

# Public Document Pack



Ribble Valley  
Borough Council

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Dear Councillor

The next meeting of the **POLICY AND FINANCE** Committee will be held at **6.30 pm** on **TUESDAY, 9 NOVEMBER 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 - 14)
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**

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

4. **PUBLIC PARTICIPATION**

### **ITEMS FOR DECISION**

5. **CELEBRATING THE PLATINUM JUBILEE** (Pages 15 - 20)

Report of the Chief Executive enclosed.

6. **ARG FUNDING - NEXT STEPS** (Pages 21 - 32)

Report of Director of Economic Development and Planning enclosed.

7. **REFERENCES FROM COMMITTEES**

- i) **Community Services committee - Playing Pitches at Edisford** (Pages 33 - 36)

Report of Director of Resources enclosed.

8. **LOCAL TAXATION WRITE OFFS** (Pages 37 - 38)

Report of Director of Resources enclosed.

9. **REVIEW OF FEES AND CHARGES** (Pages 39 - 48)

Report of Director of Resources enclosed.

**ITEMS FOR INFORMATION**

10. **REVENUES AND BENEFITS GENERAL REPORT** (Pages 49 - 52)

Report of Director of Resources enclosed.

11. **COUNCIL TAX BASE 2022/23** (Pages 53 - 56)

Report of Director of Resources enclosed.

12. **REVENUE MONITORING 2021/22** (Pages 57 - 72)

Report of Director of Resources enclosed.

13. **OVERALL REVENUE MONITORING 2021/22** (Pages 73 - 78)

Report of Director of Resources enclosed.

14. **CAPITAL MONITORING 2021/22** (Pages 79 - 98)

Report of Director of Resources enclosed.

15. **OVERALL CAPITAL MONITORING 2021/22** (Pages 99 - 108)

Report of Director of Resources enclosed.

16. **TREASURY MANAGEMENT MONITORING 2021/22** (Pages 109 - 120)

Report of Director of Resources enclosed.

17. **ANNUAL OMBUDSMAN REPORT** (Pages 121 - 126)

Report of Chief Executive enclosed.

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

None.

19. **EXCLUSION OF PRESS AND PUBLIC**

**ITEMS FOR INFORMATION**

None.

## **ITEMS FOR DECISION**

20. **LOCAL TAXATION WRITE OFFS** (Pages 127 - 128)

1

Report of Director of Resources enclosed.

21. **REFERENCES FROM COMMITTEES**

i) Personnel Committee - Review of Pay and Conditions (Pages 129 - 154)

Report of Director of Resources enclosed.

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 Gaynor Hibbert, Councillor Jonathan Hill, Councillor Mark Hindle, Councillor Stuart Hirst, Councillor Simon Hore (Vice-Chair), Councillor Kevin Horkin MBE, Councillor David Peat and Councillor Robert Thompson.

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

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# Agenda Item 2

## Minutes of Policy and Finance

Meeting Date: Tuesday, 14 September 2021, starting at 6.30 pm  
Present: Councillor S Atkinson (Chair)

Councillors:

D Berryman	J Hill
S Bibby	M Hindle
A Brown	S Hirst
J Clark	K Horkin
S Fletcher	D Peat
M French	R Thompson

In attendance: Chief Executive, Director of Resources, Director of Community Services, Director of Economic Development and Planning, Head of Revenues and Benefits and Principal Policy and Performance Officer

Also in attendance: Councillors G Hibbert and G Mirfin

### 277 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor S Hore.

### 278 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 June 2021 were approved as a correct record and signed by the Chairman.

### 279 TO APPROVE THE MINUTES OF EMERGENCY COMMITTEE DATED 22 JULY 2021

The