1 of Part 1 of Schedule 12A of the Local Government Act the press and public be now excluded from the meeting.

1112 LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report seeking committee's approval to write off certain Council Tax debts relating to individuals where the debtors were bankrupt or had passed away.

RESOLVED THAT COMMITTEE:

Approve the writing off of £3,865.35 of Council Tax debts where it has not been possible to collect the amount due.

The meeting closed at 8.00pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap 01200 414408 olwen.heap@ribblevalley.gov.uk.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

DECISION

meeting date: 22 June 2021
 title: APPOINTMENT TO WORKING GROUPS 2021/22
 submitted by: Chief Executive
 principal author: Olwen Heap

1 PURPOSE

1.1 To appoint members to any working groups under the remit of the Policy & Finance committee and their membership.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

2.1 Working groups are set up by a parent committee to aid them in reaching a decision on specific aspects of their remit. Working groups have no powers and decisions are always made ultimately by the parent committee.

2.2 Working groups are usually made up of members from the parent committee unless another member has an expertise that could be useful to the group or in the case of a small political group availability is an issue.

3 ISSUES

3.1 The following working groups are active and officers recommend they are re-established. Committee may wish to consider if numbers need reviewing to approximate political balance on the Council.

Voluntary Organisation Grants	3 Conservatives + 1 Lib Dem
Budget Working Group	6 Conservatives + 1 Lib Dem
Longridge Assets	3 Conservatives + 1 Lib Dem + 1 Ind
Climate Change	4 Conservatives + 2 Lib Dems + 1 Ind

3.2 Working groups meet when there is a need to move an issue forward in between committee meetings. For some, this is on an annual basis and for others it can be as often as monthly.

3.3 Agendas, reports and minutes are done by the officers that serve on the working group. The minutes of each meeting are reported back to the parent committee once approved by the working group so that they are kept informed of progress.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with working groups is included in the budget for 2021/22.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

5 RECOMMENDED THAT

5.1 Committee approve the continuance of the working groups under the remit of this committee and decide upon their membership.

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

REF: CE/OMH/P&F/22.6.21

For further information please ask for Olwen Heap, extension 4408

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 22 JUNE 2021
title: CAPITAL OUTTURN 2020/21
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To report the 2020/21 capital programme outturn for this Committee and to seek member approval for the slippage of some capital scheme budgets from the 2020/21 financial year to the 2021/22 financial year.

1.2 Relevance to the Council's ambitions and priorities:

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

2 2020/21 CAPITAL PROGRAMME BACKGROUND

2.1 Four capital schemes for this Committee's original estimate budget, totalling £204,530, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2020 and March 2020 respectively. This included two new schemes for 2020/21 and budget for two 2019/20 schemes that had been moved from the 2019/20 capital programme to the 2020/21 capital programme.

2.2 In addition to the original estimate budget above, the following budget changes were made:

- Four 2019/20 capital schemes were not completed by 31 March 2020 and had unspent budget available at that date. Unspent budget of £33,480 on those schemes, known as slippage, was moved into the 2020/21 capital programme budget, after slippage requests from the budget holders were agreed by the Director of Resources.
- In August 2020, the Emergency Committee approved a new scheme budget of £25,000 for the Purchase of land behind Old Row, Barrow. This was added to this Committee's capital programme.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of eight schemes was £263,010. This is shown at Annex 1

2.4 The revised capital programme budget of £158,310 for seven schemes was then approved by the Special Policy and Finance Committee in February 2021, following a review of progress on all schemes in the capital programme. This included moving £105,510 of budget on four schemes into the 2021/22 financial year. The revised estimate budget is shown at Annex 1.

2.5 During the financial year this Committee has received reports monitoring the progress of schemes within the capital programme.

3 CAPITAL OUTTURN 2020/21

3.1 Annex 1 shows this Committee's capital programme outturn position by scheme, including budget approvals, actual expenditure in-year and requested slippage into 2021/22. The table below summarises the final outturn position.

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 2020/21 £	Requested Slippage into 2021/22 £
95,800	108,730	33,480	25,000	263,010	158,310	105,510	124,022	34,280

3.2 Actual expenditure on this Committee's capital programme was £124,022, which is 78.3% of the revised estimate budget.

3.3 Three of the seven capital programme schemes were completed in-year.

3.4 Four schemes were not completed in-year, as follows:

- Dewhurst Road, Langho – Resurfacing Works (-£3,850):** At revised estimate stage, this Committee approved an additional pre-tender works budget of £10,100 for this scheme in 2020/21. Initial pre-tender works were completed in-year, totalling £6,250. The second stage of pre-tender works received approval in mid-February 2021, but works by third parties needed to be completed before placing orders with specialist contractors to complete the investigation works. Slippage of £3,850 into 2021/22 is requested to cover the cost of the remaining pre-tender investigation works, now that the works by third parties have been completed.
- Re-design of Corporate Website (-£12,000):** The scheme was not completed in-year and there was an underspend because IT resources were re-directed to support the Council's response to the COVID-19 pandemic and an experienced member of the IT team left the organisation in-year. Slippage of £12,000 into 2021/22 is requested to complete the re-design work.
- Replacement PCs (-£10,000):** The final work on this scheme is the CivicaPay system upgrade to ensure Windows 10 compatibility. The work has been requested from the supplier, but the supplier is still to schedule in a date to complete the upgrade work. Slippage of £10,000 into 2021/22 is requested to fund the CivicaPay system upgrade work.
- Financial system upgrade (-£8,430):** There have been discussions in-year with the software company regarding further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. These discussions are still ongoing with the software company. Progress has been partly delayed due to Covid-19. Also, elements will also eventually need discussion at management team to consider other additional revenue budget implications. Slippage of £8,430 into 2021/22 is requested to fund the further enhancements to the financial system if agreed by management team.

4 SLIPPAGE

4.1 Where capital schemes are not complete at year-end and budget is requested to be moved into the next financial year, this is known as slippage. For this Committee slippage of £34,280 is requested into 2021/22 for four schemes:

- Dewhurst Road, Langho – Resurfacing Works, £3,850.
- Re-design of Corporate Website, £12,000.
- Replacement PCs, £10,000.
- Financial system upgrade, £8,430.

4.2 Attached at Annex 2 are the individual “Request for slippage” forms. This Committee is asked to consider and approve these requests.

5 RISK ASSESSMENT

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

- Resources – There are no additional financing requirements needed for this Committee’s 2020/21 capital programme. Capital resources are already in place to fund the £34,280 requested slippage to the 2021/22 financial year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

6 CONCLUSION

6.1 Actual expenditure on this Committee’s capital programme was £124,022, which is 78.3% of the revised estimate budget.

6.2 Three of the seven capital programme schemes were completed in-year.

6.3 Four schemes were not completed in 2020/21. Slippage of £34,280 has been requested to fund expenditure on those schemes in 2021/22.

7 RECOMMENDED THAT COMMITTEE

7.1 Approve the slippage of the following budgets into the 2021/22 capital programme:

- Dewhurst Road, Langho – Resurfacing Works, £3,850.
- Re-design of Corporate Website, £12,000.
- Replacement PCs, £10,000.
- Financial system upgrade, £8,430.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH6-19/AC/AC
11 June 2021

POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME OUTTURN 2020/21

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 2020/21 £	Requested Slippage into 2021/22 £
DHRST	Dewhurst Road, Langho - Resurfacing Works	65,800				65,800	10,100	65,800	6,250	3,850
NTWRK	Network Infrastructure	30,000				30,000	0	30,000	0	0
COWEB	Re-design of Corporate Website		30,000			30,000	30,000	0	18,000	12,000
COLFT	Lift replacement at Council Offices		78,730	2,700		81,430	75,030	2,110	75,022	0
COADM	Committee Administration IT System			12,350		12,350	4,750	7,600	4,750	0
REPPC	Replacement PCs			10,000		10,000	10,000	0	0	10,000
CFUPG	Financial system upgrade			8,430		8,430	8,430	0	0	8,430
LACDB	Purchase of land behind Old Row, Barrow				25,000	25,000	20,000	0	20,000	0
Total Policy and Finance Committee		95,800	108,730	33,480	25,000	263,010	158,310	105,510	124,022	34,280

ANNEX 2

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME
OUTTURN 2020/21**

Request for slippage into 2021/22

Cost Centre and Scheme Title	DHRST: Dewhurst Road, Langho – Resurfacing Works
Scheme Description	The Council is responsible for the maintenance of the majority of Dewhurst Road. Resurfacing will improve the surface of the road and prevent regular costly repairs each year.
Head of Service	Adrian Harper
Year Originally Approved	2020/21
Revised Estimate 2020/21 for the Scheme	£10,100
Actual Expenditure in the Year 2020/21	£6,250
Variance - (Underspend) or Overspend	(£3,850)
Please provide full reasons for the (under) or over spend variance shown above?	<p>At revised estimate stage, this Committee approved an additional pre-tender works budget of £10,100 for this scheme in 2020/21, to enable the site to be clear from flooding risks before the main resurfacing works are then undertaken in 2021/22.</p> <p>Initial pre-tender works were completed in-year, totalling £6,250. The second stage of pre-tender works received approval in mid-February 2021, but works by third parties needed to be completed before placing orders with specialist contractors to complete the investigation works.</p>

Slippage Request

Please grant the amount of Budget Slippage from 2020/21 to 2021/22 requested.	£3,850
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.	Slippage is requested to cover the cost of the remaining pre-tender investigation works.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	<p>The works by third parties are now complete and the remaining pre-tender works are currently expected to be completed in June 2021.</p> <p>The main resurfacing works will also be undertaken in 2021/22.</p>

ANNEX 2

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME
OUTTURN 2020/21**

Request for slippage into 2021/22

Cost Centre and Scheme Title	COWEB: Re-design of Corporate Website
Scheme Description	The current website was last updated in 2014, so is showing its age and is less engaging to the public. The re-design will update the website to reflect the latest styling, best practice and functionality.
Head of Service	Lawson Oddie
Year Originally Approved	2019/20
Revised Estimate 2020/21 for the Scheme	£30,000
Actual Expenditure in the Year 2020/21	£18,000
Variance - (Underspend) or Overspend	(£12,000)
Please provide full reasons for the (under) or over spend variance shown above?	<p>The scheme is in progress and £18,000 was spent in 2020/21.</p> <p>The scheme was not completed in-year and there was an underspend because IT resources were re-directed to support the Council's response to the COVID-19 pandemic and an experienced member of the IT team left the organisation in-year.</p>

Slippage Request

Please grant the amount of Budget Slippage from 2020/21 to 2021/22 requested.	£12,000
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.	Slippage is required to fund full completion of the website re-design.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	Based on a revised project plan it is currently expected that the re-design will be completed by December 2021.

ANNEX 2

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME
OUTTURN 2020/21**

Request for slippage into 2021/22

Cost Centre and Scheme Title	REPPC: Replacement PCs
Scheme Description	The replacement of 115 PCs with those of a specification that should help ensure Windows 10 compatibility and an anticipated usable life of around 5 years. Also, additional scheme approvals in 2019/20 extended the scheme to include the upgrade of some key Council systems to ensure Windows 10 compatibility.
Head of Service	Lawson Oddie/Mark Edmondson
Year Originally Approved	2019/20
Revised Estimate 2020/21 for the Scheme	£10,000
Actual Expenditure in the Year 2020/21	£0
Variance - (Underspend) or Overspend	(£10,000)
Please provide full reasons for the (under) or over spend variance shown above?	<p>All the PCs were replaced and most of the planned system upgrades were completed in 2019/20.</p> <p>The final work on this scheme is the CivicaPay system upgrade to ensure Windows 10 compatibility, which has a budget of £10,000. The work has been requested from the supplier, but the supplier is still to schedule in a date to complete the upgrade work. Thus, there was no spend in-year.</p>

Slippage Request

Please grant the amount of Budget Slippage from 2020/21 to 2021/22 requested.	£10,000
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	To fund the final element of the CivicaPay system upgrade to ensure Windows 10 compatibility.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	Current expectation is by December 2021, as the supplier has indicated that upgrade roll outs will start from around about August 2021, but this is subject to supplier availability to complete the upgrade.

ANNEX 2

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME
OUTTURN 2020/21**

Request for slippage into 2021/22

Cost Centre and Scheme Title	CFUPG: Financial system upgrade
Scheme Description	This financial system upgrade scheme will move our financial systems onto the web-based version, to ensure the system has full software supplier support going forwards.
Head of Service	Lawson Oddie
Year Originally Approved	2018/19
Revised Estimate 2020/21 for the Scheme	£8,430
Actual Expenditure in the Year 2020/21	£0
Variance - (Underspend) or Overspend	(£8,430)
Please provide full reasons for the (under) or over spend variance shown above?	<p>There have been discussions in-year with the software company regarding further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. These discussions are still ongoing with the software company.</p> <p>Progress has been partly delayed due to Covid-19, however elements will also eventually need discussion at Management Team to consider other additional revenue budget implications.</p>

Please grant the amount of Budget Slippage from 2020/21 to 2021/22 requested.	£8,430
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	<p>It is proposed to utilise this balance on the capital programme scheme to fund further enhancements to the financial system. This will allow more modern working practices and also improve accessibility and usability of the system.</p> <p>This will impact on the revenue budget and so will be subject to further discussion at management team before this can be progressed to the next stages.</p>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	2021/22 financial year.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 22 JUNE 2021
title: VOLUNTARY ORGANISATION GRANTS – CITIZENS ADVICE BUREAU
MONITORING INFORMATION
submitted by: DIRECTOR OF RESOURCES
principal author: ARIFAH BHIKHU

1. PURPOSE

- 1.1 To receive and consider the performance monitoring information for the period January to March 2021.
- 1.2 To receive and consider the 12-week action plan provided by the Citizens Advice Bureau detailing their aims to increase their outreach across the Ribble Valley.
- 1.3 To consider whether to approve payment of the first quarterly instalment of voluntary organisation grant to the Citizens Advice Bureau for 2021/22.

2. BACKGROUND

- 2.1 In March 2021, Members reviewed voluntary organisation grant applications and approved grants supporting 17 voluntary organisations across the borough totalling £104,297.20.
- 2.2 Members agreed to award Citizens Advice Bureau £52,500 of the total grant fund for the financial year 2021/22.
- 2.3 It was agreed that the grant allocation for the Citizens Advice Bureau of £52,500 will be paid quarterly subject to the Council receiving satisfactory monitoring information and subject to Committee approval.
- 2.4 In the last Committee meeting held in March 2021, Members considered the Citizens Advice Bureau's monitoring information received for the period October to December 2020. Members observed that there was limited service contact in Longridge and that services were very Clitheroe-centric. Committee resolved that the Council should seek reassurance from the Citizens Advice Bureau that they will extend their services to Longridge.

3. MONITORING INFORMATION

- 3.1 The manager of the Citizens Advice Bureau has supplied monitoring information and a narrative explaining the monitoring information supplied for the latest quarter January to March 21 (Annex 1).

4. ACTION PLAN

- 4.1 A 12-week action plan detailing how the Citizens Advice Bureau intend to promote and increase their services across the Ribble Valley has been received and included for your consideration in Annex 2.

5. SUPPORT TO LONGRIDGE

- 5.1 In the last P&F Committee, Members were concerned that previous monitoring information received by the Council did not demonstrate that the Citizen's Advice Bureau's service extends sufficiently to the Longridge area.
- 5.2 Following the Council's correspondence to the Citizens Advice Bureau in April 2021 requesting further information on their intended level of support to Longridge, the manager at the Citizens Advice Bureau explained that since 2018/19 a total of 124 cases were dealt with for clients from the three Longridge area electoral wards of Derby & Thornley, Alston & Hothersall and Dilworth.
- 5.3 It was explained that as the Citizens Advice Bureau is a demand-led service, they are only able to provide advice and intervention where it is sought and that benefit claimants who live in Longridge are served by Preston Jobcentre and therefore may have more convenient links with Preston advice services.
- 5.4 Promotion strategies the Citizens Advice Bureau currently have in place to increase their services across Longridge include starting to advertise a dedicated telephone number for residents in Longridge and a dedicated Facebook page which will be used to target their advice services in this part of the borough.
- 5.5 Further detail on how the Citizens Advice Bureau plan to increase their services in Longridge can be seen in Annex 2.

6. RISK ASSESSMENT

- 6.1 The approval of this report may have the following implications:
- Resources – assignment of budget for payment of this grant has already been approved and approval of this report would result in the release of the first quarterly grant instalment to Citizens Advice Bureau (£13,125)
 - Technical, Environmental and Legal – None
 - Political – None
 - Reputation – None
 - Equality and Diversity – The additional information supplied by the Citizens Advice Bureau (Annex 3) seeks to demonstrate the geographical spread of assistance provided across the Ribble Valley for the period April 20 to March 21 and provides a brief overview of the levels of deprivation across these areas.

7. CONCLUSION

- 7.1 In March 2021, the Citizens Advice Bureau were awarded £52,500 of the total voluntary organisation grant fund distribution of £104,297.20.
- 7.2 Monitoring information for the latest quarter (January to March 2021) has now been included for consideration at Annex 1. An action plan showing how the Citizens Advice Bureau aim to increase their services and extend their promotional activity across the Ribble Valley (including Longridge) has been included in Annex 2.

8. RECOMMENDED THAT COMMITTEE

- 8.1 Consider the monitoring information and action plan supplied by the Citizens Advice Bureau and decide whether to approve payment of the first quarterly instalment totalling £13,125.

ACCOUNTING TECHNICIAN

DIRECTOR OF RESOURCES

AB37-21/AC
14 June 2021

Key Statistics

Ribble Valley (member)

04/01/2021 30/03/2021



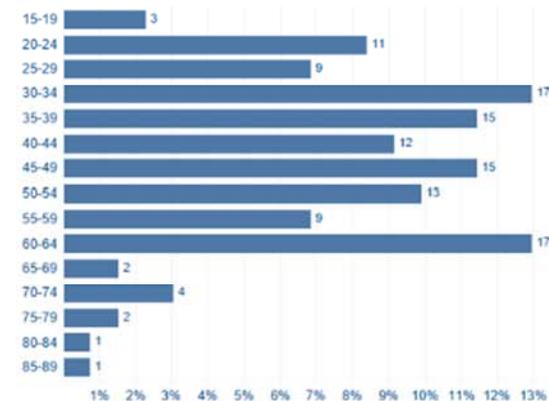
Summary

Clients	138
Quick client contacts	155
Issues	544
Activities	320
Cases	109
Outcomes	
Income gain	£14,475
Debts written off	£52,519
Repayments rescheduled	£2,277
Other	£1,989

Issues

Issues	Clients
Benefits & tax credits	42
Benefits Universal Credit	64
Consumer goods & services	5
Debt	19
Discrimination & Hate & GVA	2
Employment	3
Financial services & capability	2
Health & community care	2
Housing	8
Immigration & asylum	3
Legal	2
Other	6
Relationships & family	10
Tax	1
Travel & transport	2
Utilities & communications	2
Grand Total	544

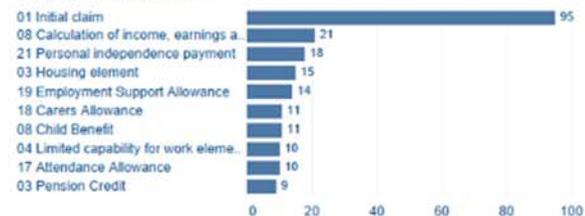
Age



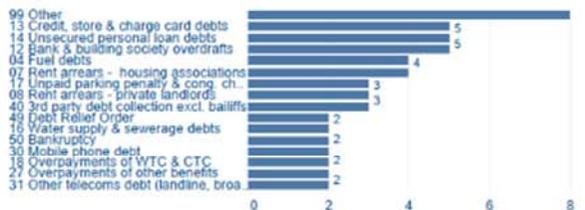
Channel



Top benefit issues



Top debt issues



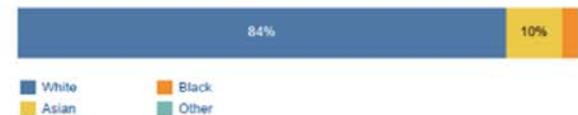
Gender



Disability / Long-term health



Ethnicity



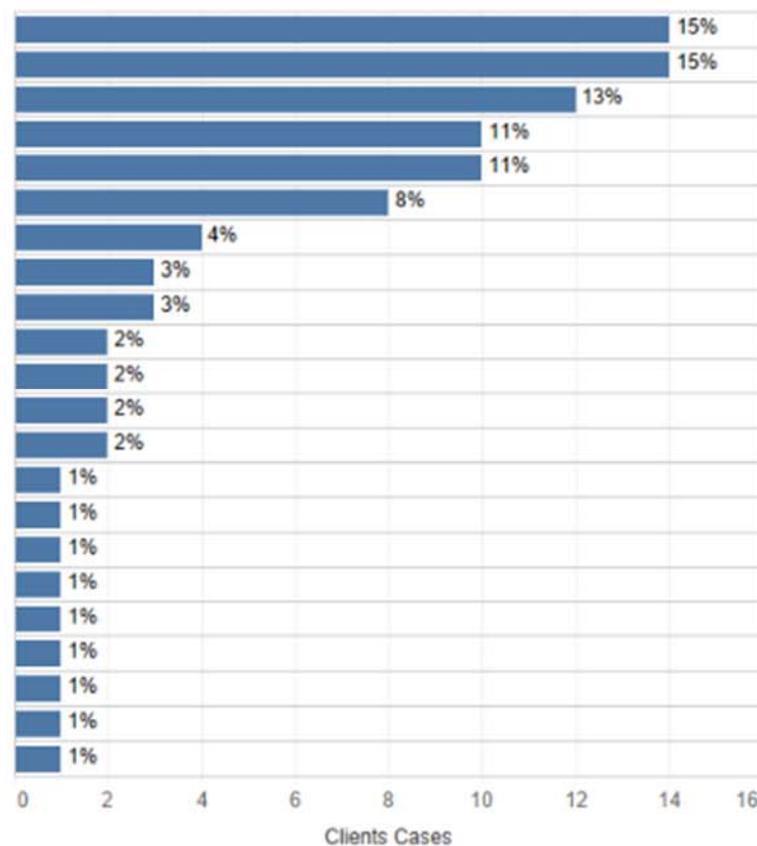
Clients by Ward

Clients (set minium number to display)
From 1

You can click on the data picker to set the minimum number of clients seen (this will filter out wards with lower numbers of clients and allow you to focus on the areas with the highest volumes)

Ward

Local Authority Ward	Local Authority	Count
Edisford & Low Moor	Ribble Valley	14
Littlemoor	Ribble Valley	14
Salthill	Ribble Valley	12
Derby & Thornley	Ribble Valley	10
St Mary's	Ribble Valley	10
Primrose	Ribble Valley	8
Wiswell & Barrow	Ribble Valley	4
Alston & Hothersall	Ribble Valley	3
Whalley & Painter Wood	Ribble Valley	3
Billington & Langho	Ribble Valley	2
Brockhall & Dinckley	Ribble Valley	2
Mellor	Ribble Valley	2
West Bradford & Grindleton	Ribble Valley	2
Bowland	Ribble Valley	1
Chatburn	Ribble Valley	1
Chipping	Ribble Valley	1
Dilworth	Ribble Valley	1
East Whalley, Read & Simonstone	Ribble Valley	1
Gisburn & Rimington	Ribble Valley	1
Ribchester	Ribble Valley	1
Waddington, Bashall Eaves & Mitton	Ribble Valley	1
Wilpshire & Ramsgreave	Ribble Valley	1



Narrative re. last quarter

293 people contacted the service, starting 109 cases; over three quarters involved starting a claim for benefits, two thirds being for Universal Credit.

Due to C-virus, benefits work was significantly altered as the Department of Work and Pensions suspended reviews, re assessments, job seeking requirements, minimum earnings for the self-employed and other pressures on benefit claimants which generate work for our service. Also, the Universal Credit increased amount has enabled many households to meet their outgoings. This benefit increase and suspension of evictions has led to a reduced demand for our support.

Financial gains of approximately £14.5 k were reported in the quarter. This is the amount of annualised additional income gained by our clients as a result of our intervention. We only record gains once confirmed. Please note, we do not receive details of the amounts gained by most benefit claimants as we only assist at the start of the process. This comparatively low figure is expected due to the impact of Covid on the demand for the service as above.

15% of clients in the last quarter were from the 3 Longridge wards. The Longridge ward, Derby and Thornley ranks equal 4th out of 22 in the list of wards of supported clients.

Actions to Increase access to Citizens Advice by all Ribble Valley residents and employees

Aim

To specifically enable the digitally excluded, vulnerable and isolated households to use our advice support at Citizens Advice.

Publicity Campaign

Getting our contact details out and about to all parts of the community. Using local newspapers, Facebook, Instagram, contacting parish clerks and village halls etc. Using links with other charities.

Posters, typical profiles-narratives that identify with groups, article,

	Week 1&2	Week 3&4	Week 5&6	Week 7&8	Week 9 &10	Week 11&12
Issue	Benefits	Old Age/Health/Disability	Debt	Separation	Bereavement	Employment
Venues for posters	Job centre Post office/ community hub that is open in each village, Charity Shops incl Salvation Army Clitheroe Library Ribble Valley Village Hall Association, Food Banks- Clitheroe and Longridge, Transport – on the bus/bus stops	Mobility shops Age UK shops Pendle Community Hospital Clitheroe Hospital Surgeries – Clitheroe, Whalley, Longridge, Slaidburn,	Cafes Salvation Army Supermarkets Housing schemes	Salvation Army St. Mary's Centre 1.30 Thursdays Children's Church Food Banks Clitheroe and Longridge	Cemeteries Funeral Undertakers Hospices	

Charitable links	Age UK Hope for Justice	Age UK Time for You – currently telephone service (Dementia/) Field Nurse – (Livestock auctions) Local cancer support groups?	Step Change	HARV Domestic Violence Support Team Foundation for Ribble Valley Families – Thrive Centre Early Intervention Services, Clitheroe (Reach out)	Every Mind Matters Cruse Bereavement Care Service – East Lancs Hospice, ‘Ribble Valley Bereavement Support Group - Pendleside	Tax Aid
Poster/message	Get help applying for Universal Credit	You can share your worries	Is your debt overwhelming?	On your own?	Support available	Where to access support



**citizens
advice** Ribble Valley

Get help applying for Universal Credit

We can help with the early stages
of a Universal Credit claim, from the
application through to the first full payment.



Call us on **01200 427336**
Monday, Tuesday & Thursday
10am - 4pm

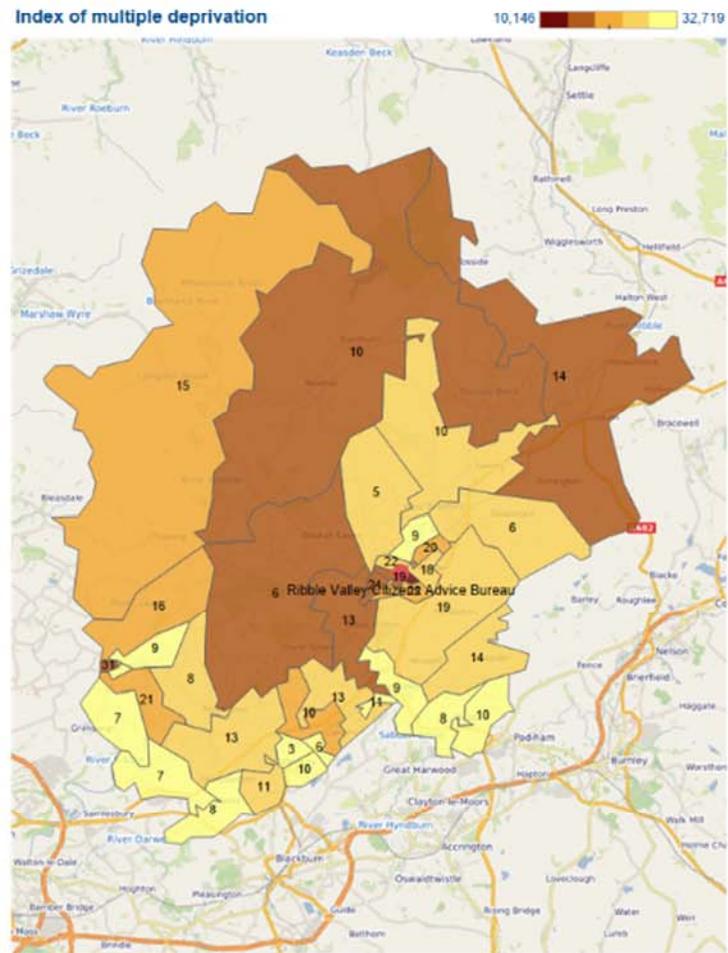
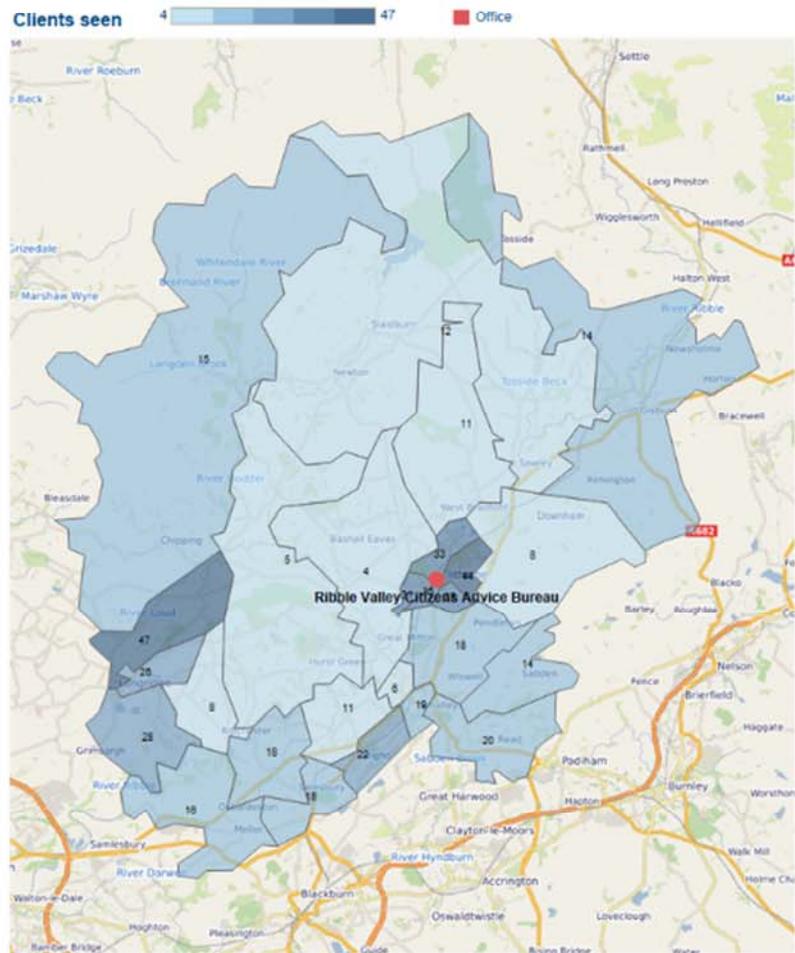
Local Authority & IMD Dashboard

Ribble Valley

Start date: 01/04/2020
End date: 31/03/2021



- Issue part 1: All
- Issue part 2: All
- Age Group: All
- Gender: All
- Ethnicity: All
- Disability: All
- Type of disability: All
- Select Clients/Issues: Clients



Clients	521
Issues all	1,836

Top wards

Local Authority Ward	Clients	Issues
Alston & Hothersall	28	80
Billington & Langho	22	46
Bowland	12	35
Brockhall & Dinckley	11	26
Chatburn	8	23
Chipping	15	60
Clayton-le-Dale & Sa...	18	47
Derby & Thornley	47	205
Dilworth	26	72
East Whalley, Read ...	20	45
Edisford & Low Moor	31	142
Gisburn & Rimington	14	44
Hurst Green & White...	5	21
Littlemoor	37	190
Mellor	16	37
Primrose	36	139
Ribchester	8	47
Sabden	14	63
Salthill	44	185
St Mary's	33	101
Waddington, Bashall...	4	14
West Bradford & Gri...	11	32
Whalley & Painter W...	19	54
Whalley Nethertown	6	11
Wipshire & Ramsgr...	18	58
Witwell & Barrow	18	59

The darker colours on the IMD map show higher levels of deprivation

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 22 JUNE 2021
title: REVIEW OF FINANCIAL REGULATIONS AND CONTRACT PROCEDURE RULES
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

1.1 To recommend to Council the acceptance of the reviewed financial regulations and contract procedure rules.

1.2 Relevance to the Council's ambitions and priorities:

- This report contributes to the council's ambition to be a well-managed council providing efficient services based on identified customer needs.

2 BACKGROUND

2.1 The Council's financial regulations and contract procedure rules are key components of the Council's Constitution and Corporate Governance arrangements.

2.2 These documents are reviewed on an annual basis and any amendments are reported to committee for approval. It is good practice to keep the financial regulations and contract procedure rules under regular review in order to take account of evolving working practices and changes to law.

3 REVIEW OF FINANCIAL REGULATIONS

3.1 The financial regulations cover all aspects of the Council's financial arrangements and activities. They apply to every member and officer of the Council and anyone acting on the Council's behalf.

3.2 The financial regulations form part of the Council's Constitution and as a consequence require the additional approval of Full Council, where changes are made.

3.3 A full review of the existing financial regulations has been carried out and no further changes are required.

4 REVIEW OF CONTRACT PROCEDURE RULES

4.1 Attached at Annex 1 are the revised Contract Procedure Rules following the recent review.

4.2 The main changes that have been made to the Contract Procedure Rules are in respect of the references to regulations following the end of the transition period as a result of the UK's exit from the EU.

4.3 The requirements of the regulations are largely unchanged as the EU regulations were brought into UK law.

5 RISK ASSESSMENT

- Resources – Operating without financial policies and procedures that are fit for purpose exposes the council to very great risks to its resources.

- Technical, Environmental and Legal – The financial regulations form part of the Council’s Constitution. Under the requirements of the Local Government Act 1972 Section 151, the Financial Regulations provide a control framework through which the Director of Resources carries out their statutory duty on behalf of the council.
- Political – None
- Reputation – Financial regulations are an important part of the Council’s Governance arrangements and will give the public confidence that the Council manages its financial affairs properly.
- Equality and Diversity – Effective financial and governance arrangements will ensure that equality and diversity matters remain a continued focus

6 RECOMMENDED THAT COMMITTEE

- 6.1 Recommend to Full Council acceptance of the reviewed (without change) Financial Regulations and revised Contract Procedure Rules

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF40-21/LO/AC

14 June 2021

BACKGROUND WORKING PAPERS:

For further information please ask for Lawson Oddie, extension 4541

Contract Procedure Rules

[January 2020](#) [June 2021](#)



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

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Contract Procedure Rules

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CPR1: Interpretation

- 1.1 These Contract Procedure Rules are standing orders of the Council (made pursuant to Section 135 of the Local Government Act 1972) with respect to the making of Contracts.
- 1.2 In these Rules, each of the expressions in the left-hand column below shall have the meaning stated against that expression in the right-hand column.

Responsible Officer	any permanent or temporary staff member who is properly authorised to carry out any of the Council's contracts functions. Such persons must keep their relevant Director fully informed of any proposed actions under these Contract Procedure Rules.
Director	is the Chief Executive or a Director
Heads of Service	Includes, for the purposes of these Contract Procedures Rules, all Heads of Service (or, in the absence of the Head of Service, their nominated representative). Such persons must keep their relevant Director fully informed of any proposed actions under these Contract Procedure Rules.
Committee	means a Committee or Sub-Committee of the Council.
Contract	is any agreement between the Council and one or more Providers for the supply of goods or materials for or on behalf of the Council, for the execution of works for or on behalf of the Council, or for the provision of services to the Council or to others on its behalf (including but not limited to the provision of services, wholly or partly, in return for a concession).
CPR	Contract Procedure Rule.

<p><u>EU Public Contracts Regulations Contract</u></p>	<p>is a Contract covered by the Public Contracts Regulations 2015EU Public Contracts Directive.</p>
<p>Provider</p>	<p>is any contractor supplying or offering to supply goods, works, or services (including concessions) to the Council and includes any individual, firm, agent, company, partnership, public authority or other organisation.</p>
<p>Section 151 Officer</p>	<p>is the officer with responsibility for the proper administration of the financial affairs of the Council in accordance with Section 151 of the Local Government Act 1972 (Director of Resources) or their Deputy.</p>

1.3 References to monetary values in these Contract Procedure Rules **exclude VAT**. The values quoted relate to the total value of a contract **over the full anticipated lifetime of supply**.

1.4 Where reference is made in these Contract Procedure Rules to the Director of Resources, in the absence of that Officer, the Head of Financial Services is the authorised substitute. Likewise, in the absence of the Head of Legal and Democratic Services the Council’s Solicitor will be the authorised substitute.

Brexit Impact

1.5 [Many of the laws and practices within this document, such as the UK procurement regime, derive from EU laws, and are therefore impacted by Brexit.](#)

1.6 [The UK is bound by the Public Contracts Regulations 2015 and Concessions Contracts Regulations 2016. These have been amended through the Public Procurement \(Amendment etc.\) \(EU Exit\) Regulations 2020.](#)

1.7 [If at any time these rules differ from the law in force then the law must be followed as it will override any conflicting provision in these rules.](#)

1.8 [These Contract Procedure Rules will be kept under review and updated accordingly.](#)

CPR2: Scope and Application

- 2.1 These Procedure Rules shall apply to any Contract, with the exceptions listed in CPR 2.2, and also to the nomination of sub-contracts under any such Contract (whether in each case the Council is contracting or nominating on its own behalf or wholly or partly on behalf of others).
- 2.2 These Procedure Rules do not apply to transactions of the following types:
- a) Purchases or sales by auction or at public fairs or markets;
 - b) Contracts for the sale or purchase of land;
 - c) Contracts for the engagement of Counsel, or for the engagement of external Solicitors to represent the Council in specified legal proceedings;
 - d) Contracts with statutory undertaking(s) for work which only they can carry out;
 - e) Contracts of employment;
 - f) Orders placed with such consortia or framework agreements as may be approved by the Director of Resources provided that the council is satisfied that the purchasing arrangements of the consortia or framework agreement in question comply with ~~EC and~~ UK legislation and provide value for money;
 - g) Contracts formalising the funding of particular voluntary sector bodies where the purpose of the contract is to establish the general conditions whereby the body may be funded by the Council.
- 2.3 All employees of the Council and firms/advisors employed to act in any capacity to manage or supervise a Contract must comply with these Procedure Rules and with the Council's Financial Regulations and Directors and each Head of Service must ensure such compliance in the contracting area for which they are responsible. The relevant Director must be kept informed by the Head of Service or Other Responsible Officer at all times of any proposed actions under these Contract Procedure Rules.

CPR3: Responsibilities and Officers' Duties

3.1 Responsible Officers shall always:

- (a) seek value for money;
- (b) show no favour or disfavour to any Provider nor discriminate against Providers from other EC states;
- (c) conduct tendering and price testing in accordance with proper practices and the highest standards of propriety;
- (d) do nothing that contravenes EC or domestic law;
- (e) ensure that adequate Contract files are kept and retained for all Contracts upon which they are engaged, ensuring a copy is also passed to the Procurement Assistant for inclusion on the council's Contracts Register; and
- (f) consider any implications under the Transfer of Undertaking (Protection of employment) (TUPE) and obtain advice from the Head of Legal and Democratic Services before proceeding with the production of any Invitation to Tender documentation.

CPR4: Compliance with Contract Procedure Rules and Legislation

- 4.1 Every Contract made by the Council or on its behalf shall comply with ~~the European Community Treaty and all relevant European Union and~~ domestic legislation, these Contract Procedure Rules and the Council's Financial Regulations subject to the following provision.
- 4.2 **Arrangements made to meet the requirements of any present or future domestic legislation ~~or EU Directive~~ shall take precedence over any provision of these Contract Procedure Rules.**

CPR5: Exemptions from Contract Procedure Rules

- 5.1 Exemptions from the requirements of these Contract Procedure Rules **are to be the exception and not the rule**. They must not be granted as a matter of administrative convenience and must be supported by documented and evidenced reasons as to the legitimate need for the exemption to be granted.
- 5.2 When an exemption is sought from tendering or the requirement to obtain written quotations, the relevant Director or Head of Service will need to justify the use of an alternative method of selection so that propriety, value for money and **compliance with ~~EU and~~ domestic legislation** can be demonstrated. It will also include reasons such as:
- (a) that only one Provider is able to carry out the work or service or to supply the goods for technical or artistic reasons or because of exclusive or proprietary rights;
 - (b) that time limits required for tendering cannot be met for reasons of extreme urgency and which (in [EU–Public Contracts Regulations](#) cases) were unforeseen and unattributable to the Council;
 - (c) that additional goods, works or services are required which, **through unforeseen circumstances**, were not included in the original contract and which are either strictly necessary for the completion of the Contract or, for technical or economic reasons, cannot be carried out separately without great inconvenience/additional costs;
 - (d) that goods are required as a partial replacement for or in addition to existing goods or installations and obtaining them from another Provider would result in incompatibility or disproportionate technical difficulties in operation or maintenance.
 - (e) That despite seeking the relevant number of quotations, insufficient quotations have been obtained (see 6.5 below)
- 5.3 The Director or Head of Service must keep a written record justifying any exemption(s) under paragraph (a) to (e) above and seek the **prior** agreement of the relevant service committee.
- 5.4 Should it not be possible to first seek approval from the service committee due to the urgency of the matter, then the prior agreement of both the Head of Legal and Democratic Services and the Director of Resources should be sought. The Director or Head of Service must then report to the next possible meeting of the relevant Service Committee details of the granting of such exemptions and the reasons.
- 5.4 Exemption (on grounds other than 5.2 (a) to e)) from any of the following provisions of these Procedure Rules may be made only by the direction of the relevant Service Committee where such Service Committee is satisfied that the exemption is justified in special circumstances.

5.5 No exemption may be granted:

- (a) which would result in a breach of ~~European or~~ UK law;
- (b) from CPR 18 unless on grounds of extreme urgency (e.g. during civil emergency) (Acceptance of Tenders); from CPR 20 (Form of Contract); or from CPR 21 (Execution of Contracts).

CPR6: Requirements to Obtain Quotations or Tenders

Contracts not requiring tendering

6.1 The following contracts need not be tendered.

- (a) Contracts valued at £50,000 or less (unless required by [EU Public Contracts Regulations](#)). It must be ensured that the contract value used in assessing this is the total value of a contract **over the full anticipated lifetime of supply**.

PROVIDED that such contracts are effected in compliance with the Council's Financial Regulations and all appropriate internal controls.

Contracts valued at £50,000 or less

6.2 An official order shall be placed immediately using the Council's approved Purchase Ordering System.

6.3 A Contract made under CPR 6.2 where the estimated value is:

- (i) £5,000 or less may be made without written competitive quotations as long as the Contract is not part of a larger Contract. However, it must still be ensured that the best price is secured and value for money is maintained.
- (ii) over £5,000 but not exceeding £20,000 may be made after obtaining **at least** two written quotations;
- (iii) over £20,000 but not exceeding £50,000 may be made after obtaining **at least** four written quotations;

6.4 Under no circumstances should Contracts be broken down in size so as to have the effect of lowering the Contract value or to avoid the requirements for tendering or the need for written quotations. It must be ensured that the contract value used in assessing the above bandings is the total value of a contract **over the full anticipated lifetime of supply**.

6.5 Where the relevant number of quotations has been sought, but fewer quotations have been obtained, the Director or Head of Service may seek an exemption from the requirement to obtain the number of quotations specified above with the [prior agreement of the relevant service committee. Should it not be possible to first seek approval from the service committee due to the urgency of the matter, then the prior agreement of both the Head of Legal and Democratic Services and the Director of Resources should be sought. The Director or Head of Service must then report to the next possible meeting of the relevant Service Committee details of the granting of such exemptions and the reasons.](#) ~~written agreement of the Head of Legal and Democratic Services and Director of Resources. The Director must then report details of any such exemption to the next possible meeting of the relevant Service Committee~~ (see CPR5 5.3).

- 6.6 In all cases, except where it is impracticable for reasons of extreme urgency, confirmation of the Provider's terms of business (usually a written quotation) shall be obtained before an order is placed. The placing of an official order on the Council's approved Purchase Ordering System will also ensure the application of the council's own Terms and Conditions to the order.
- 6.7 The Responsible Officer shall keep a written record of the Providers approached, their responses, details of any quotations provided, the subject matter of the quotation, the name of the Provider, the time and date of the quotation and details of the price offered and any other trading terms.

Contracts valued at more than £50,000

- 6.8 All Contracts with an estimated value over £50,000 shall be subject to competitive tender in accordance with CPR 12, unless exempted in accordance with CPR 5 or awarded by way of extension to an initial Contract for works in accordance with CPR 12.1(b).

CPR7: Award of Contracts without Tendering – Contracts less than £50,000 or greater than £50,000 with Exemptions

- 7.1 No Contract may be awarded unless the expenditure involved has been included in approved revenue or capital estimates. The Responsible Officer shall ensure that evidence of authority to spend, and the budget code to be used, is recorded on the Contract file.
- 7.2 Contracts with a quoted value of £50,000 or less may be awarded on behalf of the Council by the relevant Director to the Provider who offers the lowest price or in exceptional circumstances whose offer is considered by the Director, in consultation with the Director of Resources, to be the most economically advantageous to the Council, provided in both cases the price quoted is within the budgetary limits approved by the Council or by Policy and Finance Committee as a supplementary estimate.
- 7.3 Contracts with a quoted value in excess of £50,000 (where an exemption from Tendering has been granted) may be awarded on behalf of the Council by the relevant Director in consultation with the Chairman of the relevant Service Committee to the Provider who offers the lowest price or in exceptional circumstances whose offer is considered by the Director, in consultation with the Director of Resources, to be the most economically advantageous to the Council provided in both cases the price quoted is within the budgetary limits approved by the Council or by Policy and Finance Committee as a supplementary estimate.
- 7.4 No contract with a quoted value in excess of £50,000 (where an exemption from Tendering has been granted) shall be awarded until the Director of Resources has checked the Provider's financial standing and provided written confirmation that this is satisfactory for the Contract to be undertaken.
- 7.5 Details of all Contract awards shall be forwarded to the Procurement Assistant for inclusion on the Council's Contracts Register as soon as possible after the award and prior to works commencing. Such notification must also include evidence of the authority to enter into the Contract.

CPR8: Interests of Officers in Contract Matters

8.1 Directors, Responsible Officers and any other person (whether or not in the employment of the Council) assisting either of them in connection with any part of the procurement process shall comply with all requirements applicable from time to time of the law and of the Council's Code of Conduct for Employees as regards:

- (a) the declaration of interests (either generally or in relation to a particular procurement matter), and;
- (b) refraining from participation in some or all stages of particular procurement matters.

NB: At the time of adoption of these Rules, the Current provisions are:

- Section 117(1) of the Local Government Act 1972;
- The Council's Code of Conduct for Employees.

CPR9: Approved Lists

- 9.1 This Rule shall apply where, in the opinion of the relevant Director or Head of Service and subject to the approval of Policy and Finance Committee, it is considered appropriate to maintain a list of approved Providers for specific categories of work of a value not exceeding £50,000 over the full anticipated lifetime of supply. The use of online services for shortlisted or approved suppliers is included under this Contract Procedure Rule.
- 9.2 There shall be compiled and maintained lists of Providers in respect of Council contracts. Such lists shall contain the names of all Providers who wish to be included in them and who are approved by the relevant Committee according to written criteria.
- 9.3 With the exception of online services for shortlisted or approved suppliers, the relevant Head of Service shall maintain the approved lists and shall ensure they are reviewed at intervals not exceeding three years.
- 9.4 At least every three years a public notice shall be given in one or more local newspapers and such trade journals as are considered desirable inviting Providers to apply to have their names placed on the approved lists.
- 9.5 The approved list shall indicate for each included Provider the categories of Contract and the value or amounts in respect of those categories for which approval has been given.
- 9.6 The use of Providers on any approved list shall follow the same requirements as those listed under CPR6 with regard to number of quotes to be requested.

CPR10: Estimates of Contract Value

- 10.1 Before inviting tenders or quotations for the execution of any work or for the provision of any goods or services the relevant Head of Service shall keep a written record of the estimate in writing of the likely expense of executing the work, or the provision of goods or services in a suitable manner.
- 10.2 For the purpose of these Contract Procedure Rules, the value of a contract is the expected amount of consideration (in money or money's worth) that will be received by the person or organisation that carries out the works or provides the services or supplies, **over the full anticipated lifetime of supply**.
- 10.3 Where some, or all of the contract price is funded by a third party, it must be the gross value of the goods or services that is used in any assessment of contract value.
- 10.4 Estimates of value and methods of valuation must be genuine and not designed to avoid exceeding any threshold contained in these Contract Procedure Rules.
- 10.5 No tender can be accepted where its value is in excess of the Public [Contracts Regulations](#)~~Procurement Rules (OJEU)~~ threshold. Therefore any Head of Service that estimates a contract value that is **near** to such thresholds **must** undertake a Public [Contracts Regulations](#)~~Procurement Rules (OJEU)~~ compliant tender exercise.

CPR 11: Pre-Tender/Quotation Enquiries

- 11.1 Enquiries of Providers may be made before tenders or quotations are invited in order to:
- (a) establish whether the goods, works or services the Council wishes to purchase are available, within what price range and whether they would be the best option for the required outcome;
 - (b) better inform the preparation of tender documents, price estimates, specifications and contract documents;
 - (c) establish whether particular Providers wish to be invited to tender or quote.
- 11.2 In making enquiries:
- (a) no information will be disclosed to one Provider which is not then disclosed to all those of which enquiries are made or which are subsequently invited to tender or quote:
 - (b) no Provider will be led to believe that the information they offer will necessarily lead to them being invited to tender or quote or be awarded the Contract.

CPR12: Competitive Tendering – Contracts over £50,000 (or optionally below £50,000)

12.1 Subject to 13.3 below, no Contract, the estimated value of which exceeds £50,000 (or below £50,000 if formal tendering is chosen to be undertaken), shall be made unless:

- (a) at least 21 days' public notice has been given, stating the nature and purpose of the Contract, inviting tenders, providing web links to electronic versions of all contract documents and stating the last date when tenders will be received, on:
- the council's website and optionally a local newspaper and such trade journals as the relevant Head of Service shall consider desirable; and
 - the ~~Crown Commercial Service~~[Government's](#) ~~webpage~~[website](#) 'Contracts Finder'. In the case of those contracts with an estimated value in excess of the Public [Contracts Regulations](#) ~~Procurement Rules (OJEU)~~ threshold, the opportunity must [also be published on the Government's 'Find a Tender' webpage.](#) ~~not be published on Contracts Finder until it has first been notified as published in the Official Journal; or~~
- (b) the proposed Contract, being a Contract for the execution of works, forms part of a serial programme of works, the terms of which having been previously settled with the Contractor on the basis of the application of a stated addition or deduction to the rates and prices contained in an initial Contract. Such a contract must have previously been awarded competitively following an invitation to tender in accordance with the provisions of (a) above. Such additions or deductions to the rates and prices are subject to a maximum extension under this Rule not exceeding 100% of the original Contract value or £50,000, whichever is the lower. Due consideration must be given to the potential of breaching any [Public Contracts Regulations](#)~~EU~~ thresholds.

CPR13: Tender Invitation

- 13.1 When tenders are invited following public advertisement and hard copy Contract documents are requested, these **must** be sent within five working days of the request being made, provided any specified fee, where applicable, has been paid.
- 13.2 Documents for **all** tender opportunities **must** be made available on the Council's website under the procurement webpages. This will include as a minimum the Invitation to Tender (ITT) document and any separate tender specification.
- 13.3 When tenders are invited for an [Public Contracts Regulations](#) ~~EU~~ Contract, the timescale given to providers to return tenders will be in accordance with the timescales as determined by the [Public Contracts Regulations](#) ~~EU~~ [Public Contracts Directive](#). Appendix 1 sets out the current timescales.
- 13.4 Reasonable requests for further information relating to the Contract documents will be granted provided the request enables the Council to supply the information not less than six days (or four days in cases of emergency) before the date specified for receipt of completed tenders. Any responses given must be circulated to all known potential Providers and also published alongside the Contract documents on the council website.
- 13.5 Where a potential Provider considers that an enquiry or response will relate to commercially confidential information relevant only to itself and that it should not be circulated to other Participants, it must specify so together with reasons.
- 13.6 If the relevant Head of Service, together with the Head of Legal and Democratic Services and Head of Financial Services consider that, in the interests of a fair and open competition, it cannot respond to an enquiry on a confidential basis, the relevant Head of Service will notify the potential Provider and treat the enquiry as withdrawn. It will then be for the potential Provider to resubmit the enquiry without the requirement for confidentiality if it requires an answer.
- 13.7 If the relevant Head of Service, together with the Head of Legal and Democratic Services and Head of Financial Services consider that the request for a confidential response is justified, then the relevant Head of Service will provide a response which is not circulated to other potential Providers.
- 13.8 Every invitation to tender will state that a tender will only be considered if it is:
- (a) addressed to Ribble Valley Borough Council, marked for the attention of the Head of Legal and Democratic Services, Council Offices, Church Walk, Clitheroe BB7 2RA in a plain sealed envelope or package which shall bear the word "**TENDER**" followed by the subject to which it relates, **but shall not bear any name or mark indicating the sender**;

- (b) accompanied by an undertaking which shall become a condition of the Contract that the amount of the tender has not been calculated by agreement or arrangement with any person other than the Council and that the amount of the tender has not been communicated to any person other than the Council (by way of submission of tender documentation) and will not be communicated to any person until after the closing date for the submission of tenders (except for the purposes of obtaining any bond/surety where this is a requirement of the proposed Contract).

- 13.9 Tenders submitted by facsimile or electronic transmission will **not** be considered other than in exceptional circumstances and only with the prior agreement of the Director of Resources and Head of Legal and Democratic Services. Such arrangements will be agreed prior to the tender being advertised, unless the exceptional circumstances arise after such point, in which case such a change must be clearly advertised on the website alongside the tender invitation documentation as an amendment, and also communicated to any known interested parties.
- 13.10 At the point of inviting tenders, the Head of Legal and Democratic Services must be informed of the closing date and time for receipt of tenders in order that necessary arrangements can be put in place for the opening of any tenders received (CPR14 and CPR15).

CPR14: Receipt of Tenders

- 14.1 Envelopes and packages received in accordance with the provision of CPR 13 shall immediately on receipt be consecutively numbered and be placed in the custody of the Head of Legal and Democratic Services until the time appointed for the opening.
- 14.2 Any officer receiving tenders shall indicate on the envelope or package the date and time of its receipt by them.
- 14.3 Any tender received after the date and time indicated for the receipt of tenders shall not be considered unless in the opinion of the Director of Resources there is clear evidence that the tender was posted through the main council office's letter box or hand delivered at the main council offices before the date for receipt of tenders in which case the relevant Head of Service shall have discretion to admit the tender to opening and consideration. Subject to this exception tenders which are received late shall be retained **unopened** by the Head of Legal and Democratic Services until after the result of the tendering process has been published to tenderers.

CPR 15: Opening of Tenders

- 15.1 All tenders with an estimated value in excess of £50,000 will be opened by the Head of Legal and Democratic Services or their nominated representative in the presence of the appropriate Committee Chairman or in their absence the Vice Chairman.
- 15.2 All tenders will be opened at the same time and place and shall be immediately signed and dated by the Officers required to be present in accordance with CPR 15.1 above.
- 15.3 The Head of Legal and Democratic Services or their nominated representative will, at the time the tenders are opened, record in the tender register;
- (a) the nature of the goods or materials to be supplied or the work to be executed;
 - (b) the name of each Provider by or on whose behalf a tender was submitted together with the consecutive number endorsed on the tender envelope;
 - (c) the amount of each tender;
 - (d) the date and time of the opening of the tender;
 - (e) the names of the persons present at the opening of the tenders.
- 15.4 The relevant Head of Service will keep securely all tenders with the envelopes received, with a copy being provided to the Head of Financial Services. From the date of the award of the Contract, such records must be retained for a period of no less than 6 years for the successful Provider and 1 year for any unsuccessful Providers, or such longer period as may be required by domestic or EU legislation.

CPR16: Errors or Discrepancies in Tenders etc.

- 16.1 Where examination of tenders reveals arithmetical or copying errors present in the documents submitted at the time of tender these shall be corrected by the Responsible Officer and details shall be recorded and maintained on the appropriate Contract file. If the correction has the effect that the tender is no longer the most competitive tender then the next tender in competitive order is to be examined and dealt with in the same way.
- 16.2 Where examination of tenders or checking of a priced bill or specification submitted at the Council's request after tenders have been opened reveals errors or discrepancies (other than arithmetical errors in documents submitted at the time of tender as in CPR 16.1 above) which would affect the total tender figure(s) in an otherwise successful tender, the Provider is to be given details of such errors and discrepancies but no other information and afforded an opportunity of confirming or withdrawing their tender in writing. If the tenderer confirms their total tender figure, then all the rates and prices on which the total tender price was based shall be adjusted (upwards or downwards) by the same percentage so as to correspond with the total tender figure (corrected in accordance with CPR 16.1 above if there was also an error or discrepancy requiring to be dealt with under that CPR).
- 16.3 If the Provider withdraws, the next tender in competitive order is to be examined and dealt with in the same way. Any exception to the procedure outlined above may be authorised only by the appropriate Service Committee after consideration of a report from the Head of Service concerned.

CPR17: Contract Negotiations

- 17.1 Negotiations following the receipt of a Tender shall not apply to any Contract that is governed by [the Public Contracts Regulations](#)~~EU procurement directives~~, unless expressly allowed under the [EU Procurement Regulations](#).
- 17.2 The Responsible Officer may negotiate the contract in the manner set out in CPR 17.3 below, subject to approval by the Director of Resources, and provided the terms of the contract remain substantially unaltered. This can only be undertaken where:
- (a) tendering produced no tenders, or inappropriate tenders, for example where the tender figure in an otherwise successful tender exceeds approved or budgeted expenditure, or where the approved or budgeted expenditure has changed since tenders were invited, or
 - (b) tendering was discontinued because of irregular tenders, for example because tenders fail to meet the requirements specified in the Contract documents or offer variations on them or the works, supplies or goods fail to meet the tender specification.
- 17.3 The Responsible Officer shall invite all Providers to amend their tenders, in writing, in such matters (e.g. unit price, delivery, discounts or by removing elements of the specification or bill of quantities) as the Responsible Officer specifies. All negotiations shall be conducted by at least two officers, **one of whom should not be otherwise involved in the contract evaluation or award**. The Responsible Officer shall keep a written record of all negotiations, including notes of all meetings and the names of those people present.
- 17.4 Clarifications of ambiguous Tenders does not constitute post tender negotiations.
- 17.5 At the conclusion of the post tender negotiation process, those Providers invited to negotiate will be formally invited to submit a best and final offer under the same procedure as for the receipt and opening of original Tenders or quotations.

CPR18: Acceptance of Tenders

- 18.1 A tender **other than** that which meets the most economically advantageous tender (MEAT) criteria shall not be accepted until the Council or relevant Service Committee have considered and approved a written report from the relevant Head of Service. The MEAT criteria includes the 'Best Price-Quality Ratio' which means price or cost plus other criteria and equates to value for money. The use of Life Cycle Costing must also be ensured in the evaluation of Tenders. The evaluation of such costs must involve the assistance of the Council's Finance Section.
- 18.2 The scoring of contracts will be undertaken by the relevant Head of Service and a team chosen by them. This team will also include a member of staff involved in procurement from within the Council's Financial Services Section. Scoring will first be undertaken individually and then later moderated as a team to arrive at a consensus score. Details of the scoring methodology will be included within the initial Invitation to Tender documentation.
- 18.3 No Contract may be awarded unless the expenditure involved has been included in approved estimates or in capital or revenue accounts or has been otherwise approved by or on behalf of the Council.
- 18.4 The only exception permitted under this Procedure Rule is where works/supplies/services are ordered on grounds of extreme urgency (e.g. responding to a civil emergency). The Responsible Officer should consult with the Director of Resources and appraise them of the position, so that as soon as practicable arrangements can be made to report the matter to Council or the relevant Service Committee.
- 18.5 No contract with a quoted value in excess of £50,000 shall be awarded until the Director of Resources has checked the Provider's financial standing and provided written confirmation that this is satisfactory for the Contract to be undertaken.
- 18.6 The Responsible Officer shall work with the Procurement Assistant to ensure compliance with [Public Contracts Regulations](#) requirements for the publication of Contract Award Notices and provide copies of the Notice(s) to the Head of Legal and Democratic Services and the Director of Resources.
- 18.7 Details of all Contract awards shall be forwarded to the Procurement Assistant for inclusion in the Council's Contracts Register as soon as possible after the award and prior to works commencing. Such notification must also include evidence of the authority to enter into the Contract.

CPR19: Nominated Sub-Contractors and Suppliers

- 19.1 Contract Procedure Rules apply to the nomination of a sub-contractor or nomination of a supplier for carrying out works or services or supplying goods or materials as part of a larger contract. This would generally be due to the specialist nature of the works, goods or services required.
- 19.2 Where the estimated amount of the sub-contracted work to be undertaken by the nominated sub-contractor, or the estimated value of the goods to be supplied by the nominated supplier does not exceed £50,000 then unless in the opinion of the responsible Director there could be grounds for exemption (in which case CPR5 must be followed in full), competitive written quotations shall be sought in accordance with CPR 6.3.
- 19.3 Where the estimated amount of the sub-contracted work to be undertaken by the nominated sub-contractor, or the estimated value of the goods to be supplied by the nominated supplier exceeds £50,000 then unless in the opinion of the responsible Director there could be grounds for exemption (in which case CPR5 must be followed in full), tenders shall be invited in accordance with CPR 12.
- 19.4 Any exemption from these Contract Procedure Rule requirements must comply with CPR 5.

CPR20: Form of Contract

- 20.1 Every Contract exceeding £50,000 in value, or below £50,000 where a formal tendering process has been undertaken and in any other case where the Head of Legal and Democratic Services so decides, shall either be documented using an approved Standard Form of Contract or be in writing in a form approved by the Head of Legal and Democratic Services and shall specify:
- (a) the works or services to be performed and/or the goods or materials to be supplied;
 - (b) the parties to the contract including any guarantor;
 - (c) the price to be paid with a statement of discounts or other appropriate adjustments;
 - (d) the time within which the Contract is to be performed or carried out;
 - (e) that the Provider will not assign the Contract without the written consent of the Council;
 - (f) any appropriate restriction on sub-contracting by the Provider;
 - (g) where appropriate that the Provider will pay liquidated damages or other damages to the Council should the terms of the Contract not be properly carried out, including the method by which such damages will be calculated and the circumstances in which they will be payable;
 - (h) any performance bond or parent company guarantee required and the Responsible Officer shall consult with the Director of Resources and Head of Legal and Democratic Services before including or excluding such a requirement in the tender documents;
 - (i) that the Provider will adopt safe methods of work and comply with all other requirements of the Health and Safety at Work Act 1974;
 - (j) that the Council may cancel the Contract and recover any loss if the Provider, its employees, agents and sub-providers offer any reward relating to the Contract or commit any offence under the Prevention of Corruption Acts 1889 to 1916 or have given any fee or reward the receipt of which is an offence under section 117(2) of the Local Government Act 1972;
 - (k) that the Provider shall comply with UK Data Protection legislation and indemnify the Council in respect of the use, disclosure or transfer of personal data by the Provider, its employees, agents and sub-Providers;

- (l) that the Provider shall not unlawfully discriminate within the meaning of the Equality Act 2010 or any comparable statutory provision relating to discrimination in employment, and shall ensure that all employees, agents and sub-contractors do not unlawfully discriminate, and shall comply with all relevant codes of practice issued by the Equality and Human Rights Commission, or comparable body and, so far as is practicable, operate an equal opportunities policy which complies with the practical guidance and recommendations contained in such codes of practice;
- (m) that the Provider will indemnify the Council against:
 - any claim which may be made in respect of employers' liability against the Council or the Provider by any worker employed by the Provider or any sub-contractor in the execution of the work or in the provision of goods and services;
 - any claim for bodily injury to, or damage to property of, third parties;
 - any claim which may be made under the Health and Safety at Work etc Act 1974 against the Council or the Provider unless such claim is substantially due to the neglect of the Council or any of its Officers;
- (n) that in respect of (m) above, the Provider will be required to produce satisfactory evidence that they are insured against such claims;
- (o) that Providers shall hold the Council's interests paramount and strictly avoid conflict with other work or their own corporate interests;
- (p) the dispute resolution process to be followed in the event of any dispute;
- (q) the amount of notice period to be recognised by both parties in the event of a change to, or termination of, the Contract;
- (r) the recovery mechanism to be followed should any sum of money become recoverable from or payable by the Provider;
- (s) the requirements of the Freedom of Information Act and the Local Authorities Data Transparency Code;
- (t) that they must comply with the supply chain requirements under the Modern Slavery Act 2015;
- (u) that the Provider must comply with the principles of the Prevent Duty.
- (v) Details of any liquidated damages that may become due as a result of the contract. The calculation of such sums for inclusion in the contract documentation (and any invitation to tender where applicable) is to be undertaken with the assistance of the Financial Services section.

CPR21: Execution of Contracts

- 21.1 Contracts with a value of less than £50,000 may be signed by the relevant Director.
- 21.2 Every Contract which exceeds £50,000 in value shall either be signed for and on behalf of the Council by the Chief Executive or Director of Resources or be executed as a deed.
- 21.3 A copy of such signed Contracts or Deeds must be retained by the legal section.

CPR22: Contract Variation After Award

22.1 Where, after contract award, by reason of any extra or variation (other than a Contract extension under CPR 12.1(b)) it is apparent that:

- (a) the tender sum is to be exceeded by 5 per cent; or
- (b) a timeframe variation would extend the Contract period by more than three months or by 50 per cent of the original Contract period; or
- (c) if the works, services or goods to be added or deleted from the Contract are substantially different in scope

the relevant Head of Service shall report in writing the same immediately to the Director of Resources and Head of Legal and Democratic Services.

22.2 Should further variations as set out in CPR 22.1 above arise after the Head of Service's initial report, these further variations shall also be reported as set out in CPR 22.1 above.

22.3 Details of all variations shall be recorded in the contract file and shall be reported to the appropriate Service Committee on a regular basis, and also as part of the regular monitoring/budgetary control process ensuring compliance with Financial Regulations.

22.4 In the case of any contracts covered under the [Public ContractsEU](#) Regulations, where the Contract Value increases by 50% or more from that at the point of Contract Award, then the tender opportunity must be re-advertised. The reporting requirements at 22.1 to 22.3 above must also be followed.

ANNEX 1: EU Procurement Directives Public Contracts Regulations – Thresholds and Procedures

**FOR INFORMATION ONLY
NOT FORMING PART OF THE COUNCIL'S ADOPTED CONTRACT PROCEDURE
RULES**

**Any procurements that encompass these regulations must ensure involvement of
the Head of Financial Services and Head of Legal and Democratic Services**

Purpose

The purpose of the Public Contracts Regulations ~~EU procurement rules, underpinned by the Treaty principles,~~ is to open up the public procurement market ~~and to ensure the free movement of supplies, services and works within the EU.~~ In most cases they require competition. The EU rules Regulations reflect and reinforce the value for money focus of the Government's procurement policy. This requires that all public procurement must be based on value for money, defined as 'the best mix of quality and effectiveness for the least outlay over the period of use of the goods or services bought', which should be achieved through competition, unless there are compelling reasons to the contrary.

Current Thresholds (January 2021~~0~~)

	Value over the full anticipated lifetime of supply £
Supplies and Services	189,330
Light touch regime services (Previously 'Part B' services)	663,540
Works	4,733,252
Small lots (Services)	70,778
Small lots (works)	884,720
Utilities (Supplies and Services)	378,660
Utilities (Works)	4,733,252
Utilities (Small Lots Supplies and Services)	70,778
Utilities (Small Lots Works)	884,720

The value of a contract is the expected amount of consideration (in money or money's worth) that will be received by the person or organisation that carries out the works or provides the services or supplies, **over the full anticipated lifetime of supply.**

Procurement Routes and Time Limits

Open Procedure

This procedure is generally used where the expected number of responses is likely to be manageable. Any organisation expressing an interest in an advertised opportunity is invited to tender and is directed to the online tender pack. This must be completed fully and returned with any requested supporting information by a specified date and time. A panel of officers evaluate responses against pre-set criteria and the highest scoring tenderer is awarded the contract.

Normal Minimum Time Limit	If Urgent	Where Prior Information Notice Published	Normal Minimum Time Limit for Local Government
Minimum time limit for receipt of tenders 35 days	Minimum time limit for receipt of tenders 15 days	Minimum time limit for receipt of tenders 15 days	-

Restricted Procedure

This procedure is generally used if a high level of interest is anticipated. This procedure requires organisations who express an interest to undergo an initial pre-qualification assessment to appraise such things as their economic and financial standing, capability and capacity and compliance with Health and Safety and Equal Opportunities. Normally organisations are sent a pre-qualification questionnaire which must be completed fully and returned by a specified date and time. A panel of officers evaluate responses against pre-set criteria and the most suitable applicants are then invited to tender.

Normal Minimum Time Limit	If Urgent	Where Prior Information Notice Published	Normal Minimum Time Limit for Local Government
Minimum time limit for requests to participate 30 days	Minimum time limit for requests to participate 15 days	Minimum time limit for requests to participate 30 days	Minimum time limit for requests to participate 30 days
Minimum time limit for tenders 30 days	Minimum time limit for tenders 10 days	Minimum time limit for tenders 10 days	Minimum time limit for tenders to be set by agreement with tenderers. In absence of agreement minimum time limit 10 days

Competitive Procedure with Negotiation

Under the Competitive Procedure with Negotiation, any Supplier may request to participate in the exercise. The council makes an initial evaluation of the candidates based upon the grounds of exclusion and the selection criteria published in the contract notice. It may limit the number of suitable candidates to be invited to participate in the procedure. The council then invites its chosen Suppliers to submit an initial tender.

The council will negotiate with tenderers the initial and all subsequent tenders submitted, except for the final tender, to improve their content. The minimum requirements and the award criteria are not subject to negotiation.

Normal Minimum Time Limit	If Urgent	Where Prior Information Notice Published	Normal Minimum Time Limit for Local Government
Minimum time limit for requests to participate 30 days	Minimum time limit for requests to participate 15 days	Minimum time limit for requests to participate 30 days	Minimum time limit for requests to participate 30 days
Minimum time limit for initial tenders 30 days	Minimum time limit for tenders 10 days	Minimum time limit for tenders 10 days	Minimum time limit for tenders to be set by agreement with tenderers. In absence of agreement minimum time limit 10 days

Competitive Dialogue

This is an option that allows for bidders to develop alternative proposals in response to the council's outline requirements. Only when their proposals are developed to sufficient detail are tenderers invited to submit competitive bids. The aims are to increase value by encouraging innovation and to maintain competitive pressure in bidding for complex contracts.

Normal Minimum Time Limit	If Urgent	Where Prior Information Notice Published	Normal Minimum Time Limit for Local Government
Minimum time limit for requests to participate 30 days	-	-	-
No time limits for submission of initial/subsequent tenders	-	-	-

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 22 JUNE 2021
title: REFERENCE FROM COMMUNITY SERVICES COMMITTEE – WASTE
TRANSFER STATION CAPITAL SCHEME
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To consider a request from Community Services Committee in respect of a jointly funded scheme for concreting floors at the Waste Transfer Station.

2 BACKGROUND

- 2.1 Service committees manage their services within the budgets agreed at the beginning of the financial year. The budget for 2021/22 was approved by Special Policy and Finance Committee on 2 February 2021 and by Full Council on 2 March 2021.
- 2.2 Any revenue or capital expenditure over and above what has already been approved must be agreed by Policy and Finance Committee.

3 COMMUNITY SERVICES COMMITTEE 25 MAY 2021

- 3.1 As part of the Capital Outturn 2020/21 report item, Community Services Committee considered a verbal request for an additional capital budget of £24,000 in the 2021/22 financial year relating to the concreting of the floor at the Waste Transfer Station. This would be a jointly funded scheme with £12,000 being funded by Lancashire County Council, and £12,000 being funded from this council.
- 3.3 It is proposed that the £12,000 financing by this Council is funded from the Capital Earmarked Reserve, supported by income from the sale of vehicles in year.
- 3.4 At its meeting, Community Services Committee considered the report and resolved that:

'RESOLVED: That Committee

1. Approve the slippage of the following budgets in to the 2021/22 capital programme:
 - Play area improvements 2019/20 - £16,500
 - Replacement of Pickup Ford Ranger PK60 HKN - £25,250
 - Replacement of CCTV System - £18,750
2. Recommend to Policy & Finance that a new scheme be included in the 2021/22 capital programme of £24,000 for concreting the floors at the Waste Transfer Station of which £12,000 would be funded from Lancashire County Council. Ask the Director of Community Services to submit a more comprehensive report on all the play areas under the control of the Borough Council.

4 RECOMMENDED THAT COMMITTEE

- 4.1 Approve the request for additional capital budget of £24,000 in respect of the concreting of the floor at the Waste Transfer Station, to be funded from a £12,000 contribution from Lancashire County Council and £12,000 from this Council, from the Capital Earmarked Reserve, supported by income from the sale of vehicles in year.

HEAD OF FINANCIAL SERVICES
PF39-21/LO/AC
14 June 2021

DIRECTOR OF RESOURCES

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 22 JUNE 2021
 title: REFERENCE FROM COMMUNITY SERVICES COMMITTEE – PLAY
 AREAS CAPITAL SCHEME
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To consider a request from Community Services Committee in respect of the improvement of the play area sites at Kestor Lane, Longridge and the Clitheroe Castle site, Clitheroe.

2 BACKGROUND

- 2.1 Service committees manage their services within the budgets agreed at the beginning of the financial year. The budget for 2021/22 was approved by Special Policy and Finance Committee on 2 February 2021 and by Full Council on 2 March 2021.
- 2.2 Any revenue or capital expenditure over and above what has already been approved must be agreed by Policy and Finance Committee.

3 COMMUNITY SERVICES COMMITTEE 25 MAY 2021

- 3.1 Community Services Committee considered a report submitted by the Director of Community Services (attached at Annex 1) which requested an additional capital budget of £30,000 in respect of Longridge Kestor Lane and £32,660 in respect of Clitheroe Castle Site. This additional budget would be fully funded from S106 monies received in respect of the two sites.
- 3.2 At its meeting, Community Services Committee considered the report and resolved that:

‘RESOLVED: That Committee

1. Recommend to Policy and Finance committee the approval of the additional capital budget of £30,000 in respect of Longridge Kestor Lane and £32,660 in respect of Clitheroe Castle site for the 2021/22 Capital Programme, and
2. Authorise the Director of Community Services to procure new play equipment as detailed in the report for play areas at Kestor Lane, Longridge and Clitheroe Castle play area.
3. Ask the Director of Community Services to submit a more comprehensive report on all the play areas under the control of the Borough Council.

4 RECOMMENDED THAT COMMITTEE

- 4.1 Approve the request for additional capital budget of £30,000 in respect of Longridge Kestor Lane and £32,660 in respect of Clitheroe Castle Site, being fully funded from S106 monies.

HEAD OF FINANCIAL SERVICES
 PF38-21/LO/AC
 14 June 2021

DIRECTOR OF RESOURCES

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

DECISION

meeting date: TUESDAY, 25 MAY 2021
 title: PLAY AREAS
 submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES
 principal author: MARK BEVERIDGE, HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

- 1.1 To outline details about the Council's play areas, together with a proposal for improving two of the sites which the Council owns and manages.
- 1.2 To seek approval for an increase to the budget for the Play Areas Capital Programme budget of £62,660 for 2021/22 due to funding for two specific sites where S106 funding has been received.
- 1.3 Relevance to the Council's ambitions and priorities:
- Corporate Priorities – To ensure a well-managed Council providing efficient services based on identified customer needs.
 - Community Objectives – To help make people's lives healthier and safer.
 - Other Considerations – Encourage the development of new artists.

2 BACKGROUND

- 2.1 The Council owns and manages 18 play areas across the borough, they range in size from large areas such as The Clitheroe Castle and Kestor Lane sites to very small ones such as Colthirst, Clitheroe. Much of the equipment stock in them is quite old having been in place for several years.
- 2.2 The Council currently has a capital programme budget for Play Area Improvements as shown below, covering:

Originally relating to:	2021/22	2022/23	2023/24	2024/25	Total for Current Capital Programme
	Budget	Budget	Budget	Budget	
	£	£	£	£	£
Play Area Improvements – In Year Allocation	40,000	45,000	45,000	46,000	176,000
Play Area Improvements for 2020/21 <i>(moved to 2021/22 at the time of setting the revised estimate for 2020/21)</i>	40,000				40,000
Play Area Improvements for 2019/20 <i>(Unspent slippage from the 2019/20 financial year)</i>	16,500				16,500
Total Resources Available for Play Area Improvements	96,500	45,000	45,000	46,000	232,500

- 2.3 This budget provides for small scale improvements to some play areas each year, once ad hoc equipment replacement which arising from, maintenance and general wear and tear, plus the impact of vandalism are dealt with.
- 2.4 The play areas are well used; any injury arising from their use can result in potential insurance claims. The Council inspects on a monthly basis and the insurers annually. The Council as owner and operator, has a duty of care to ensure the play areas are safe and replace, repair or remove worn out or broken equipment.
- 2.5 When the opportunity arises, s106 funding is sought from developers to improve a Council play area, because generally the play areas which a developer locates on their housing estates are limited in size and scope. As a result of this the Council will be able to improve both Longridge Kestor Lane this year and the Castle site.
- 2.6 S106 funding has been received for this purpose and this work will need to be added to the council's Capital Programme budget for play areas, with £30,000 towards the Longridge Kestor Lane site (in addition to existing capital budget for this work) and £32,660 towards the Clitheroe Castle site.
- 2.7 An additional capital programme budget approval is therefore sought as part of this report for a total of £62,660.

3 ISSUES

- 3.1 It is not possible to have a strategic replacement programme currently for play area equipment, because annually it is unknown what sum will be left after the essential maintenance elements have been dealt with. For example, at Proctors Field, Whalley, a rope bridge element of one of the main play pieces must be replaced because of vandalism and wear and tear. That cost alone is around £3k plus vat.
- 3.2 The approximate value of all the existing equipment in the 18 play areas including the safety surfacing is £950k.
- 3.3 Following a recent issue with Whalley Woodland Play Area, a review of the maintenance and inspection regime has been undertaken. That case highlighted shortcomings in an inspection system that had been unchanged for many years.
- 3.4 The play equipment is only one element of the cost of providing the play areas. The safety surface adds a significant cost to any play area, as a rule of thumb the surface will add between 50% - 75% of the cost of the play piece to install from scratch, with ongoing maintenance costs that are sometimes amplified as a result of vandalism.
- 3.5 Most of the play areas would benefit from investment and fortunately this year there is an opportunity to improve the main sites in Clitheroe and Longridge as a result of s106 contributions for both totalling £62,660. The scope for the other sites is dependent on the availability of capital budget in year after allowing for other reactive works. Alternatively, a scheme specific capital bid could be submitted for a future capital programme and this would be considered against what other priorities the Council faces for the budget available at that time. This would give a new capital programme for play areas as shown below:

Originally relating to:	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	Total for Current Capital Programme £
Play Area Improvements – In Year Allocation	40,000	45,000	45,000	46,000	176,000
Play Area Improvements for 2020/21 <i>(moved to 2021/22 at the time of setting the revised estimate for 2020/21)</i>	40,000				40,000
Play Area Improvements for 2019/20 <i>(Unspent slippage from the 2019/20 financial year)</i>	16,500				16,500
Proposed Additional Approval for Longridge Kestor Lane Site	30,000				30,000
Proposed Additional Approval for Clitheroe Castle Site	32,660				32,660
Total Resources Available for Play Area Improvements	159,160	45,000	45,000	46,000	295,160

3.6 It is proposed to put both the Clitheroe and Longridge sites together to form one tender package, so that the work would be undertaken by one supplier. The intention is to call off an existing framework agreements if possible (these are lists of companies which have been already been approved to be on public sector buying groups). The rationale being that the Council will achieve better value for money from one supplier and a higher play value as a result.

4 RISK ASSESSMENT

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

- Resources – The council currently has a budget of £232,500 available for investment in play area improvements over the four years to 2024/25. The capital programme is developed using a 'bidding' process where schemes are submitted by Heads of Service and are then considered together against council priorities and available resources.

Additional S106 monies have been received towards the improvement projects at Clitheroe and Longridge and the proposed additional budget of £62,660 towards these schemes would be fully funded from these S106 monies. In respect of the Longridge Kestor Lane scheme, there are also other existing resources in the capital programme for this scheme.

- Technical, Environmental and Legal – The Council has a duty to ensure that the play areas are safe for use, this means equipment must be repaired, replaced or removed depending upon the budget available at the point the equipment is deemed unsafe, and could be held liable were someone to be injured as a result of unsafe play areas and/ or equipment.
- Political – Play areas are a popular amenity for residents who invariably involve the Ward Councillors when they feel there is an issue to be addressed.

- Reputation – Play areas are a key part of many communities and especially following the various lockdown periods, their use has become even more significant. Our experience after removing equipment from the Whalley Woodland site and the failure of a piece of equipment at Proctors Field, shows clearly how the Council’s reputation can be impacted by the state of our play areas.
- Equality & Diversity – The service generally provides equal opportunity to all sectors of the community, although more equipment specifically designed for disabled children would be welcomed in every play area.

5 CONCLUSION

- 5.1 Although there is little doubt that there is room for improvement in our play areas to improve their play value, even a substantial capital programme would only address the regular pressure on the annual repair and maintenance budget. However, officers will continue to explore ways of getting better value from available resources.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Note the report.
- 6.2 Approve the additional capital budget of £30,000 in respect of Longridge Kestor Lane and £32,660 in respect of Clitheroe Castle Site for the 2021/22 Capital Programme and refer this to Policy and Finance Committee for final approval.
- 6.3 Authorise the Director of Community Services to procure new play area equipment as detailed above for play areas at Kestor Lane, Longridge and Clitheroe Castle playground, Clitheroe.

MARK BEVERIDGE
HEAD OF CULTURAL & LEISURE SERVICES

JOHN HEAP
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for Mark Beveridge, extension 4479.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 22ND JUNE 2021
 title: BOUNDARY COMMISSION – PARLIAMENTARY BOUNDARY REVIEW 2023
 submitted by: CHIEF EXECUTIVE
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 The purpose of this report is to present committee with information about the Boundary Commission's 2023 review of Parliamentary constituencies within England.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – How residents are represented by an MP in Parliament
 - Corporate Priorities – is an important part of the democratic process in the
 - Other Considerations – United Kingdom.

2 BACKGROUND

- 2.1 The Boundary Commission for England (BCE) is an independent and impartial non-departmental public body, which is responsible for reviewing Parliamentary constituency boundaries in England.
- 2.2 The BCE has the task of periodically reviewing all the Parliamentary constituencies in England. It is currently conducting a review on the basis of rules most recently updated by Parliament in 2020. These latest rules retain 650 constituencies for the UK Parliament as a whole, and require constituencies that are proposed or recommended to comply with strict parameters, in particular as far as the number of electors in each constituency is concerned.
- 2.3 The review process is informed by public consultation. The BCE develops and publishes initial proposals for constituencies across England. Representations from the public about these proposals are then taken in writing and at public hearings in each region of England across two rounds of consultation. In light of all the views expressed about these initial proposals, the BCE may revise them and then conduct a further round of written consultation on the revised proposals.
- 2.4 The BCE is required to make a formal final report to the Speaker of the House of Commons before 1 July 2023, recommending any changes that it believes are appropriate to the distribution, size, shape, name or designation of constituencies in England. The current constituencies review is therefore referred to as 'the 2023 Review'.
- 2.5 The Government must turn the recommendations of the BCE (and those of the equivalent Commissions for the other three parts of the UK) into an 'Order in Council' that implements the recommendations. The constituencies set out in the Order will then be implemented for the next General Election after the date on which the legislation is approved.
- 2.6 The electorate figures that are to be used for this review are the Parliamentary electors as they were in the electoral register on 2 March 2020. The BCE has published all the base electorate data for the 2023 Review on its website.

The distribution of constituencies

- 2.7 There is to be a fixed number of 650 constituencies for the whole of the UK. The number of constituencies allocated to England for the 2023 Review is 543.
- 2.8 This results in the following allocation of constituencies between the regions:

	Existing constituencies	Proposed constituencies
Eastern	58	61
East Midlands	46	47
London	73	75
North East	29	27
North West	75	73
South East	84	91*
South West	55	58
West Midlands	59	57
Yorkshire and the Humber	54	54

*Includes the two constituencies for the Isle of Wight

Statutory electorate range

- 2.9 Every constituency recommended must have an electorate (as at 2 March 2020) that is no less than 95% and no more than 105% of the 'UK electoral quota'. The UK electoral quota for the 2023 Review is, to the nearest whole number, 73,393.
- 2.10 Accordingly, every recommended constituency (except the five 'protected' constituencies) must have an electorate as at 2 March 2020 that is no smaller than 69,724 and no larger than 77,062.

Other statutory factors

- 2.11 BCE may take the following factors into account in establishing a new map of constituencies for the 2023 Review:
- special geographical considerations, including in particular the size, shape and accessibility of a constituency;
 - local government boundaries as they existed (or were in prospect) on 1 December 2020;
 - boundaries of existing constituencies;
 - any local ties that would be broken by changes in constituencies; and
 - the inconveniences attendant on such changes.
- 2.12 The BCE uses wards (in district and borough council areas) or electoral divisions (in areas of unitary authorities that have a county status) as the basic building block for designing constituencies. Wards are well-defined and well-understood units, which are generally indicative of areas which have a broad community of interest. Any division of a ward between constituencies would therefore risk breaking local ties, as well as adding complexity to the task of Returning Officers in administering a Parliamentary election.
- 2.13 The BCE intends to have regard generally to existing constituencies as far as possible, as it does not consider that it would be appropriate to start from a 'blank sheet of paper'. However, this does not mean that an existing constituency should be automatically considered to be 'protected from change', simply on the basis of its electorate figure already falling within the statutory range.

Impact on future election results

- 2.14 The BCE is a politically independent and impartial body. It emphasises very strongly that existing voting patterns and the prospective fortunes of political parties should not and do not enter its considerations during a review.

Designating

- 2.15 Each constituency is designated as either a 'county constituency' or a 'borough constituency'. The BCE considers that, as a general principle, where constituencies contain more than a small rural element they should normally be designated as county constituencies. In other cases, they should be designated as borough constituencies. The designation is suffixed to the constituency name and is usually abbreviated: BC for borough constituency and CC for county constituency. The designation generally determines who shall act as Returning Officer for Parliamentary elections. The Returning Officer in borough constituencies is a district or borough council chairman or mayor. For county constituencies it is the high sheriff.

The Proposals

- 2.16 Map A (attached) shows the current Ribble Valley Parliamentary constituency area. This includes the whole of the Ribble Valley Borough area with the additions of the following wards from South Ribble:
- Samlesbury and Walton
 - Coupe Green and Gregson Lane
 - Bamber Bridge East
 - Bamber Bridge West
 - Bamber Bridge North
 - Walton le Dale
 - Tardy Gate
 - Lostock Hall
 - Farington East
 - Farington West
- 2.17 Map B (attached) outlines the new proposed parliamentary constituency of Ribble Valley. This combines the majority of the Ribble Valley Borough area with the following wards from other boroughs:
- Preston Rural East (new addition from Preston)
 - Preston Rural North (new addition from Preston)
 - Ribbleton (new addition from Preston)
 - Fishwick and Frenchwood (new addition from Preston)
 - Walton-le-Dale West (existing addition from South Ribble)
 - Samlesbury and Walton (existing addition from South Ribble)
 - Coupe Green and Gregson Lane (existing addition from South Ribble)
- 2.18 Map C (attached) shows how the three Ribble Valley wards listed are proposed to be added to the Hyndburn constituency:
- Billington and Langho
 - East Whalley, Read and Simonstone
 - Whalley and Painter Wood

Initial consultation period

- 2.19 Those who respond to the consultation are requested to say whether they approve of, or object to, the BCE's proposals. In particular, objectors are advised to say what they

propose in place of the BCE's proposals. An objection accompanied by a viable counterproposal is likely to carry more weight than a simple statement of objection. In this respect – and particularly in light of the importance of Rule 2 (statutory electorate range) – a counterproposal setting out the composition of each constituency in an area will generally be viewed as more persuasive than a proposal for the composition of only one constituency which does not address any knock-on effects on the electorate figures of neighbouring constituencies.

Written representations

- 2.20 The BCE is required to consider all written representations made to it within a statutory eight-week period commencing with publication of the initial proposals. Details of how to make written representations, including the last date for receipt of representations, are published alongside the initial proposals. The BCE will be encouraging all interested parties to contribute views through its consultation website.

Secondary consultation period

- 2.21 Following the eight-week consultation on the BCE's initial proposals, the BCE prepares and then publishes on its website all of the representations that it has received for each region. Once the representations have been published, there is a further statutory six-week period during which people can submit to the BCE written comments on those representations it received during the initial consultation period, for example, challenging or supporting assertions made in a representation. There is also the opportunity during this six-week consultation to make representations at public hearings.

Public hearings

- 2.22 The BCE is required to conduct a minimum of two and maximum of five public hearings in each region of England. These must take place during the six-week secondary consultation period. The precise number and location of public hearings in each region will be determined by the BCE specifically in relation to the nature of the responses it receives to the consultation on its initial proposals, i.e. targeting the holding of hearings to areas where there is particular contention over the proposals and cases being made for competing alternate proposals. The details of venues and dates for the hearings will be announced on the BCE website in due course,

The importance of participation

- 2.23 The BCE wishes to stress very strongly that any person or organisation interested in the proposals for their area is encouraged to exercise their statutory right and make written or oral representations to the BCE, whether for or against the proposals.
- 2.24 Full and timely participation ultimately assists the BCE in gauging more accurately local opinion on its proposals, and consequently increases the likelihood that its final recommendations will be generally acceptable to the majority of those who will have to live and work with them.

Final recommendations and report

- 2.25 The BCE takes into consideration any written representations made in the four-week consultation period about the revised proposals, and then makes its final decisions about whether further modifications need to be made in light of those representations.
- 2.26 When the BCE has decided on its final recommendations for the whole of England, it then drafts and submits a formal written report to the Speaker of the House of Commons. The report, which is also published once the Speaker has laid it before Parliament, contains a description of the review in each region, a textual description of all the final recommendations, and a set of maps to illustrate the existing boundaries and those proposed by the final recommendations.
- 2.27 The submission of the formal final report concludes the BCE's involvement in the constituency review process. The procedure to subsequently implement new

constituencies is the responsibility of the Government.

2.28 A detailed description of the process can be found in the [Guide to the 2023 Review](#) on the Boundary Commission website - <https://boundarycommissionforengland.independent.gov.uk/>

2.29 The website can be used to:

- view current constituency and local authority boundaries;
- view the proposals for new constituency boundaries; and
- submit a response directly to the BCE about the proposals (during a defined consultation period).

2.30 From the second consultation period onwards, you will also be able to:

- view the responses submitted by others; and
- submit a comment directly to BCE, supporting or contesting a response from somebody else.

2.31 The Consultation is currently open until Monday 2nd August 2021.

3 RISK ASSESSMENT

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

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

4 RECOMMENDED THAT COMMITTEE

4.1 Consider how committee wish to respond to the consultation.

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Marshal Scott
CHIEF EXECUTIVE

BACKGROUND PAPERS:

REF:

For further information please ask for Michelle Haworth, extension 4421

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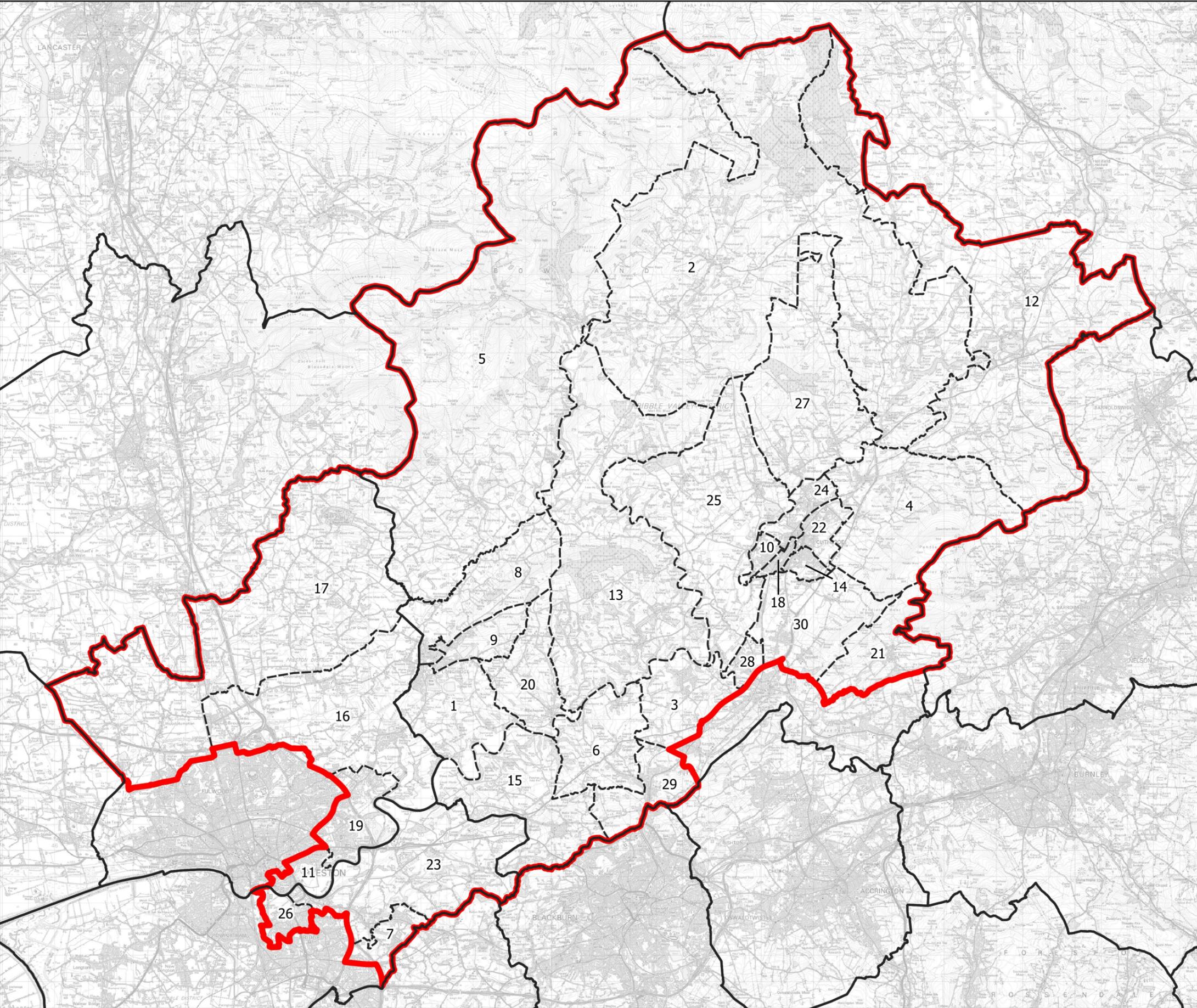
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Boundary Commission for England - Initial Proposals for the North West Region

Ribble Valley County Constituency - Electorate 73,362



- Wards:
- 1 Alston & Hothersall
 - 2 Bowland
 - 3 Brockhall & Dinckley
 - 4 Chatburn
 - 5 Chipping
 - 6 Clayton-le-Dale & Salesbury
 - 7 **Coupe Green & Gregson Lane**
 - 8 Derby & Thornley
 - 9 Dilworth
 - 10 Edisford & Low Moor
 - 11 **Fishwick & Frenchwood**
 - 12 Gisburn & Rimington
 - 13 Hurst Green & Whitewell
 - 14 Littlemoor
 - 15 Mellor
 - 16 **Preston Rural East**
 - 17 **Preston Rural North**
 - 18 Primrose
 - 19 **Ribbleton**
 - 20 Ribchester
 - 21 Sabden
 - 22 Salthill
 - 23 **Samlesbury & Walton**
 - 24 St. Mary's
 - 25 Waddington, Bashall Eaves & Mitton
 - 26 **Walton-le-Dale West**
 - 27 West Bradford & Grindleton
 - 28 Whalley Nethertown
 - 29 Wilpshire & Ramsgreave
 - 30 Wiswell & Barrow



- Constituency
- Local Authorities
- Wards

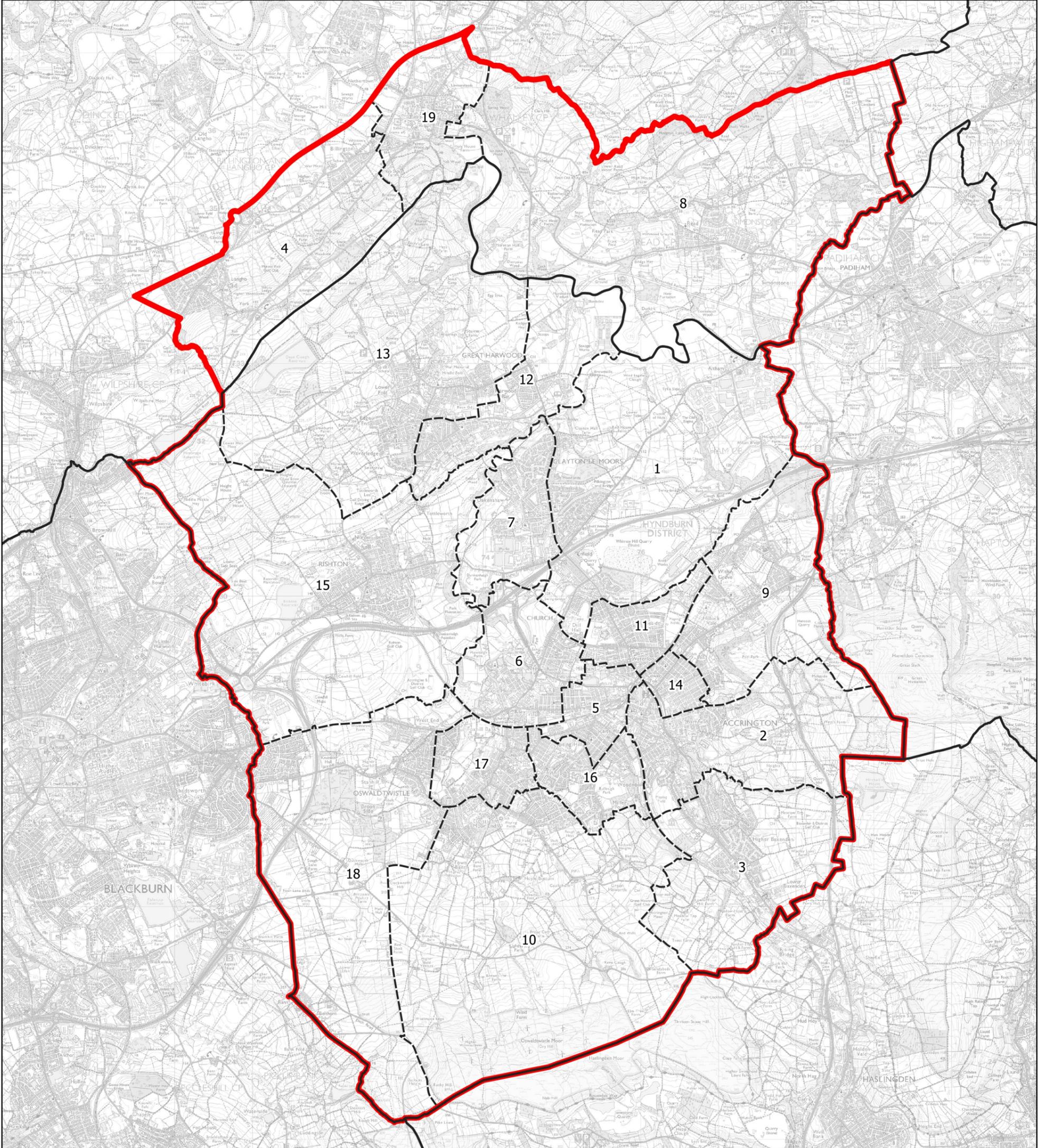
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Boundary Commission for England - Initial Proposals for the North West Region

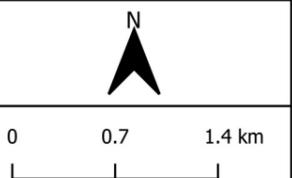
Hyndburn County Constituency - Electorate 69,971



Wards:

- | | | |
|-----------------------|-----------------------------------|---------------------------|
| 1 Altham | 8 East Whalley, Read & Simonstone | 14 Peel |
| 2 Barnfield | 9 Huncoat | 15 Rishton |
| 3 Baxenden | 10 Immanuel | 16 Spring Hill |
| 4 Billington & Langho | 11 Milnshaw | 17 St. Andrew's |
| 5 Central | 12 Netherton | 18 St. Oswald's |
| 6 Church | 13 Overton | 19 Whalley & Painter Wood |
| 7 Clayton-le-Moors | | |

- Constituency
- Local Authorities
- Wards



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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 22 JUNE 2021
 title: OVERALL CAPITAL OUTTURN 2020/21
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To provide members with details of the capital programme outturn for all committees for the 2020/21 financial year.

2 CAPITAL PROGRAMME 2020/21 BACKGROUND

2.1 The 2020/21 original capital programme for the Council consisted of eighteen schemes, including some schemes where budget had been moved from the 2019/20 capital programme. Ten further schemes were added to the capital programme following the approval of budget slippage from the 2019/20 financial year and two new schemes were approved in-year by this Committee. This resulted in a capital programme of thirty schemes with a total approved budget of £3,527,940.

2.2 At revised estimate stage, one new scheme was approved and four schemes were moved to the 2021/22 financial year. This meant that the 2020/21 revised estimate capital programme consisted of twenty seven schemes with a budget of £1,925,000.

2.3 During the financial year all committees have received reports monitoring the progress of schemes within the programme.

3 CAPITAL PROGRAMME 2020/21 OUTTURN

3.1 The table below summarises the 2020/21 capital programme outturn for all committees. It shows the budget and expenditure for the year and highlights the slippage into 2021/22 that has been requested.

Committee	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 2020/21 £	Slippage Requested into 2021/22 £
Community Services	1,555,120	58,880	13,360	0	1,627,360	392,300	1,270,000	331,349	60,320
Planning and Development	0	40,920	48,680	0	89,600	61,870	26,420	61,862	0
Policy and Finance	95,800	108,730	33,480	25,000	263,010	158,310	105,510	124,022	34,280
Health and Housing	397,000	116,940	658,890	273,390	1,446,220	1,277,520	215,340	679,007	595,170
Economic Development	0	81,750	20,000	0	101,750	35,000	66,750	0	35,000
OVERALL TOTAL	2,047,920	407,220	774,410	298,390	3,527,940	1,925,000	1,684,020	1,196,240	724,770

Note - slippage is where unspent capital budget has been approved by committee to be moved into next year's capital programme.

- 3.2 Actual expenditure on the Council's capital programme in 2020/21 was £1,196,240, which was 62.1% of the revised estimate budget and means that £728,760 budget was unspent in 2020/21.
- 3.3 The £728,760 unspent budget in 2020/21 was made up of:
- £724,780 unspent budget on schemes not completed at year-end; and
 - £3,980 net underspends on schemes completed in-year.
- 3.4 Of the twenty seven schemes in the 2020/21 revised capital programme:
- fifteen were completed in-year; and
 - twelve were in progress but not completed at year-end, including two on-going Housing grant schemes.
- 3.5 Budget slippage of £724,770 into 2021/22 has been requested on the twelve schemes not completed at year-end, including the two on-going Housing grant schemes.
- 3.6 The schemes not completed at year-end are as follows:
- **Play Area Improvements 2019/20 (-£16,508):** The underspend in-year was due to issues relating to Covid-19 and not being able to carry out work as normal during the lockdown periods in 2020/21, because suppliers were not able to supply materials as normal. It is planned to carry out the work from 2020/21 in 2021/22 before the onset of the school summer holidays.
 - **Replacement of Pickup Ford Ranger PK60 HKN (-£25,250):** The pickup vehicle was ordered late in-year, as an increased budget was requested in-year and this required Committee approval. The vehicle was ordered before year-end and delivery is currently estimated by the supplier to be September 2021.
 - **Replacement of CCTV System (-£18,570):** Three CCTV camera installations were planned for 2020/21 to complete the overall scheme. All three installations were planned or in progress at 31 March 2021, but none were completed. One of the camera installations is now complete, one is due to be installed in May 2021 and officers are awaiting electricity connection works to be completed before the final camera can be installed.
 - **Dewhurst Road, Langho – Resurfacing Works (-£3,850):** At revised estimate stage, this Committee approved an additional pre-tender works budget of £10,100 for this scheme in 2020/21. Initial pre-tender works were completed in-year, totalling £6,250. The second stage of pre-tender works received approval in mid-February 2021, but works by third parties needed to be completed before placing orders with specialist contractors to complete the investigation works. Thus, the pre-tender works were not fully completed in-year.
 - **Re-design of Corporate Website (-£12,000):** The scheme was not completed in-year and there was an underspend because IT resources were re-directed to support the Council's response to the Covid-19 pandemic and an experienced member of the IT team left the organisation in-year.
 - **Replacement PCs (-£10,000):** The final work on this scheme is the CivicaPay system upgrade to ensure Windows 10 compatibility. The work has been requested from the supplier, but the supplier is still to schedule in a date to complete the upgrade work.
 - **Financial system upgrade (-£8,430):** There have been discussions in-year with the software company regarding further enhancements to the financial system in order

to improve efficiency, usability and compliance with accessibility requirements. These discussions are still ongoing with the software company and progress has been partly delayed due to Covid-19. Elements will also eventually need discussion at management team to consider other additional revenue budget implications. Thus, the scheme was not complete at financial year-end.

- **Disabled Facilities Grants (-£567,499):** A significantly reduced number of schemes have been approved and completed in-year because non-urgent DFGs related works, occupational therapy assessments and technical assessments were put on-hold due to Covid-19 from late March 2020 onwards. From June 2020, there was some increase in DFGs work, mainly on minor adaptations and urgent high priority cases where possible, as lockdown restrictions were gradually eased. However, the rate of increase in DFGs work and grant payments made for the rest of 2020/21 was gradual because many vulnerable clients were shielding, social distancing rules made contractors' work in houses difficult and in some cases not possible and there were contractor and technical officer capacity issues re catching up on work later in-year.

NOTE - The underspent DFGs budget is financed by ring-fenced funding from MHCLG and Onward Homes, so any underspend from 2020/21 must be allocated to Disabled Facilities Grants in 2021/22.

- **Landlord/Tenant Grants (-£15,900):** The revised budget set was based on two approved schemes in progress in-year. One scheme was completed in-year but one was not completed by year-end.
- **Clitheroe Affordable Housing Scheme (-£11,773):** The property was purchased in-year and some of the planned refurbishment work was completed also. However, scheme completion was put on-hold in January 2021 whilst the property was temporarily used as a homeless let. The homeless let was on-going at financial year-end, meaning the final refurbishment works will be completed in 2021/22.
- **Economic Development Initiatives (-£15,000):** One appropriate scheme for funding from this capital budget, re improving employment land site access at Salthill, was identified as possibly taking place in early 2021. However, the scheme did not take place in 2020/21 because there was no further progress by the landowner before year-end.
- **Gateway Signs for Whalley, Longridge and Clitheroe (-£20,000):** There was no spend in 2020/21 on this scheme because officers are still to obtain permissions from Lancashire County Council to allow installation of the signs.

3.7 Annex 1 shows the full capital programme by scheme, including the budget and expenditure for the year and highlights schemes where slippage into 2021/22 was requested.

4 CONCLUSION

4.1 Actual expenditure on the Council's capital programme in 2020/21 was £1,196,240, which was 62.1% of the revised estimate budget.

4.2 Of the twenty seven schemes in the 2020/21 revised capital programme:

- fifteen were completed in-year; and
- twelve were in progress but not completed at year-end, including two on-going Housing grant schemes.

4.3 Budget slippage of £724,770 into 2021/22 has been requested on the twelve schemes not completed at year-end, including the two on-going Housing grant schemes.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF29-19/AC/AC

11 June 2021

Overall Capital Programme Outturn 2020/21

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 2020/21 £	Slippage Requested into 2021/22 £
	Community Services Committee									
PLAYU	Play Area Improvements 2020/21	40,000	0	0	0	40,000	0	40,000	0	0
PLAYT	Play Area Improvements 2019/20	0	28,000	2,830	0	30,830	30,830	0	14,322	16,500
REPWB	Replacement of Refuse Wheelie Bins	13,000	0	0	0	13,000	13,000	0	13,009	0
PDECK	Installation of a Second Parking Deck on Chester Avenue Car Park	1,230,000	0	0	0	1,230,000	0	1,230,000	0	0
RVKYK	Replacement of Refuse Collection Vehicle PK63 JZO	232,000	0	0	0	232,000	229,150	0	229,150	0
WVHKN	Replacement of Pickup Ford Ranger PK60 HKN	20,120	0	0	0	20,120	25,250	0	0	25,250
GVWUC	Replacement of Ford Tail Lift Truck PE60 KJJ	20,000	0	0	0	20,000	20,050	0	20,046	0
ESCPX	Edisford Sports Complex	0	30,880	2,450	0	33,330	39,150	0	39,144	0
RCCTV	Replacement of CCTV System	0	0	4,840	0	4,840	18,570	0	0	18,570
AABED	Automatic Access Barrier – Edisford River Bank	0	0	1,740	0	1,740	1,740	0	1,125	0
CPPAY	Off-Street Car Parks – Update of Payment Systems	0	0	1,500	0	1,500	0	0	0	0
WPZFV	Replacement of Works Vehicle (Toilet Van) YP66 PZF	0	0	0	0	0	14,560	0	14,553	0
	Total Community Services Committee	1,555,120	58,880	13,360	0	1,627,360	392,300	1,270,000	331,349	60,320

Overall Capital Programme Outturn 2020/21

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 2020/21 £	Slippage Requested into 2021/22 £
	<u>Planning and Development Committee</u>									
PLOTT	Replacement of Plotter/Copier in the Planning Section	0	14,500	0	0	14,500	13,190	0	13,190	0
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	26,420	0	0	26,420	0	26,420	0	0
PRMLG	Primrose Lodge Blue and Greenway Project	0	0	48,680	0	48,680	48,680	0	48,672	0
	Total Planning and Development Committee	0	40,920	48,680	0	89,600	61,870	26,420	61,862	0
	<u>Policy and Finance Committee</u>									
DHRST	Dewhurst Road, Langho - Resurfacing Works	65,800				65,800	10,100	65,800	6,250	3,850
NTWRK	Network Infrastructure	30,000				30,000	0	30,000	0	0
COWEB	Re-design of Corporate Website		30,000			30,000	30,000	0	18,000	12,000
COLFT	Lift replacement at Council Offices		78,730	2,700		81,430	75,030	2,110	75,022	0
COADM	Committee Administration IT System			12,350		12,350	4,750	7,600	4,750	0
REPPC	Replacement PCs			10,000		10,000	10,000	0	0	10,000
CFUPG	Financial system upgrade			8,430		8,430	8,430	0	0	8,430
LANDB	Purchase of land behind Old Row, Barrow				25,000	25,000	20,000	0	20,000	0
	Total Policy and Finance Committee	95,800	108,730	33,480	25,000	263,010	158,310	105,510	124,022	34,280

Overall Capital Programme Outturn 2020/21

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 2020/21 £	Slippage Requested into 2021/22 £
	<u>Health and Housing Committee</u>									
DISCP	Disabled Facilities Grants	347,000	0	329,960	90,020	766,980	813,620	0	246,121	567,500
LANGR	Landlord/Tenant Grants	50,000	59,940	58,300	0	168,240	26,500	136,740	10,600	15,900
CMIMP	Clitheroe Market Improvements	0	57,000	29,860	0	86,860	8,260	78,600	8,164	0
LONAH	Longridge Affordable Housing Scheme	0	0	125,770	0	125,770	130,770	0	127,523	0
CHCHG	Chipping Community Housing Grant	0	0	115,000	42,530	157,530	157,530	0	157,532	0
CLIAH	Clitheroe Affordable Housing Scheme	0	0	0	140,840	140,840	140,840	0	129,067	11,770
	Total Health and Housing Committee	397,000	116,940	658,890	273,390	1,446,220	1,277,520	215,340	679,007	595,170
	<u>Economic Development Committee</u>									
ECDVI	Economic Development Initiatives	0	81,750	0	0	81,750	15,000	66,750	0	15,000
GWSGN	Gateway Signs for Whalley, Longridge and Clitheroe	0	0	20,000	0	20,000	20,000	0	0	20,000
	Total Economic Development Committee	0	81,750	20,000	0	101,750	35,000	66,750	0	35,000
OVERALL CAPITAL PROGRAMME 2020/21 - TOTAL		2,047,920	407,220	774,410	298,390	3,527,940	1,925,000	1,684,020	1,196,240	724,770

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 22 JUNE 2021
 title: REVENUES AND BENEFITS GENERAL REPORT
 submitted by: DIRECTOR OF RESOURCES
 principal author: MARK EDMONDSON

1 PURPOSE

1.1 To inform committee of debts outstanding for business rates, council tax and sundry debtors. Also to update committee on benefits performance, including benefits processing times and overpayment recovery.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

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

2 NATIONAL NON-DOMESTIC RATES (NNDR)

2.1 The following is a collection statement to 6 June 2021:

	£000	£000	2021/22 %	2020/21 %
Balance Outstanding 1 April 2021		907		
NNDR amounts due	21,808			
Plus costs	3			
Transitional surcharge	4			
Write ons	0			
	21,815			
Less				
- Transitional relief	-43			
- Exemptions	-372			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,267			
- Small Business Rate Relief	-3,677			
- Nursery Discount, Retail Discount, SSB, Flood Relief, Revaluation 2017, Pub, SSB and Other reliefs	-6,436			
- Interest Due	0			
- Write Offs	0			
	-11,795	10,020		
Total amount to recover		10,927		
Less cash received to 6 June 2021		-2,059	18.8	13.3
Amount Outstanding		8,868	81.2	86.7

NB The figures included in the table include not only those charges for 2021/22 but also those relating to previous years, but we are required to report to the Ministry of Housing, Communities & Local Government (MHCLG) our in year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 May 2021 is 20.61% compared with 14.04% at 31 May 2020. The collection rate for 2020/21 was severely impacted by COVID19 and was 2.10% lower than 2019/20. It is too early to predict what the impact will be in 2021/22.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 6 June 2021:

	£000	£000	2021/22 %	2020/21 %
Balance Outstanding 1 April 2021		1,679		
Council Tax amounts due	55,006			
Plus costs	68			
Transitional relief	1			
Write ons	0			
	55,075			
Less - Exemptions	-771			
- Discounts	-4,678			
- Disabled banding reduction	-57			
- Council Tax Benefit	0			
- Local Council Tax Support plus Hardship	-2,198			
- Write offs	0			
	-7,704	47,371		
Total amount to recover		49,050		
Less cash received to 6 June 2021		-10,033	20.5	19.8
Amount Outstanding		39,017	79.5	80.2

NB The figures included in the table include not only those charges for 2021/22 but also those relating to previous years, but we are required to report our in year collection rate to the MHCLG. This figure is published by them and is used to compare our performance against other local authorities. On this measure our current in year collection rate at 31 May 2021 is 20.55% compared to 19.82% at 31 May 2020. The collection rate for 2020/21 was severely impacted by COVID19 and was 2.10% lower than 2019/20. It is too early to predict what the impact will be in 2021/22.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 14 June 2021 is:

	£000	£000
Amount Outstanding 1 April 2021		651
Invoices Raised	1,043	
Plus costs	0	
		1,043
Less credit notes		-101
Total amount to recover		1,593
Less cash received to 14 June 2021		-640
Amount outstanding		953

Aged Debtors	000s	%
< 30 days	104	10.91
30 - 59 days	27	2.83
60 - 89 days	402	42.18
90 - 119 days	13	1.36
120 - 149 days	0	0.00
150+ days	407	42.71
	953	100

4.2 The balance of debt outstanding for '60-89 days' includes debts raised on an annual basis at the start of the financial year, which are being paid by direct debit on a monthly basis throughout the year. Another substantial element within this balance is debt relating to overpaid housing benefit due to reasons including fraud. Recovery action continues on such housing benefit debts, with some being paid by instalments.

5 HOUSING BENEFIT AND COUNCIL TAX SUPPORT PERFORMANCE

5.1 The main indicator for Housing Benefit and Council Tax Support performance is known as Right Time. The benefit section also report on Local Performance Indicators that have been set within the department for benefit fraud and overpayments.

5.2 The Department for Work and Pensions does not require Local Authorities (LA's) to report on any other Performance Measures but encourages them to monitor their own performance locally.

5.3 We obviously consider it very important to monitor overpayment data.

Housing Benefit Right Time Indicator 2020/2021

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

Target for year	Actual Performance 1 January 2021– 31 March 2021	Average Performance
5 days	5.11 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 January 2021 – 31 March 2021	Top grade 4 for all LA's 2007/08
15 days	14.81 days	Under 30 days

6 HOUSING BENEFIT OVERPAYMENTS

- 6.1 Overpayment means any amount paid as Housing Benefit when there was no entitlement under the regulations.
- 6.2 The figures overleaf are from the previous quarter as the latest figures were not available at the time of writing the report.

Performance for the period 1 January 2021 – 31 March 2021:

Performance Measure	%
The amount of Housing Benefit (HB) overpayments recovered during the period being reported on as a percentage of HB overpayments deemed recoverable during that period.	116.43
The amount of Housing Benefit (HB) overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year plus amount of HB overpayments identified during the period.	8.95
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	1.54

7 CONCLUSION

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

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF29-21/ME/AC
7 June 2021

For further information please ask for Mark Edmondson.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Meeting date: 22 JUNE 2021
title: TREASURY MANAGEMENT MONITORING 2021/22
submitted by: DIRECTOR OF RESOURCES
principal author: VALERIE TAYLOR

1 PURPOSE

- 1.1 To provide you with a monitoring report on our treasury management activities for the period 1 April 2021 to 31 May 2021.
- 1.2 Relevance to the Council's ambitions and priorities:
 - In accordance with the corporate strategy priority -“to ensure a well-managed Council, by maintaining critical financial management and controls.” This report provides members with information regarding the treasury management activities for the period.
- 1.3 In accordance with our treasury management policy, committee receive regular monitoring reports on treasury management activities throughout the financial year.

2 BACKGROUND

- 2.1 Treasury management within an organisation is the *'management of the organisation's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'*
- 2.2 The council's approach to treasury management is set out in its 'Treasury Management Policies and Practices' document which governs the way that investments and cashflows are managed. It is reviewed annually to ensure continued compliance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code of Practice.
- 2.3 Treasury Management Policies and Practices were reviewed in advance of the 2021/22 financial year, and were approved by this committee in March 2021 prior to full council in April 2021.

3 TEMPORARY INVESTMENTS

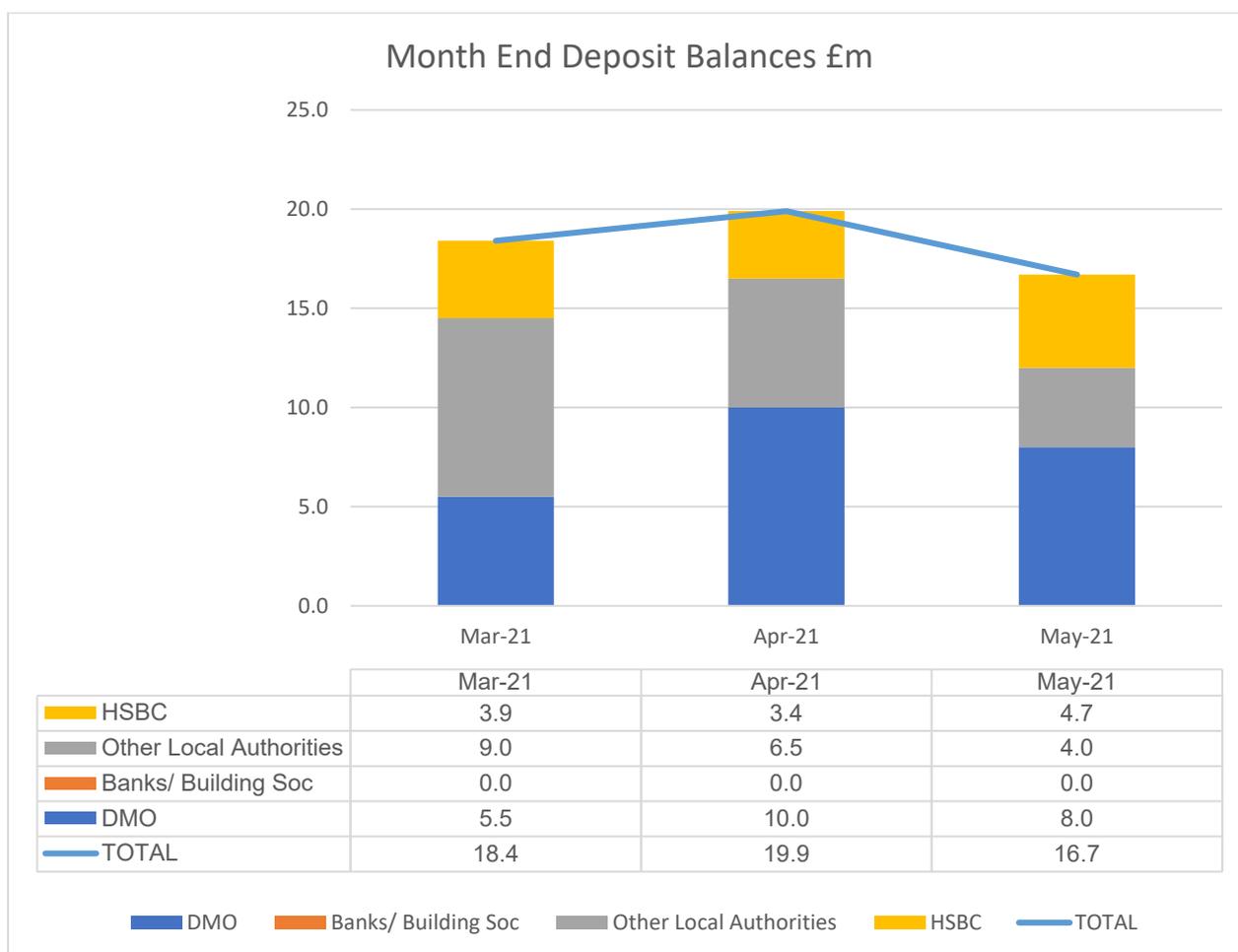
- 3.1 In accordance with the approved treasury management policies and practices, surplus funds are temporarily invested via the money market at the best rate of interest available and with the minimisation of risk to the capital sum. Investment decisions continue to be primarily concerned with the security of the funds invested and ongoing liquidity to meet financial commitments.
- 3.2 The movement in the Council's external investments during the reporting period are summarised below:

	Banks/ Building Societies £000	DMO £000	Other Local Authorities £000	Total £000
Monies Invested at 1 April 2021	0	5,500	9,000	14,500
Net Movement	0	2,500	-5,000	-2,500
Fixed term deposits at 31 May 2021	0	8,000	4,000	12,000
Add funds held with HSBC	4,731	0	0	4,731
Sum of all funds invested				16,731
Interest earned April – May 2021				1

3.3 Funds invested at 31st May were held with the following organisations:

Borrower	Date Invested	Date of Repayment	Rate %	£'000
Uttlesford District Council	05/03/2021	07/06/2021	0.10%	1,500
Aberdeen City Council	22/03/2021	22/06/2021	0.10%	2,500
Total funds invested with Other Local Authorities				4,000
Debt Management Office (DMO)	24/05/2021	01/06/2021	0.01%	8,000
Total funds invested with the Debt Management Office				8,000
SUM of fixed term deposits				12,000
Add funds held with HSBC				4,731
SUM of all investments at 31st May 2021				16,731

3.4 A detailed listing of investments placed and repaid during the reporting period is available in Annex 1. A summary of end of month balances is shown below:



4 INTEREST ON INVESTMENTS

4.1 The Bank of England base rate reduced to 0.10% in March 2020 where it remained throughout the reporting period:

Official Bank Rate	
Date of change	%
02 August 2018	0.75
11 March 2020	0.25
19 March 2020	0.10

4.2 The total interest earned on investments between April and May 2021 was £906 compared to £10,435 for the same period in 2020.

4.3 The difference in interest earned between the two financial years is a result of the reduction to the base rate which didn't impact immediately in the 2020/2021 financial year:

- Balances invested in April and May 2020 included six investments with local authorities that were arranged prior to the March 2020 reductions to the base rate, at fixed interest rates ranging between 0.68% and 0.95%
- Interest rates on inter-authority deposits did not immediately reduce following the March 2020 base rate reductions. We were subsequently able to arrange investments between March and May last year with four local authorities at fixed rates of between 0.45% and 1.5%

- The average interest rate earned on investments placed with the Debt Management Office during April and May last year was 0.05% compared to 0.01% this year.
- 4.4 The council did not earn any interest on balances held at bank in either financial year as the rate payable tracks at 0.10% below the base rate.
- 4.5 Short term funds are regularly placed with the Debt Management Office (DMO). The DMO is an Executive Agency of Her Majesty's Treasury, responsible for debt and cash management for the UK Government, lending to local authorities and managing certain public sector funds.
- 4.6 As an Executive Agency the DMO is a highly secure counterparty for investment transactions and as such continues to be the preferred organisation for the depositing of short-term funds. The council has a counterparty limit of £25m with the DMO compared to £1.75m with other banks and building societies. This allows the council to place single investments with the DMO that would need to be placed with several other institutions if the decision was made to place funds elsewhere. The higher chaps fees incurred would largely offset any additional interest earned.
- 4.7 We continue to place funds with the DMO over very short terms to maintain high liquidity that allows for the prompt processing of grant payments to local residents and businesses through the coronavirus pandemic. This liquidity will also allow us to take advantage of favourable rates within the local authority lending market should the opportunity arise.

5 LOCAL GOVERNMENT BONDS AGENCY

- 5.1 The Council has one longer-term investment of £10,000 which was placed with the Local Government Bonds Agency in 2014. The agency is a freestanding independent body that is owned by the local government sector with the purpose of raising money efficiently on the capital markets at regular intervals to on-lend to participating bodies.
- 5.2 The contribution that we have invested will be returned to us after 10 years of successful operations of the agency, together with interest which will be earned at commercial rates.

6 BORROWING

- 6.1 The reduction in the Bank of England base rate only impacts on the amount of interest received on our temporary investments as all interest payable on the Council's long-term loan debt from the Public Works Loan Board (PWLB) is at fixed interest rates.
- 6.2 From 1 November 2012, the Government reduced by 20 basis points (0.20%) the interest rates on loans from the PWLB. The reduction was to be applicable for those councils that provide an annual return providing 'improved information and transparency' on 'borrowing and associated capital spending plans'. This will enable the government to build a more robust forecast of public expenditure.
- 6.3 A return has been submitted for Ribble Valley Borough Council and we continue to be listed as an eligible council for this certainty discount rate on the PWLB website.

7 BORROWING REQUIREMENTS

7.1 There has been no movement on the council's external borrowing during the period as the instalments in respect of the PWLB are only paid at the end of September and March:

	Total £000
External Debt at 1 April 2021	116
Transactions - New Loans	0
- Repayments	0
External debt at 31st May 2021	116

7.2 No temporary loans were taken out in the current financial period up to 31st May 2021, or in the same period in 2020.

8 PRUDENTIAL INDICATORS

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

8.2 In March 2021 this Committee approved a combined Capital and Treasury Management Strategy for 2021/ 2022 which includes a number of prudential indicators.

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

8.4 The treasury management specific indicators which form part of the prudential code are the following:

- **Authorised limit for external debt**

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

- **Operational boundary for external debt**

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

8.5 The Council's actual long-term debt at 31st May 2021 compared to the approved authorised limit and operational boundary indicators is as follows:

Prudential Indicator	Authorised Limit £000's	Operational Boundary £000's	Actual as at 31 st May 2021 £000's
Borrowing	15,992	2,817	116
Other Long-Term liabilities	0	0	0

8.6 The Treasury Management code requires that where an authority invests, or plans to invest, for periods of longer than one year that an upper limit for investments maturing in excess of this timeframe is set. This council currently has a policy of not investing for

periods of longer than one year and so no upper limits have been set and no investments have been made in the reporting period for longer than 364 days.

9 APPROVED ORGANISATIONS

9.1 Principally, Fitch credit ratings are used as an indication of the probability of organisations defaulting on our investments. Definitions for the ratings are provided at Annex 2.

9.2 The ratings show an indication of the current credit position and are monitored on a regular basis with any significant changes to be reported to this committee. Prior to investing any monies on a day to day basis the ratings given by rating agents S&P Global Ratings and Moody's are also monitored and considered alongside the Fitch ratings. The full list of ratings for our approved institutions at 31st May 2021 is shown at Annex 3.

9.3 Investments with Building Societies are limited to the top eight building societies based on their total assets (provided they are included in Fitch ratings). Two of the top building societies do not currently have a Fitch rating, leaving the top six building societies based on their total assets:

Name	Fitch Rating		
	Full Transaction Review Date	Long Term	Short Term
Nationwide	08/02/2021	A	F1
Coventry	26/11/2020	A-	F1
Yorkshire	26/11/2020	A-	F1
Skipton	01/03/2021	A-	F1
Leeds	27/11/2020	A-	F1
Principality	27/11/2020	BBB+	F2

9.4 The banks we use are reviewed annually as part of the Treasury Management Practices to take into account their Fitch IBCA long-term and short-term credit rating. The Council has a policy to only use institutions with a short-term Fitch rating of F2 or above. The banks on the Council's approved list meeting this requirement at 31st May 2021 are as follows:

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc	08/02/2021	A+	F1
Barclays Bank Plc	12/10/2020	A+	F1
Bank of Scotland Plc	08/02/2021	A+	F1
HSBC Bank Plc	23/10/2020	AA-	F1+
Lloyds Bank Plc	08/02/2021	A+	F1
National Westminster Bank Plc	08/02/2021	A+	F1
Royal Bank of Scotland Plc (The)	08/02/2021	A+	F1

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

10 RECENT EVENTS

- 10.1 At its meeting in May 2021 the Bank of England's Monetary Policy Committee (MPC) judged that its existing stance of monetary policy remained appropriate and voted unanimously to maintain the Bank Rate at 0.10%.
- 10.2 MPC minutes from the meeting note that '*Covid-19 and the actions taken to contain it have continued to have a dramatic and rapidly changing impact on the United Kingdom and countries around the world*'. The outlook for the economy remains uncertain and '*continues to depend on the evolution of the pandemic, measures taken to protect public health, and how households, businesses and financial markets respond to these developments*'.
- 10.3 At the time of writing, national restrictions were in place throughout England and there was some uncertainty concerning the final lifting of restrictions in June 2021 due to the increasing levels of the coronavirus Delta variant. The government had recently announced additional help for the Greater Manchester and Lancashire areas to tackle a rise in local cases.
- 10.4 Government policy continues to evolve in response to the coronavirus pandemic as does the level of grant support that is available to the council, local businesses and residents of the Borough to offset some of the financial implications of the measures introduced.
- 10.5 We continue to maintain liquid funds in our cash management activities to enable the timely distribution of grant payments as applications for local support are received.

11 EXPOSURE TO RISK

- 11.1 With the risks surrounding the impact of COVID-19 on the economy and the council's cashflows, it is imperative that we continue to protect the Council's principal sums invested and closely monitor liquidity in order to minimise exposure to risks in an uncertain environment.
- 11.2 To ensure our exposure is limited as far as possible, we continue with the following measures:
- Daily early morning discussions concerning the latest position:
 - Lending arrangements
 - A review of the Markets
 - A review of our current investments and whether we consider they are still safe
 - Institution Ratings
 - Close monitoring of our cash flow position and estimates
 - Authorisation prior to investments with either the Director of Resources or the Head of Financial Services
 - Keep Leader/Chief Executive informed of any developments when necessary
 - Look to arrange new secure options for investments as necessary.

12 CONCLUSION

- 12.1 Through the careful investment of sums in line with the Council's strategy the level of risk to our investments has been kept to a minimum.
- 12.2 Due to the continued uncertainty in the global economy, a prudent approach continues to be followed in the investment of any surplus cash balances on a day to day basis, ensuring continue liquidity and security of the council's investments.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF30-21/LO/AC

11 June 2021

For further information please ask for Valerie Taylor

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2021/22**

ANNEX 1

Reference	Organisation	Invested £	Date invested	Interest rate	Date of maturity	Interest £	Principal Repaid £	Long Term Rating	Short Term Rating
Investments brought forward into 2021/22									
11/3	Ashford Borough Council	2,500,000	19/01/2021	0.03%	19/04/2021	-184.93	-2,500,000	n/a	n/a
<i>Less interest accrued during 2020/21</i>						147.95			
51	Telford & Wrekin Council	2,500,000	11/02/2021	0.03%	11/05/2021	-182.88	-2,500,000	n/a	n/a
<i>Less interest accrued during 2020/21</i>						100.68			
56	Uttlesford District Council	1,500,000	05/03/2021	0.10%	07/06/2021	-357.53	still invested	n/a	n/a
<i>Less interest accrued during 2020/21</i>						110.96			
18/4	Aberdeen City Council	2,500,000	22/03/2021	0.10%	22/06/2021	-479.45	still invested	n/a	n/a
<i>Less interest accrued during 2020/21</i>						68.49			
62	Debt Management Office	5,500,000	29/03/2021	-0.01%	06/04/2021	12.05	-5,500,000	n/a	n/a
<i>Less interest accrued during 2020/21</i>						-4.52			
Investments placed April - May 2021									
1	Debt Management Office	11,000,000	06/04/2021	0.01%	12/04/2021	-18.08	-11,000,000	n/a	n/a
2	Debt Management Office	5,000,000	12/04/2021	0.01%	19/04/2021	-9.59	-5,000,000	n/a	n/a
3	Debt Management Office	4,500,000	12/04/2021	0.01%	16/04/2021	-4.93	-4,500,000	n/a	n/a
4	Debt Management Office	1,000,000	15/04/2021	0.01%	16/04/2021	-0.27	-1,000,000	n/a	n/a
5	Debt Management Office	5,000,000	19/04/2021	0.01%	20/04/2021	-1.37	-5,000,000	n/a	n/a
6	Debt Management Office	5,000,000	20/04/2021	0.01%	26/04/2021	-8.22	-5,000,000	n/a	n/a
7	Debt Management Office	5,000,000	26/04/2021	0.01%	04/05/2021	-10.96	-5,000,000	n/a	n/a
8	Debt Management Office	5,000,000	30/04/2021	0.01%	04/05/2021	-5.48	-5,000,000	n/a	n/a
9	Debt Management Office	9,000,000	04/05/2021	0.01%	10/05/2021	-14.79	-9,000,000	n/a	n/a
10	Debt Management Office	9,000,000	10/05/2021	0.01%	17/05/2021	-17.26	-9,000,000	n/a	n/a

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**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2021/22**

Reference	Organisation	Invested £	Date invested	Interest rate	Date of maturity	Interest £	Principal Repaid £	Long Term Rating	Short Term Rating
Investments brought forward into 2021/22									
11	Debt Management Office	2,500,000	11/05/2021	0.01%	17/05/2021	-4.11	-2,500,000	n/a	n/a
12	Debt Management Office	13,000,000	17/05/2021	0.01%	24/05/2021	-24.93	-13,000,000	n/a	n/a
13	Debt Management Office	8,000,000	24/05/2021	0.01%	01/06/2021	-15.34	still invested	n/a	n/a
14	Debt Management Office	5,000,000	24/05/2021	0.01%	25/05/2021	-1.37	-5,000,000	n/a	n/a
Investments to May 2021		88,000,000			SUM	-136.70	-80,000,000.00		
Total Investments 2021/22 (including b/f from 20/21)		102,500,000			SUM incl b/f	-905.88	-90,500,000		
Interest received on balances held at bank						0.00			
Final Total		102,500,000				-905.88	-90,500,000		

Fitch Rating Definitions

Fitch Rating Definitions	
International Long-Term Credit Ratings	
Long-term credit rating can be used as a benchmark measure of probability of default.	
AAA	Highest credit quality. 'AAA' denotes the lowest expectation of credit risk. They are assigned only in case of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.
AA	Very high credit quality. 'AA' ratings denote expectation of low credit risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.
A	High credit quality. 'A' ratings denote expectations of low credit risk. The capacity for payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than in the case for higher ratings.
BBB	Good credit quality. 'BBB' ratings indicate that expectations of default risk are currently low. The capacity for payment of financial commitments is considered adequate, but adverse business or economic conditions are more likely to impair this capacity.
BB	Speculative. 'BB' ratings indicate an elevated vulnerability to default risk, particularly in the event of adverse changes in business or economic conditions over time; however, business or financial flexibility exists that supports the servicing of financial commitments.
B	Highly speculative. 'B' ratings indicate that material default risk is present, but a limited margin of safety remains. Financial commitments are currently being met; however, capacity for continued payment is vulnerable to deterioration in the business and economic environment.
International Short-Term Credit ratings	
Short-term rating has a time horizon of less than 13 months for most obligations and thus places greater emphasis on the liquidity necessary to meet financial commitments	
F1	Highest credit quality. Indicates the strongest capacity for timely payment of financial commitments; may have an added "+" to denote any exceptionally strong credit feature.
F2	Good credit quality. A satisfactory capacity for timely payment of financial commitments, but the margin of safety is not as great as in the case of the higher ratings.
F3	Fair credit quality. The capacity for timely payment of financial commitments is adequate; however, near term adverse changes could result in a reduction to non-investment grade.
B	Speculative quality. Minimal capacity for timely payment of financial commitments, plus heightened vulnerability to near term adverse changes in financial and economic conditions.

Full Rating List of Approved Institutions at 31st May 2021

Organisation	S&P Global Ratings			Moody's			Fitch				
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook	Full Review Date	Long Term	Short Term		Outlook
Building Societies											
Nationwide	A	A-1	<i>Stable</i>	A1	P-1	<i>Stable</i>	08/02/2021	A	F1	<i>Negative</i>	£1m min
Yorkshire	-	-	-	A3	P-1	<i>Negative</i>	26/11/2020	A-	F1	<i>Negative</i>	
Coventry	-	-	-	A2	P-1	<i>Negative</i>	26/11/2020	A-	F1	<i>Negative</i>	Sterling Brokers
Skipton	-	-	-	Baa1	P-2	<i>Stable</i>	01/03/2021	A-	F1	<i>Negative</i>	
Leeds	-	-	-	A3	P-2	<i>Negative</i>	27/11/2020	A-	F1	<i>Negative</i>	3 Mnth
Principality	-	-	-	Baa2	P-2	<i>Negative</i>	27/11/2020	BBB+	F2	<i>Negative</i>	No Contact
Banks											
Santander UK Plc.	A	A-1	<i>Negative</i>	A1	P-1	<i>Stable</i>	08/02/2021	A+	F1	<i>Negative</i>	
Barclays Bank Plc.	A	A-1	<i>Stable</i>	A1	P-1	<i>Stable</i>	12/10/2020	A+	F1	<i>Negative</i>	
Bank of Scotland Plc.	A+	A-1	<i>Negative</i>	A1	P-1	<i>Stable</i>	08/02/2021	A+	F1	<i>Negative</i>	
HSBC Bank Plc.	A+	A-1	<i>Stable</i>	A1	P-1	<i>Stable</i>	23/10/2020	AA-	F1+	<i>Negative</i>	
Lloyds Bank Plc.	A+	A-1	<i>Negative</i>	A1	P-1	<i>Stable</i>	08/02/2021	A+	F1	<i>Negative</i>	£250k min
National Westminster Bank Plc.	A	A-1	<i>Negative</i>	A1	P-1	<i>Stable</i>	08/02/2021	A+	F1	<i>Negative</i>	Current a/c required
Royal Bank of Scotland Plc.	A	A-1	<i>Negative</i>	A1	P-1	<i>Stable</i>	08/02/2021	A+	F1	<i>Negative</i>	Current a/c required
Banks not currently meeting minimum Fitch Short Term requirement of F2 (and not currently approved for investments)											
Co-operative Bank (The)				B3	NP	<i>Stable</i>	18/01/2021	B	B	<i>Negative</i>	£1m min

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 22ND JUNE 2021
title: CLIMATE CHANGE WORKING GROUP UPDATE
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 The purpose of this report is to present committee with an update from the Climate Change working group.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – The Corporate Plan 2019-2023 includes the objective
 - Corporate Priorities – 'To aspire to be a carbon neutral borough by 2030' and
 - Other Considerations – a priority action of:
 - To develop an action plan to work towards being a carbon neutral borough by 2030 which is based on a better understanding of our current carbon emissions

2 BACKGROUND

- 2.1 It was resolved at the November 2019 meeting of this Committee that Committee agreed to the setting up of a Climate Change Working Group with the following representation: Councillors S Atkinson, J Clark, S Bibby, D Berryman, R Thompson and 2 Liberal Democrats (A Knox and S Fletcher).
- 2.2 The remit of the Working Group is to consider how the Council is meeting the challenge of climate change, both in relation to how the Council provides its own services and how it provides wider support to the community in their efforts to tackle climate change, and to report the findings of the Working Group to the Policy and Finance Committee.

3 UPDATE

- 3.1 The Working Group has met twice since the last update report. The minutes of the April meeting are attached at Appendix A.
- 3.2 One of the priority actions in the 2019-2023 Corporate Strategy is 'To develop an action plan to work towards being a carbon neutral borough by 2030 which is based on a better understanding of our current carbon emissions.'
- 3.3 We are currently in the process of drafting a Climate Change Strategy to cover the period 2021-2030. The strategy will outline the actions we intend to take to ensure we reach our target of being a carbon neutral borough by 2030, consisting of three parts addressing:
- Ribble Valley Borough Council as an organisation - climate change is to be embedded in all the Council's internal activities
 - Ribble Valley Borough Council as a service provider - climate change is to be embedded in the Council's services
 - Ribble Valley Borough Council as a community leader - the Council will continue to provide clear community leadership by leading through example in the fight against climate change, encouraging businesses and residents to address climate change

- 3.4 The Climate Change Strategy will be based on an understanding of our current carbon emissions, our carbon footprint, and will address how we intend to reach the target of being carbon neutral by 2030 through the action plan.
 - 3.5 We have now received our International Standard Report from One Carbon World, a delivery partner of the UN Climate Neutral Now scheme. The report includes a carbon footprint report detailing the greenhouse gas emissions resulting from the activities measured over the footprint period. The report also provides recommendations for reducing and offsetting the carbon footprint of the organisation.
 - 3.6 The organisation's carbon footprint was 5,655.06 tonnes of CO² emissions in 2019/2020. The full report is at Appendix B.
 - 3.7 The working group are now considering the contents of One Carbon World's report and recommendations and finalising the action plan, which includes some cost-benefit analysis work and prioritisation of actions. It is intended that the strategy will be presented to this committee for approval at the next meeting in September 2021. The strategy will then be reviewed annually.
- 4 CONCLUSION
- 4.1 Note the continuing progress that we are making in developing a Climate Change Strategy.

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

BACKGROUND PAPERS:

REF:

For further information please ask for Michelle Haworth, extension 4421

CLIMATE CHANGE WORKING GROUP – 12 April 2021 at 11am

PRESENT:

Cllr J Clark (Chair)	Marshal Scott
Cllr S Bibby	John Heap
Cllr D Berryman	Mair Hill
Cllr S Fletcher	Michelle Haworth
Cllr S Atkinson	

MINUTE SILENCE

The Chairman asked for a minute silence in respect of the death of HRH The Prince Philip, Duke of Edinburgh.

APOLOGIES

Received from Councillors R Thompson and A Knox.

MINUTES

The minutes of the meeting held on 8 March 2021 were approved as a correct record.

MATTERS ARISING FROM MINUTES

The actions from the meeting not covered on the agenda were considered.

With regard to the Draft Climate Change Strategy it was suggested that the text be made more positive to show what we CAN do rather than why we can't and highlight where we have contributed eg money invested in Pendle Hill project.

It was also suggested that consideration be given to renewable energy and in particular solar panels where they might be appropriate following a cost/benefit analysis.

Reference was also made to hydrogen power and the need for it to be green or blue hydrogen for it to be environmentally friendly. Follow up investigations could be made of the solar farm in Gisburn and Johnson Matthey.

It was reported by Cllr Thompson that the tree planting at Horton had now been started by RRT.

ONE CARBON WORLD

Michelle Haworth reported that she had 'met' with One Carbon World to discuss the collection of the data required for their assessment. It covered three scopes

- Direct
- Energy Indirect

- Other Indirect

She had taken advice on how best to collect the data and had started work getting a lot of it from the accountants. She was using 2019/20 as the baseline year as this was pre-covid and therefore 'normal'. It was expected that once a baseline was established that data would continue to be collected as a constant measure.

Once the data was sent to One Carbon World, it would take a 30-day turnaround to provide the report. This information would then be fed into the Strategy to fill the gaps. It was the aim to get a report to Policy & Finance committee in June.

RIBBLE RIVERS TRUST

Following the report to Policy & Finance committee requesting funding for the RRT planting project, there had been some concerns about how the success of the project would be measured and monitored.

ACTION: Questions regarding this be included in the letter to RRT regarding the agreement of P & F to fund the project for one year only.

ELECTRIC VEHICLES

Cllr Mirfin, as Chair of Licensing committee had approached the Chair regarding the 2 hackney carriage operators in Ribble Valley who ran hybrid vehicles. The Chair suggested we ask for their feedback on how well they work in RV.

Mair Hill reported that she would be carrying out a consultation, as agreed at Licensing committee, of all the hackney carriage and private hire operators and would include appropriate questions about where in Ribble Valley the vehicles are used to get this feedback.

John Heap reported that the search for an electric vehicle to use on a trial basis to assess how successful it would be was still ongoing. We may have to consider changing the way we work for an electric vehicle to be effective.

ACTION: Mair Hill to feed back to the working group the responses to the Licensing consultation.

ACTION: John Heap would continue the search for a vehicle to trial.

ANY OTHER BUSINESS

Cllr Atkinson referred to allocation of capital funding in due course for any projects that were eventually agreed by P & F to be included in the Climate Change Strategy and the need for the potential impact to be known alongside a cost/benefit analysis.

DATE AND TIME OF NEXT MEETING

The next meeting was scheduled for **10am on Monday 7 June 2021.**

The meeting closed at 11.42am.

One Carbon World



Report

Presented to:

Ribble Valley Borough Council

May 2021



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

Disclaimer:

All reasonable measures have been taken to ensure the accuracy of this report and any errors in data used for footprint calculations are the responsibility of the grant recipient named in this report.

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Please consider the environment before printing this report.



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

Introduction

Ribble Valley Borough Council have been awarded the One Carbon World Carbon Neutral International Standard grant.

This report details the carbon footprint of Ribble Valley Borough Council and provides recommendations to reduce and off-set its footprint.

The activities included in the carbon footprint measurement were agreed in consultation between One Carbon World and Ribble Valley Borough Council. The calculation of the footprint was undertaken by One Carbon World after a desk-top review of data provided by Ribble Valley Borough Council.

This report meets the reporting requirements of the Green House Gas (GHG) Protocol Corporate Standard and is compatible with international standards ISO 14064 and PAS 2060.

One Carbon World have taken all reasonable measures to ensure the accuracy of this report. Any omissions or errors in data are the responsibility of the grant recipient named in this report.



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

Carbon Footprint Report

Name: Ribble Valley Borough Council

Address: Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

Description: Borough Council

Footprint boundary: All activities under operational control, covered under Scopes 1, 2 and 3 of the Green House Gas (GHG) Protocol Corporate Standard as detailed below.

Footprint Period: 01/04/2019 to 31/03/2020

Activities/Emissions included in footprint:

- Energy,
- Fuel,
- Water,
- Waste,
- Business Travel
- Commuting &
- Materials Use/Purchasing.



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

The GHG Protocol Corporate Standard requires reporting a minimum of scope 1 and scope 2 emissions.

Scope 1 - Direct Green House Gas (GHG) Emissions:

Scope 1 (direct emissions) emissions are those from activities owned or controlled by an organisation. Direct emissions are principally the result of the following types of activities:

- Generation of electricity, heat, or steam. These emissions result from combustion of fuels in stationary sources, e.g. boilers, furnaces, turbines
- Transportation of materials, products, waste, and employees. These emissions result from the combustion of fuels in company owned/controlled mobile combustion sources (e.g. trucks, trains, ships, airplanes, buses, and cars)
- Fugitive emissions. These emissions result from intentional or unintentional releases, e.g., equipment leaks from joints, seals, packing, and gaskets; methane emissions from coal mines and venting; hydrofluorocarbon (HFC) emissions during the use of refrigeration and air conditioning equipment; and methane leakages from gas transport
- Physical or chemical processing. Most of these emissions result from manufacture or processing of chemicals and materials, e.g. cement, aluminium, and waste processing

Scope 1 Emissions data supplied and included in footprint:

- Total Fuels : Liquid fuels : Gas oil litres : Volume
- Total Fuels : Liquid fuels : Diesel (average biofuel blend) litres : Volume
- Total Fuels : Gaseous fuels : Natural gas cubic metres : Volume



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

Scope 2 - Indirect GHG Emissions:

Scope 2 (indirect) emissions are those released into the atmosphere that are associated with the consumption of purchased electricity, heat, steam and cooling. These indirect emissions are a consequence of an organisation's energy use, but occur at sources not owned or controlled.

Scope 2 Emissions data supplied and included in footprint:

- Total UK electricity : Electricity generated : Electricity: UK kWh :

Scope 3 - Other Indirect GHG Emissions:

Scope 3 (other indirect) emissions are a consequence of actions that occur at sources not owned or controlled and not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by an organisation, waste disposal, or materials or fuels an organisation purchases. Deciding if emissions from a vehicle, office or factory are Scope 1 or Scope 3 may depend on how operational boundaries are defined.

Scope 3 Emissions data supplied and included in footprint:

- Total WTT- UK & overseas elec : WTT- UK electricity (T&D) : Electricity: UK kWh :
- Total WTT- UK & overseas elec : WTT- UK electricity (generation) : Electricity: UK kWh :
- Total WTT- fuels : WTT- liquid fuels : Gas oil litres : Volume
- Total WTT- fuels : WTT- liquid fuels : Diesel (average biofuel blend) litres : Volume
- Total WTT- fuels : WTT- gaseous fuels : Natural gas cubic metres : Volume
- Total WTT- commuting travel- land : WTT- rail : National rail passenger.km :
- Total WTT- commuting travel- land : WTT- cars (by size) : Average car miles : Unknown
- Total WTT- business travel- land : WTT- cars (by size) : Small car miles : Unknown
- Total WTT- business travel- land : WTT- cars (by size) : Small car miles : Petrol



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

- Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Unknown
- Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Petrol
- Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Hybrid
- Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Diesel
- Total WTT- business travel- land : WTT- cars (by size) : Large car miles : Unknown
- Total WTT- business travel- land : WTT- cars (by size) : Large car miles : Diesel
- Total WTT- business travel- land : WTT- cars (by size) : Average car miles : Unknown
- Total Water treatment : Water treatment : Water treatment cubic metres :
- Total Water supply : Water supply : Water supply cubic metres :
- Total Waste disposal : Refuse : Commercial and industrial waste tonnes : Combustion
- Total Waste disposal : Refuse : Commercial and industrial waste tonnes : Closed-loop
- Total Waste disposal : Paper : Paper and board: mixed tonnes : Closed-loop
- Total Transmission and distribution : T&D- UK electricity : Electricity: UK kWh :
- Total Money Value to CO2e : Stationary & Paper : Stationary & Paper supplies :
- Total Money Value to CO2e : Rubber & Plastic : Rubber & Plastic costs :
- Total Money Value to CO2e : Road Transport : Road Transport cost :
- Total Money Value to CO2e : Rail Transport : Rail Transport cost :
- Total Money Value to CO2e : Postage & Courier : UK & International :
- Total Money Value to CO2e : Computer, electronic and optical products : Computer, electronic and optical product costs :
- Total Money Value to CO2e : Clothes : Clothes costs :
- Total Commuting travel- land : Rail : National rail passenger.km :
- Total Commuting travel- land : Cars (by size) : Average car miles : Unknown
- Total Business travel- land : Cars (by size) : Small car miles : Unknown
- Total Business travel- land : Cars (by size) : Small car miles : Petrol
- Total Business travel- land : Cars (by size) : Medium car miles : Unknown
- Total Business travel- land : Cars (by size) : Medium car miles : Petrol
- Total Business travel- land : Cars (by size) : Medium car miles : Hybrid
- Total Business travel- land : Cars (by size) : Medium car miles : Diesel
- Total Business travel- land : Cars (by size) : Large car miles : Unknown
- Total Business travel- land : Cars (by size) : Large car miles : Diesel



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

- Total Business travel- land : Cars (by size) : Average car miles : Unknown



One Carbon World

Ribble Valley Borough Council CO₂e Report May 2021

Footprint Calculation Method:

The most common approach for calculating GHG emissions is through the application of documented and approved GHG emissions conversion factors. These factors are calculated ratios that relate GHG emissions to a proxy measure of activity at an emissions source.

Further detail on emissions factors and the methodology behind them can be found at <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

The activity data or amount of 'resources' used are multiplied by the relevant emissions factors to calculate total Greenhouse Gas equivalent (CO₂e) emissions.

$$\text{GHG emissions} = \text{activity data} \times \text{emission conversion factor}$$

There are seven main GHGs that contribute to climate change, as covered by the Kyoto Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). Different activities emit different gases and an organisation should report on the Kyoto Protocol GHG gases produced by its activities.

CO₂e is the universal unit of measurement to indicate the global warming potential (GWP) of GHGs, expressed in terms of the GWP of one unit of CO₂. The GWPs used in the calculation of CO₂e are based on the Intergovernmental Panel on Climate Change (IPCC) Fourth Assessment Report (AR4) over a 100-year period (this is a requirement for inventory/national reporting purposes).

All conversion factors used in this report are in units of kilograms of carbon dioxide equivalent (kg CO₂e).

Emissions factors used in footprint calculation:

Activity Type	Emissions Factor	Source
WTT- UK & overseas elec	Total WTT- UK & overseas elec : WTT- UK electricity (generation) : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- UK & overseas elec	Total WTT- UK & overseas elec : WTT- UK electricity (T&D) : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- fuels	Total WTT- fuels : WTT- gaseous fuels : Natural gas cubic metres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- fuels	Total WTT- fuels : WTT- liquid fuels : Diesel (average biofuel blend) litres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- fuels	Total WTT- fuels : WTT- liquid fuels : Gas oil litres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- commuting travel- land	Total WTT- commuting travel- land : WTT- cars (by size) : Average car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- commuting travel- land	Total WTT- commuting travel- land : WTT- rail : National rail passenger.km :	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Average car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Small car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Large car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Large car miles : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Small car miles : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2019
WTT- business travel- land	Total WTT- business travel- land : WTT- cars (by size) : Medium car miles : Hybrid	DEFRA Conversion Factors Full Set for Advanced Users 2019
Water treatment	Total Water treatment : Water treatment : Water treatment cubic metres :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Water supply	Total Water supply : Water supply : Water supply cubic metres :	DEFRA Conversion Factors Full Set for Advanced Users 2019

Waste disposal	Total Waste disposal : Refuse : Commercial and industrial waste tonnes : Combustion	DEFRA Conversion Factors Full Set for Advanced Users 2019
Waste disposal	Total Waste disposal : Refuse : Commercial and industrial waste tonnes : Closed-loop	DEFRA Conversion Factors Full Set for Advanced Users 2019
Waste disposal	Total Waste disposal : Paper : Paper and board: mixed tonnes : Closed-loop	DEFRA Conversion Factors Full Set for Advanced Users 2019
UK electricity	Total UK electricity : Electricity generated : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Transmission and distribution	Total Transmission and distribution : T&D- UK electricity : Electricity: UK kWh :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Outside of scopes	Total Outside of scopes : Forecourt fuels containing biofuel : Diesel (average biofuel blend) litres :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Money Value to CO2e	Total Money Value to CO2e : Computer, electronic and optical products : Computer, electronic and optical product costs :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Rail Transport : Rail Transport cost :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Road Transport : Road Transport cost :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Rubber & Plastic : Rubber & Plastic costs :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Postage & Courier : UK & International :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Stationary & Paper : Stationary & Paper supplies :	Defra / OCW
Money Value to CO2e	Total Money Value to CO2e : Clothes : Clothes costs :	Defra / OCW
Fuels	Total Fuels : Gaseous fuels : Natural gas cubic metres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
Fuels	Total Fuels : Liquid fuels : Diesel (average biofuel blend) litres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
Fuels	Total Fuels : Liquid fuels : Gas oil litres : Volume	DEFRA Conversion Factors Full Set for Advanced Users 2019
Commuting travel-land	Total Commuting travel- land : Cars (by size) : Average car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
Commuting travel-land	Total Commuting travel- land : Rail : National rail passenger.km :	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Average car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Small car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Medium car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Large car miles : Unknown	DEFRA Conversion Factors Full Set for Advanced Users 2019



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

Business travel- land	Total Business travel- land : Cars (by size) : Medium car miles : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Large car miles : Diesel	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Small car miles : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Medium car miles : Petrol	DEFRA Conversion Factors Full Set for Advanced Users 2019
Business travel- land	Total Business travel- land : Cars (by size) : Medium car miles : Hybrid	DEFRA Conversion Factors Full Set for Advanced Users 2019



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

Assumptions and/or Omissions:

- Fleet fuel assumed to be in litres of diesel
- Small Vehicles = <1.4l
- Medium Vehicles = 1.4-2l
- Medium Vehicles = >2l
- Electricity Tab - Sports Pavillion and Vallery Parks not included as no data available
- Waste - Weekly General Waste taken as combustion (energy from waste)
- Waste - Weekly Co-mingled Recycling taken as open loop recycling
- Waste quantities converts size of bin and frequency of emptied bins per week using the following calculation: litres to m3 = /1000, from m3 to tonnes = 0.24 for mixed and paper wastes to estimate tonnes of waste per year
- Waste - Recycling Paper taken as closed loop
- Waste - Co-mingled Recycling taken as closed loop
- Newspapers taken as 'Stationary and Paper' Spend
- Reference Books taken as 'Stationary and Paper' Spend
- ICT Purchases taken as 'Computer, electronic and optical products' Spend
- Staff commuting miles taken from a staff survey with a response rate of 46%.
- Commuting survey takes estimated weekly mileage by transport mode and number of people travelling to calculate an annual mileage.
- Well to Tank Scope 3 emissions associated with extraction, refining and transportation of raw fuels and Transmission and distribution (T&D) Scope 3 emissions associated with grid losses (the energy loss that occurs in getting the electricity from the power plant to the organisations that purchase it), are not included in the footprint calculations.
- Outside of scopes emissions are also included in the footprint calculations. Outside of scopes emissions account for the direct carbon dioxide (CO2) impact of burning biomass and biofuels. The emissions are labelled 'outside of scopes' because the Scope 1 impact of these fuels has been determined to be a net '0' (since the fuel source itself absorbs an equivalent amount of CO2 during the growth phase as the amount of CO2 released through combustion). Full reporting of any fuel from a biogenic source should have the 'outside of scopes' CO2 value documented to ensure complete accounting for the emissions created.

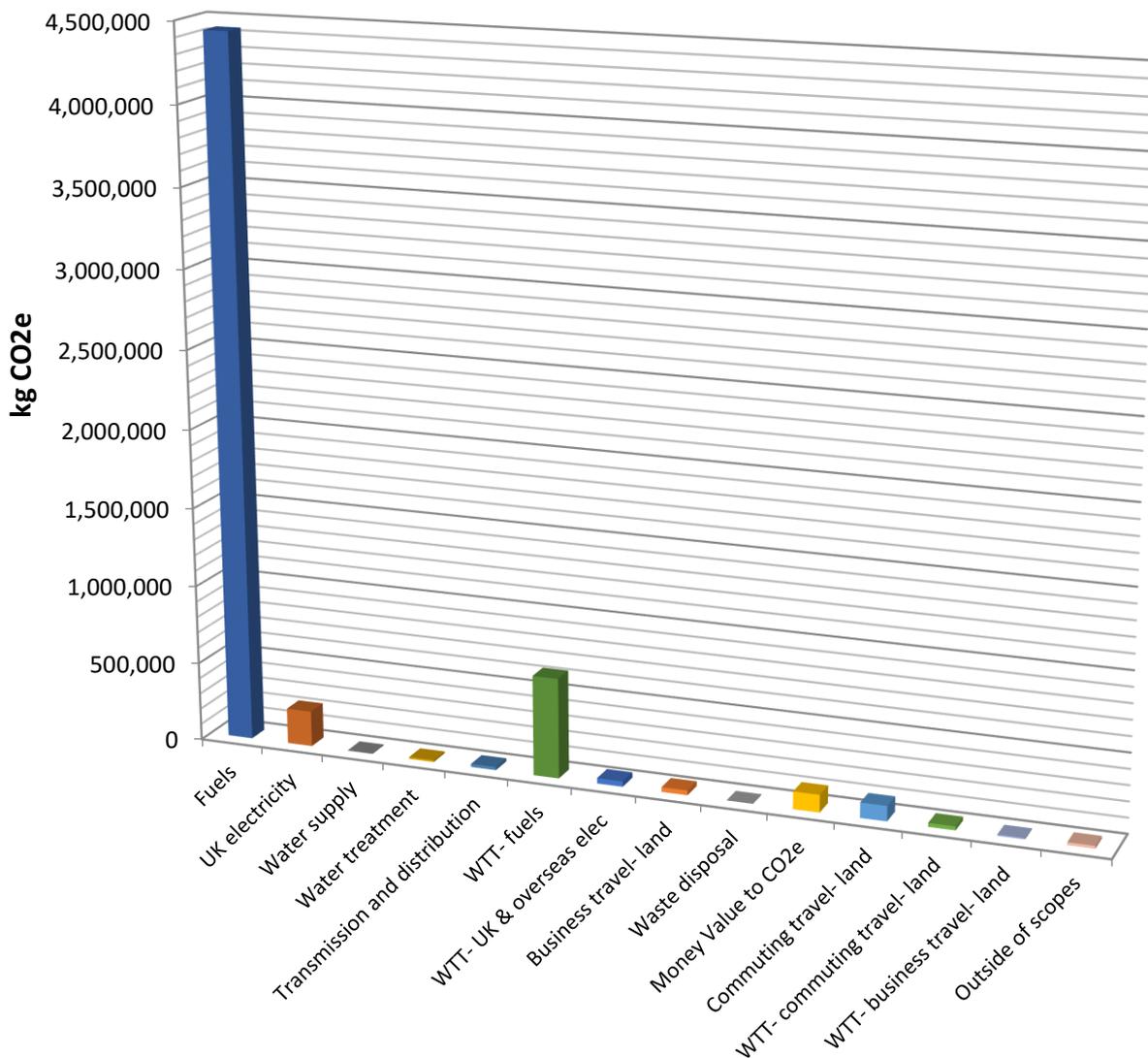
One Carbon World

Ribble Valley Borough Council CO2e Report May 2021

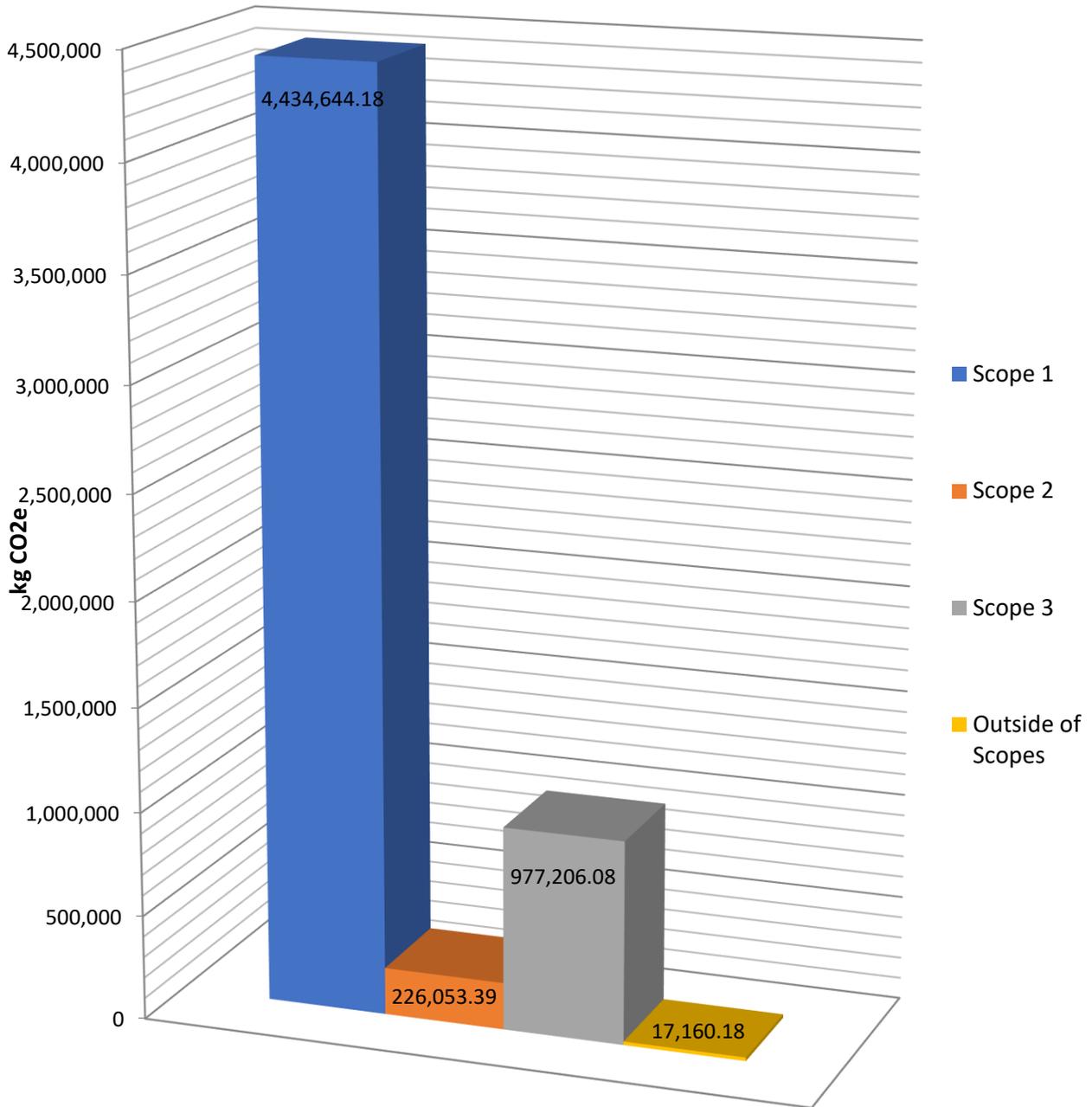
Carbon Footprint:

The Total Carbon Footprint of the activities measured = **5,655.06 tonnes CO2e**.

Sources of CO2e by emission activity

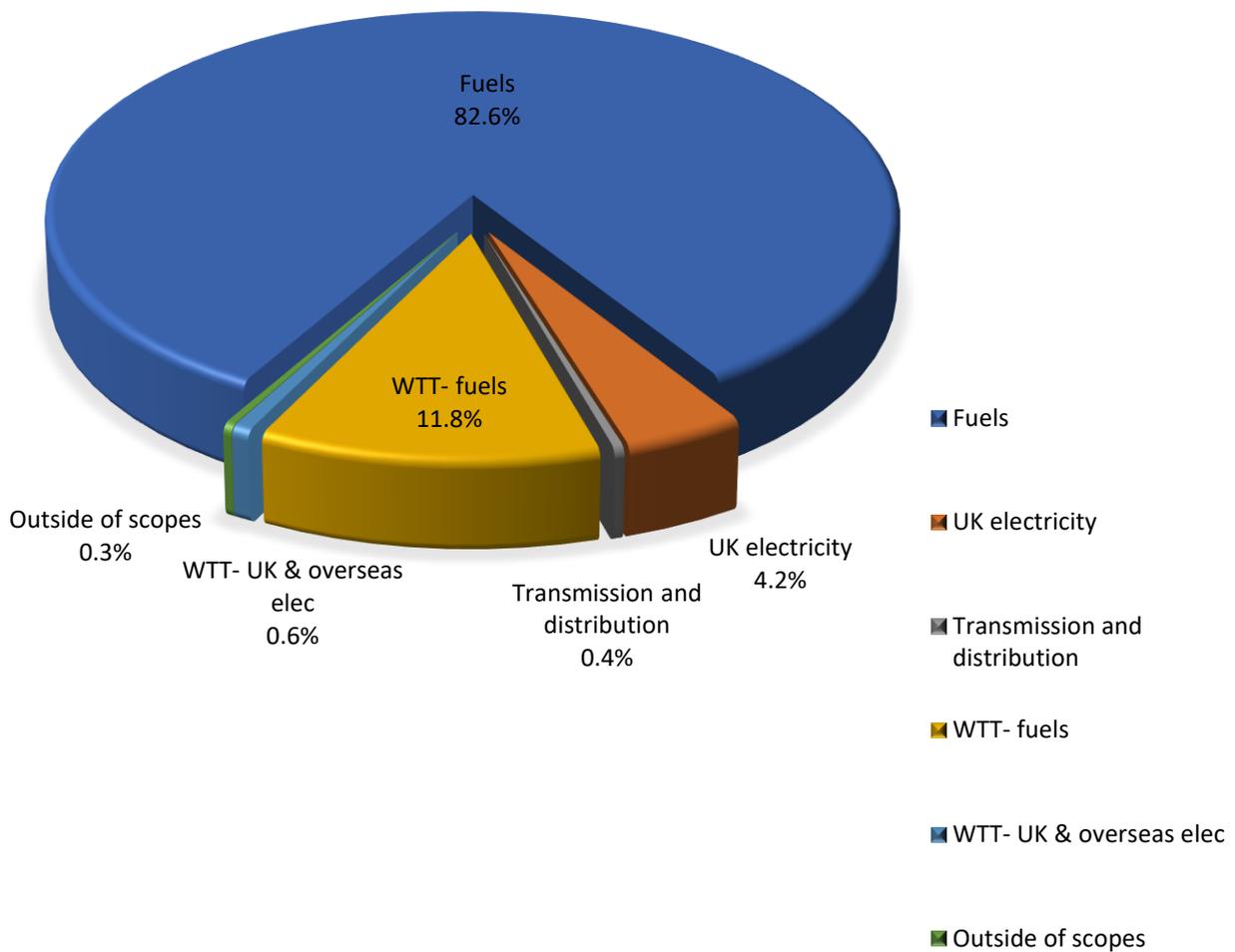


Sources of CO₂e emissions by GHG Protocol Scope



Footprint detail

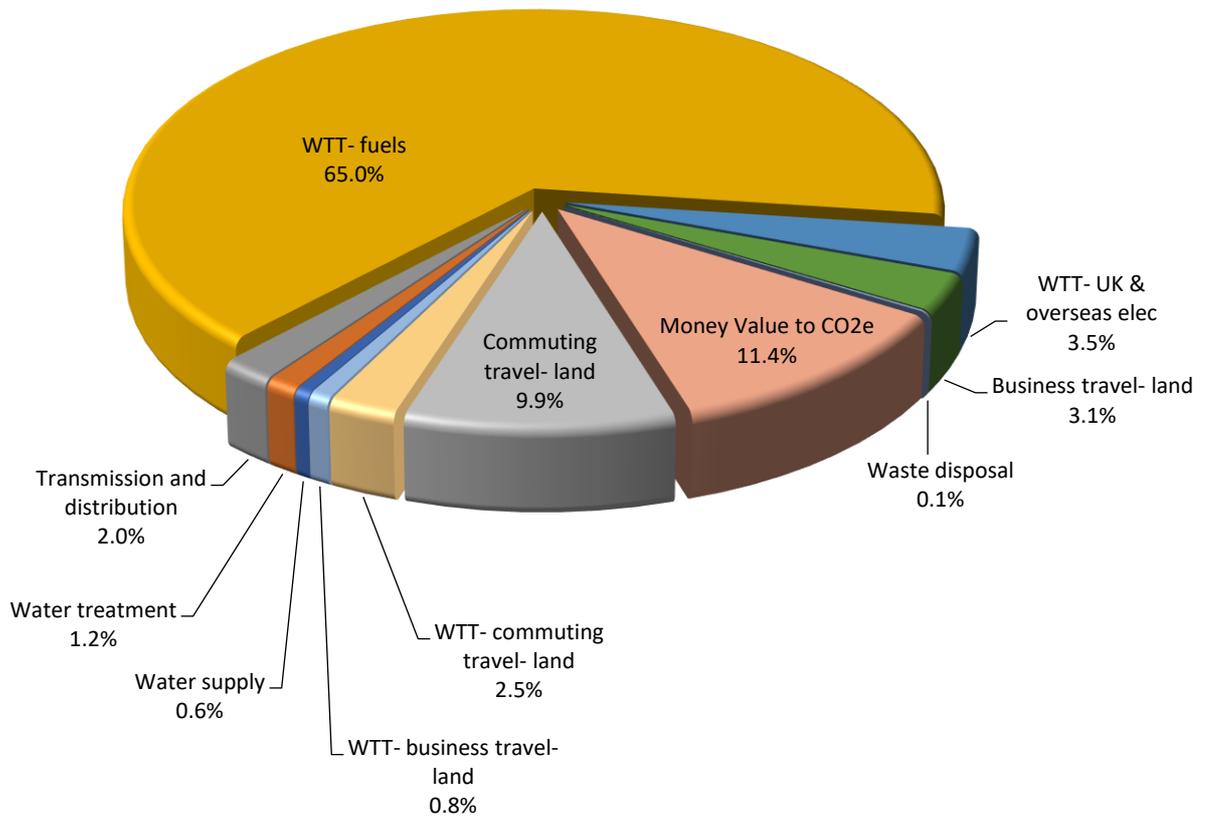
Sources of CO2e emissions by Energy & Fuel Use



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Sources of CO2e by Indirect Emissions (Scope3)



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Carbon Footprint Reduction Recommendations

The most significant sources of CO₂e emissions identified is:

- Use of electricity and fuels.
- Use of vehicles.

To reduce emissions, it is recommended that Ribble Valley Council consider the following;

Energy and Fuels

- Improve consumption visibility by setting up a central platform for monitoring and targeting of building energy use.
- Ensure out of hours energy consumption is minimised where possible.
- Develop and implement a staff energy and environmental awareness programme, consider introducing a web based tailored staff awareness training solution.
- Where relevant review the Ribble Valley Energy Performance of Buildings Directive (EPBD) reports (DECs/EPCs/TM44) covering the Councils buildings. Assess and roll out recommendations where appropriate.
- Opportunities may include improvements to building fabric, higher efficiency heating systems, use of alternative/renewable energy sources for heating for example Air Source Heat Pumps (ASHPs) Ground Source Heat Pumps (GSHPs), solar thermal, solar PV or additional biomass capacity.
- Ensure roll out of high efficiency LED lighting with integrated lighting sensors and controls where appropriate.
- Ensure all PCs and ancillary equipment is switched off out of hours, consider introducing a site wide script to isolate all equipment outside of business hours.



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Ribble Valley Borough Council CO₂e Report May 2021

Transport

- Improvements to fuel and mileage monitoring and management and development of a transport policy and objectives.
- As more electric vehicles are available in the marketplace, by phasing out over time vehicles that run on diesel/petrol and replacing them with electric vehicles, Ribble Valley will be able to further reduce the carbon footprint of its operations as well as costs.
- It is understood that staff are required to travel during day-to-day activities however a travel hierarchy could be implemented by applying the following principles;
 1. Is the travel necessary – can the required meeting be undertaken virtually/ using electronic communication (zero emissions)?
 2. If the travel is necessary is it local and can 'active travel' be used (zero or very low emissions)?
 3. If the travel is necessary and not local can public transport be used (low emissions)?
 4. If the above are not practical utilise pool cars, car clubs or hire cars, making sure they are low emission and hire cars are used for more than 100-mile trips only (prioritise low emission vehicles).
 5. If the above are not practical or available ensure the grey fleet expenses policy rewards use of low emission vehicles and enables coordinated car share (encourage low emission vehicles).
 6. Only use air travel where this is necessary (High emissions).

To effectively monitor the Carbon Footprint of Ribble Valley Borough Council over time, it is also recommended that a relevant performance indicator is chosen e.g. tonnes CO₂e per Employee.

5,655.06 tonnes CO₂e / 250 employees = 22.62 tonnes of CO₂e per person per year.

Other performance indicators could also be used, such as those based on financial data e.g. KgCO₂e per £, with the cost indicator linked to financial turnover and/or profit.

These recommendations are non-exhaustive and are designed to provide guidance only.



One Carbon World

Ribble Valley Borough Council CO2e Report May 2021



Scope kg CO2e Summary Table

Activity	Total kg CO2e	Total Tons CO2e
Scope 1	4,434,644.18	4,434.64
Scope 2	226,053.39	226.05
Scope 3	977,206.08	977.21
Outside of Scopes	17,160.18	17.16
Total	5,655,063.83	5,655.06

Activity Type kg CO2e Summary Table

Activity Type	Total kg CO2e	Total Tons CO2e
Fuels	4,434,644.18	4,434.64
UK electricity	226,053.39	226.05
Water supply	5,552.85	5.55
Water treatment	11,428.54	11.43
Transmission and distribution	19,191.55	19.19
WTT- fuels	635,535.89	635.54
WTT- UK & overseas elec	34,208.71	34.21
Business travel- land	29,839.47	29.84
Waste disposal	1,154.26	1.15
Money Value to CO2e	111,320.74	111.32
Commuting travel- land	96,718.93	96.72
WTT- commuting travel- land	24,657.41	24.66
WTT- business travel- land	7,597.75	7.60
Outside of scopes	17,160.18	17.16
Total	5,655,063.83	5,655.06

Type kg CO2e Summary Table

Type	Total kg CO2e	Total Tons CO2e
Gaseous fuels	3,886,621.23	3,886.62
Liquid fuels	548,022.95	548.02
Electricity generated	226,053.39	226.05
Forecourt fuels containing biofuel	17,160.18	17.16
Water supply	5,552.85	5.55
Water treatment	11,428.54	11.43
Paper	100.27	0.10
Postage & Courier - Money Value	22,291.64	22.29
Stationary & Paper - Money Value	24,834.65	24.83
Road Transport - Money Value	85.20	0.09
Rail Transport - Money Value	735.48	0.74
Computer, electronic and optical products - Money Value	3,745.24	3.75
Rubber & Plastic - Money Value	47,862.64	47.86
Clothes - Money Value	11,765.89	11.77
T&D- UK electricity	19,191.55	19.19
Cars (by size)	125,876.96	125.88
WTT- gaseous fuels	505,492.56	505.49
WTT- liquid fuels	130,043.33	130.04
WTT- UK electricity (generation)	31,528.97	31.53
WTT- UK electricity (T&D)	2,679.74	2.68
WTT- cars (by size)	32,124.34	32.12
WTT- rail	130.82	0.13
Rail	681.44	0.68
Refuse	1,053.99	1.05
Total	5,655,063.83	5,655.06

Class & UOM kg CO2e Summary Table

Class & UOM	Total kg CO2e	Total Tons CO2e
Natural gas cubic metres	3,886,621.23	3,886.62
Diesel (average biofuel blend) litres	510,497.50	510.50
Gas oil litres	37,525.45	37.53
Diesel (average biofuel blend) litres	17,160.18	17.16
Electricity: UK kWh	226,053.39	226.05
Water supply cubic metres	5,552.85	5.55
Water treatment cubic metres	11,428.54	11.43
Paper and board: mixed tonnes	100.27	0.10
Uk & International	22,291.64	22.29
Stationary & Paper Supplies	24,834.65	24.83
Road Transport cost	85.20	0.09
Rail Transport cost	735.48	0.74
Computer, electronic and optical product costs	3,745.24	3.75
Rubber & Plastic costs	47,862.64	47.86
Clothes costs	11,765.89	11.77
Electricity: UK kWh	53,400.25	53.40
Small car miles	7,524.25	7.52
Medium car miles	20,238.70	20.24
Large car miles	8,317.52	8.32
Average car miles	121,920.82	121.92
Natural Gas cubic metres	505,492.56	505.49
Diesel (average biofuel blend) litres	121,437.76	121.44
Gas Oil litres	8,605.57	8.61
National rail passenger.km	812.27	0.81
Commercial and industrial waste tonnes	1,053.99	1.05
Total	5,655,063.83	5,655.06

Client Reference kg CO2e Summary Table

Scope	Reference	Total kg CO2e	Total Tons CO2e
Outside of scopes	Fleet Fuel	17,160.18	17.16
Scope 1	Fleet Fuel	510,497.50	510.50
Scope 1	Fuel	37,525.45	37.53
Scope 1	Gas	3,886,621.23	3,886.62
Scope 2	Electricity	226,053.39	226.05
Scope 3	Business miles	33,187.01	33.19
Scope 3	Car - Business Travel - Petty Cash	709.10	0.71
Scope 3	Commuting	121,376.35	121.38
Scope 3	Company Cars	2,893.47	2.89
Scope 3	Electricity	53,400.25	53.40
Scope 3	Fleet Fuel	121,437.76	121.44
Scope 3	Fuel	8,605.57	8.61
Scope 3	Gas	505,492.56	505.49
Scope 3	ICT Purchases	3,745.24	3.75
Scope 3	Materials - Other Paper	4,141.18	4.14
Scope 3	Materials - Other Plastic	47,862.64	47.86
Scope 3	Materials - SSTOR	10,547.49	10.55
Scope 3	Mini Bus 3032	85.20	0.09
Scope 3	Newspapers	2,702.79	2.70
Scope 3	Other Publications	467.84	0.47
Scope 3	Postage & Courier	22,291.64	22.29
Scope 3	Protective Clothing	11,765.89	11.77
Scope 3	Rail - Business Travel	638.69	0.64
Scope 3	Rail - Business Travel - Petty Cash	96.78	0.10
Scope 3	Reference Books	6,975.35	6.98
Scope 3	Travel Expenses 3038	647.64	0.65
Scope 3	Waste - Co-mingled Recycling	100.27	0.10
Scope 3	Waste - General	540.99	0.54
Scope 3	Waste - Recycling Paper	513.00	0.51
Scope 3	Water Supply	5,552.85	5.55
Scope 3	Water Treatment	11,428.54	11.43
Totals		5,655,063.83	5,655.06

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 1 FEBRUARY 2021

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

1 Apologies

1.1 None

2 Minutes of meeting held on 28 September 2020

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

3 Provisional Local Government Finance Settlement 2021/22

3.1 A report was presented by the Director of Resources on the Spending Review and the Provisional Local Government Finance Settlement 2021/22. It was explained that the information presented was in respect of the provisional settlement. The Spending Review announced on 25 November 2020 was for one year only.

3.2 The report gave key information around:

- Spending Review – In respect of Covid-19 pressures next year the government stated it would provide over £3 billion in additional support.
- Fair Funding Review – The Chancellor had confirmed that as announced earlier in the year, the implementation of the fair funding review had been delayed. The Spending Review didn't specify when this would be revisited.
- Business Rates – The Chancellor announced that the Government is undertaking a fundamental review of the business rate system and is currently considering responses to the call for evidence.
- New Homes Bonus - The Chancellor announced that 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.
- Local Government Finance Settlement - The consultation for the Provisional Local Government Finance Settlement ended on 16 January 2021. It is expected that the final settlement will be laid before the House of Commons in February.

3.3 The implications of the announcement for this Council would be:

- Rural Services Delivery Grant – The continuation of this grant means that this council will receive funding of £113,250 next year.
- Lower Tier Services Grant – The Government announced this new grant, of which Ribble Valley would receive £57,680.
- New Homes Bonus – This Council's provisional allocation was £1.516m (£1.771m received in 2020/21).
- Business Rates – the Lancashire Business Rates Pool would continue to operate on the same basis as in 2020/21. LCC will receive 10% of the total retained levies. In addition, as Lead Authority we will receive £20,000 and act as a channel for all payments to and from MHCLG.
- Council Tax Referendum Principles – for this council the applicable council tax referendum principle was 2% or £5 whichever is the higher.

4 Revenue Budget 2020/21 and 2021/22 Latest Position

- 4.1 The next agenda item covered the Revenue Budget, being the main purpose of this Budget Working Group meeting, with the intention of making recommendations to the forthcoming Special Policy and Finance Committee meeting. This included discussing the guiding principles for financing the budget, including the use of general fund balances, earmarked reserves and the proposed level of council tax for 2021/22.
- 4.2 An update on the revised budget for 2020/21 and the budget position for 2021/22 was provided to members by the Director of Resources. Overall, revised committee budgets were forecast to be £437,530 below the original estimate.
- 4.3 The net position on the revised estimate showed that it was now anticipated that £186k would be taken from general fund balance rather than £143k.
- 4.4 The impact of Covid-19 on business rates had made the assessment of the revised estimate for business rates extremely complex. It was highlighted that it was very difficult to predict beyond next year what the council's likely share of business rates would be given the Fair Funding Review and also Business Rates Retention are due to take place.
- 4.5 Looking forward to the 2021/22 original estimate, committee expenditure was set to decrease slightly by £13,800 compared to the original estimate for 2020/21.
- 4.6 A summary of the major sources of funding for the council was given within the report, covering:
- 4.7 The report then went on to look at the funding for the 2021/22 budget,
- 4.8 Members were then taken through a budget modelling spreadsheet where several different options were explored and discussed.
- 4.9 Following detailed discussion there were a number of key items that were agreed would be proposed to the Special Policy and Finance Committee meeting.

- **Fees and Charges Losses due to Covid** - Income had been budgeted for within service committees on the basis of no impacts from the Covid pandemic. However, it was expected that the pandemic would continue to impact on the council's income into the next financial year. The Government had announced a 3-month extension to the income compensation scheme.

A contingency was therefore needed for the balance of lost income which had not been factored into committee estimates. For the current year the potential total income loss for 12 months was estimated at £860k. It was hoped that the council would be compensated by the Government's compensation scheme for £573k which left the remaining loss of £287k to be borne by the council. It was assumed that the council could face losses for the first six months of next year which would leave a gap of around £150k. It was suggested adding this as a contingency to next year's budget.

The BWG recommend that a contingency be added to next year's budget of £150,000 for potential further income losses due to the Covid pandemic

- **New Home Bonus** - How much of the New Homes Bonus allocation should be used to fund the revenue budget? As per the budget forecast this was £1,105,000 each year. The council also use New Homes Bonus to fund capital expenditure.

Though the Budget Working Group recognised the impending changes to the scheme they recommended using £1,105,000 to fund the 2021/22 revenue budget.

Business Rates Growth – Should the amount of business rate growth used to support the revenue budget be at the same level as the budget forecast at £675,514 next year?

The Budget Working Group recommended using £675,514 of business rate growth to support the 2021/22 revenue budget.

Council Tax – Does Budget Working Group agree to a £5 increase in our Band D council tax? This would take our Band D charge to £160.69?

The Budget Working Group considered the level of council tax at £155.69 for a Band D property and given the budget pressures recommended a £5 increase in the Band D tax for 2021/22 to assist in bridging the budget gap. This would generate an extra £120,035.

Use of Balances - Do Budget Working Group confirm the use of balances to support the revenue budget? (general fund balances at 1 April 2020 were £2.376m)

The Budget Working Group recommended using £250,000 from general fund balances as per the budget forecast. They also further recommended funding the new £150,000 contingency for losses in income from general fund balances. This took the total amount to be used to £400,000.

Use of Business Rate Volatility Reserve - This reserve stood at £1.681m and was set aside to fund volatilities in our business rate income.

The Budget Working Group recommend financing the remaining budget gap of £97,031 from the Business Rate Volatility Reserve.

- 4.10 Future budget years were discussed, with considerable uncertainty around New Homes Bonus, Business Rates Growth and Government Funding.

5 Revised Capital Programme 2020/21

- 5.1 Members were taken through the proposed revised capital programme for 2020/21, including the financing of the schemes and performance on progressing the capital programme to date.
- 5.2 The proposed revised capital programme for 2020/21 was £1,925,000 for twenty-seven schemes, which was a reduction of £1,602,940 from the previously approved capital programme and a reduction of three schemes.
- 5.3 As a result, there was a reduction of £1,602,940 in the level of financing resources needed to fund the 2020/21 proposed revised capital programme. It was proposed to move £1,684,020 of financing resources into 2021/22 to fund the capital schemes that were proposed to be moved into that year.
- 5.4 Earmarked reserves were used to fund £777,730 of the 2020/21 proposed revised capital programme, with the balance of funding coming from usable capital receipts of £10,100, grants and contributions of £1,128,910 and borrowing of £8,260.

5.5 At the end of December 2020 £1,201,218 had been spent or committed on capital programme schemes. This was 62.4% of the full year proposed revised capital programme budget.

5.6 Members supported the proposals as outlined in the report.

6 Four Year Capital Programme 2021/22 – 2024/25

6.1 Members were taken through then proposed Four-Year Capital Programme 2021/22 – 2024/25.

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

6.3 The focus of this budget update process had been on a:

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

6.4 There had been just one scheme in the existing 2021/22 capital programme that had needed to be amended. This amendment had only been the movement of the scheme from the 2021/22 financial year to the 2022/23 financial year, together with associated scheme financing. This movement had a net nil impact.

6.5 As part of the review of the current year's capital programme (2020/21) there had been 10 schemes/part schemes moved from the 2020/21 financial year in to the 2021/22 financial year, totalling £1,684,020. Whilst this was an increase to the 2021/22 capital programme, there was an associated decrease in the 2020/21 financial year – with associated financing also being moved to fully fund these schemes.

6.6 Members agreed with the proposals outlined in the report. Members sought assurance that schemes could be brought forward, or new urgent schemes submitted for consideration, should there be a need in the coming year prior to the next annual review and bidding round. It was confirmed that this would be the case.

7 Any Other Business

7.1 The requirement for the statutory meeting with Representatives of Business Rate Payers was discussed, particularly considering the Covid-19 pandemic. It was agreed that local bodies representing business ratepayers would be emailed instead.

8 Date and Time of Next Meeting

It was agreed that further meetings would be called as and when needed, based on the position now reached regarding proposals to be made to the Special Policy and Finance Committee meeting.

MINUTES OF BUDGET WORKING GROUP MEETING

HELD 22 MARCH 2021

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

1 Apologies

1.1 Cllr S Hore

2 Minutes of meeting held on 1 February 2021

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

3 Overall Revenue Budget Monitoring 2020/21

3.1 The Head of Financial Services took members through a report on the overall budget monitoring position for the period to the end of February 2021. This was reported on a subjective basis across all committees, and it was explained that more detailed monitoring information was being reported to the service committee meetings.

3.2 A number of variances were discussed, but particular attention was brought to the overspend on refuse collection vehicle maintenance, which continued to be an area of concern.

3.3 There was a discussion on the issues raised within the report and around a number of possible ways forward to address the issue.

3.4 It was agreed that there should be an external review of the costs of the service. It was also agreed that costs should be sought for a 'fully inclusive' maintenance contract. Findings would initially be reported back to the Budget Working Group.

4 Business Support Grants Update

4.1 The Director of Resources gave an update on the various Business Support Grants awarded since the introduction of the local restrictions due to the Covid pandemic in September last year.

4.2 The report showed grants paid to date under the LRSG schemes. It was explained that the schemes would close on 31 March except for:

- Local Restrictions Support Grant (Closed) for the period 16 February 2021 – 31 March 2021 will close on 31 May 2021
- Closed Business Lockdown Payment will close on 30 April 2021.

4.3 The report went on to describe the new Restart Grants and the applicable payments by business type.

4.4 An update was also provided on the Additional Restriction Grant (ARG) Scheme and there was a discussion regarding the next steps with regard to the ARG scheme. Members were also updated on the potential for further funding being available.

4.5 Members noted the progress made with the allocation of LRSG grants and following discussions on next steps it was agreed officers should produce a proposed scheme for ARG and bring this back to a future Budget Working Group Meeting.

5 New Homes Bonus Consultation

5.1 Members were taken through a report on the New Homes Bonus Consultation. The consultation was seeking views on the future of the New Homes Bonus from 2022/23 onwards. The closing date for the consultation was 7 April 2021.

- 5.2 Background to the New Homes Bonus scheme was provided, including details of the funding received by this council under the scheme and how such funds had been used to date.
- 5.3 A draft response from the District Council Network was included with the report and a number of key considerations for any response from this council were also flagged to Members.
- 5.4 There was a discussion on the consultation and a number of suggestions for inclusion in the response were made.

6 Local Council Tax Support Scheme

- 6.1 The Director of Resources took Members through a report on the Local Council Tax Support Scheme, providing background to the history of the scheme and also outlining the current scheme that was in place.
- 6.2 A comparison was provided to the schemes in place at other Lancashire councils. It was noted that the scheme for 2021/22 had already been agreed, but it was highlighted that should the scheme be changed for 2022/23 then the consultation process could take some time to undertake.
- 6.3 The costs of the current scheme were explained, as was the impact on the precepting bodies.
- 6.4 It was agreed that there would need to be future discussions on any proposals for change to the scheme for 2022/23.

7 Any Other Business

- 7.1 There were no other items of business.

8 Date and Time of Next Meeting

It was agreed that a further meeting would be arranged in April.

MINUTES OF LONGRIDGE ASSETS WORKING GROUP – 15 MARCH 2021 at 2.00pm

PRESENT

Cllr R Thompson (Chair)	Marshal Scott, Chief Executive
Cllr J Rogerson	John Heap, Director of Community Services
Cllr J Clark	Nicola Hopkins, Director of Econ Dev and Planning
Cllr S Hore	Mair Hill, Head of Legal and Democratic Services
	Colin Hirst, Head of Regeneration and Housing

APOLOGIES

Apologies for absence were received from Cllr A Knox

Cllr S Carefoot was not in attendance.

MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 3 February 2021 were approved as a correct.

DECLARATIONS OF INTEREST

There were no declarations for this meeting other than Cllr Rogerson being President of Longridge Band (prospective facility user).

CORRESPONDENCE WITH STAKEHOLDERS

Nicola Hopkins reported where responses had been received from and briefly outlined them.

- Longridge Town Council
- Palace Theatre Group
- Love Longridge
- Andy McLaughlin
- Cllr A Humphreys and emails from other residents

Nothing had been received as yet from

- LSEC
- LCC
- Over 60's club (although contact had been made)

Longridge Town Council would like to be part of a working group to take this forward. They also wanted to follow up on the Town Centre Service Plan that emerges out of the Council's Economic Development Plan. This is currently difficult to progress until the recovery stage of the Covid 19 pandemic is hit.

Love Longridge had some good ideas based around establishing a purpose-built community facility which would mean disposing of current assets to fund the project.

The Chair reminded members that Community Services committee had agreed to ask Policy & Finance committee to sell off the King Street toilet block.

Andy McLaughlin's submission outlined a vision for Longridge where each asset/site (not just belonging to RVBC) could be sold off to provide the capital to reinvest into a new Civic Centre housing a host of facilities costing approximately £2.1m. The list of identified uses would be a good starting point to establish what types of uses there was a demand for in Longridge. Further discussions were needed with LCC.

The Chair raised the issue of the RVBC Depot site and whether this site could be vacated. It was acknowledged that it was used to house equipment and tools used on a daily basis in that part of the Borough. However, if alternative premises could be found in that vicinity of the Borough then other options could be considered.

LEGAL PACKS

Mair Hill had prepared a legal pack for the Youth & Community Centre, the Over 60's Club, the Over 60's flat and the Civic Hall that outlined the terms of the current leases, the obligations, whether there was a break clause and a latest condition survey. These would be examined to see if any action could be taken.

NEXT STEPS - ACTIONS:

- 1. Colin Hirst and Nicola Hopkins to meet with Longridge Town Council to explain the current situation with the Service Centre Action Plan;**
- 2. Colin Hirst and Nicola Hopkins to speak with LCC regarding their assets in Longridge and their use of our assets in Longridge and to chase up feedback from Directors of ELSEC;**
- 3. Nicola Hopkins to make a list of community uses which have a demand in Longridge;**
- 4. John Heap to prepare a report to Community Services committee reviewing the use of the works depot site in Longridge; and**
- 5. Mair Hill to look at the terms of the lease for the Youth and Community Centre regarding the rent review anniversary/surrender.**

DATE AND TIME OF NEXT MEETING

The next meeting was arranged for Tuesday 13 April 2021 at 2.00pm.

The meeting closed at 3.20pm.

MINUTES OF LONGRIDGE ASSETS WORKING GROUP – 13 APRIL 2021 at 2.00pm

PRESENT

Cllr R Thompson (Chair)	Marshal Scott, Chief Executive
Cllr J Rogerson	John Heap, Director of Community Services
Cllr J Clark	Nicola Hopkins, Director of Econ Dev and Planning
Cllr S Hore (2.07pm)	Mair Hill, Head of Legal and Democratic Services
Cllr A Knox	Colin Hirst, Head of Regeneration and Housing

APOLOGIES

None received.

Cllr S Carefoot was not in attendance.

MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15 March 2021 were approved as a correct.

DECLARATIONS OF INTEREST

There were no declarations for this meeting other than Cllr Rogerson being President of Longridge Band (prospective facility user).

FEEDBACK FROM MEETING WITH LONGRIDGE TOWN COUNCIL

Nicola Hopkins informed the group that a positive meeting had taken place with Steve Ashcroft, Mayor of Longridge regarding the Town centre Action Plan that is part of the Economic Plan and how it can be taken forward. She reported that LTC are keen to deliver but a little frustrated that it has been delayed. Two negative points were those surrounding highways and drainage around new developments although LCC and UU have been involved with all planning applications. There remains a mistaken belief that Preston parishes have received CIL monies where LTC haven't despite regular clarifications being given.

Steve Ashcroft had requested officers to have a meeting with Love Longridge to get their views. This was scheduled for later in the week.

FEEDBACK – LCC ASSETS IN LONGRIDGE

Fire Station Building

Colin Hirst had spoken with Mary Stones at Youth Services who had confirmed that the building was being utilised more instead of the Civic Hall as there was smaller rooms that could be used for discreet services. It was not being used for exclusion use or as an alternative education venue. They would be looking to extend the current lease on its expiration.

Library

This service works well in Longridge – there are no plans to move out or re-locate. LCC own the building. A meeting has been arranged to discuss the overall service provision.

Over 60's Club

No response had been made to the enquiry although it was known that the club had not met for some time and numbers were declining. The building was also showing signs of deterioration. Colin Hirst would ask the Partnership Officer to follow up her contact to find out the current position with the club.

COMMUNITY USES IN DEMAND

Nicola Hopkins was still talking to stakeholders about their aspirations for Longridge as well as what was actually happening.

She suggested that a bid be made to the Levelling Up Fund for a project either at the Civic Hall or the High Street. The closing date for this was June and she had already made some tentative investigations with external partners. Costings would be required. This would show Longridge that effort was being made by the Borough Council and the external influence may well bring new ideas for forward looking schemes.

DEPOT SITE

John Heap had done a preliminary search for available employment sites in Longridge. He would meet with Colin Hirst to discuss.

TERMS OF LEASE – YOUTH & COMMUNITY CENTRE

Mair Hill gave members an update on the terms of the lease and the legal position of the Council. It was felt that a negotiation should be explored with the tenant.

ANY OTHER BUSINESS

ELSEC

Mair Hill gave members an update on discussions with the companies and works which had been carried out.

Although the outcome for the use of this building would be a RVBC decision, feedback from both Love Longridge and Longridge TC would be welcome.

NEXT STEPS - ACTIONS:

- 1. Colin Hirst and Nicola Hopkins to report back on the meeting with Love Longridge regarding the Service Centre Action Plan;**
- 2. Colin Hirst to report back on his meeting with LCC Library staff and ask the Partnership Office to pursue the Over 60's Club.**

- 3. Nicola Hopkins to obtain costings for putting together a bid to the Levelling Up Fund and report back to the working group via email.**
- 4. John Heap to prepare a report for the working group on the value to the Council of the works depot site in Longridge; and**
- 5. Mair Hill to enter into negotiations with the tenant about a rent review.**

DATE AND TIME OF NEXT MEETING

The next meeting was arranged for Tuesday 11 May 2021 at 2.00pm.

The meeting closed at 2.52pm.

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MINUTES OF LONGRIDGE ASSETS WORKING GROUP – 2 JUNE 2021 at 2.00pm

PRESENT

Cllr R Thompson (Chair)	John Heap, Director of Community Services
Cllr J Rogerson	Nicola Hopkins, Director of Econ Dev and Planning
Cllr J Clark	

APOLOGIES

Received from Councillor S Hore, Marshal Scott, Mair Hill and Colin Hirst.

Cllr S Carefoot was not in attendance.

MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 13 April 2021 were approved as a correct.

DECLARATIONS OF INTEREST

There were no declarations for this meeting other than Cllr Rogerson being President of Longridge Band (prospective facility user).

LEVELLING UP FUND

Nicola Hopkins had circulated the document received from the consultants containing 3 schemes to the working group, ELSEC and Longridge Town Council for their observations. It had been put on the RVBC website, shared on social media, and she had also met with the Longridge Town Council. Two virtual consultation presentations had been arranged for the larger community on Tuesday 8 June 2021 at 2 – 4pm and 6 – 8pm. Nicola Hopkins had written to Nigel Evans MP asking for his support, but to date had not received a reply. She was also in the process of finding a consultant to make economic cases for the 3 schemes that would need to be included in the funding submission (due in on 18 June 2021).

The Chair requested that the document be circulated to all councillors for their information.

Following the public consultation presentations, the working group would meet again to assess the feedback, and hopefully move the bid forward so that a submission could be made by the required date.

The working group agreed that the concepts in the document were good, although not all guaranteed, but enough to take forward and lead to some positive improvements in Longridge. It was not expected to get complete agreement from the public on any one of the 3 schemes but perhaps a combination that could be taken forward as there were good ideas in all 3 of them.

ELSEC

John Heap reported that he was aware Mair Hill had continued to discuss the future of ELSEC with their personnel but did not know any outcome as yet.

The item would be put on the agenda for the next meeting when Mair would be present.

ANY OTHER BUSINESS

Nicola Hopkins reported that contact had been made with the Over 60's and although they wanted to stay/keep the premises there were no plans as to when they would be up and running again.

NEXT STEPS - ACTIONS:

- 1. Actions from 13 April 2021 meeting to be followed up at the next meeting;**
- 2. Olwen Heap to arrange the feedback meeting from the consultation presentations;**
- 3. ELSEC update and Over 60's club to be included on the agenda for the next meeting.**

DATE AND TIME OF NEXT MEETING

The next meeting was arranged for Wednesday 9 June 2021 at 10.00am by Zoom.

The meeting closed at 2.26pm.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

DECISION

meeting date: 22 June 2021
 title: REPRESENTATIVES ON OUTSIDE BODIES 2021/22
 submitted by: Chief Executive
 principal author: Olwen Heap

1 PURPOSE

1.1 To inform members of the outside bodies that are under the remit of the Policy & Finance committee and their membership and to consider issues with RV Citizen's Advice Bureau and Ribble Valley Community Transport.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

2.1 At the annual meeting each year the Council makes nominations to various outside bodies.

2.2 Members attend meetings of the outside body and report back to the relevant parent committee.

3 ISSUES

3.1 The following outside bodies come under the remit of the Policy & Finance committee. The membership of these outside bodies was approved at the annual meeting of the council on 18 May 2021.

Armed Forces Champion	Cllr Richard Sherras
Clitheroe Royal Grammar School Foundation Trust	Cllr Steve Farmer
Citizen's Advice Bureau	Cllrs Mary Robinson
Hyndburn & Ribble Valley Council for Voluntary Services	Cllr Richard Newmark
LGA General Assembly	Cllrs Stephen Atkinson and Stewart Fletcher
Police & Crime Panel	Cllrs Simon Hore and Sue Bibby

Ribble Valley Community Safety Partnership	Cllrs Robert Thompson and Ged Mirfin
Whalley Educational Foundation Trust	Cllr Mark Hindle (from 1 August 2019 for 3 years)

3.2 Representatives are encouraged to provide reports back giving committee an update on the work of the body and drawing attention to any current issues.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2021/22.
- Technical, Environmental and Legal – no significant risks identified
- Political) the Council’s representation on a number of these bodies is important
- Reputation) to both it’s political and reputational relationship with wider partnerships
- Equality & Diversity - no significant risks identified

5 RESOLVED THAT COMMITTEE

5.1 note the outside bodies under the remit of this committee and their membership;

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

Report on Representatives on Outside Bodies – Annual Council 18.5.21

REF: CE/OMH/P&F/22.6.21

For further information please ask for Olwen Heap, extension 4408

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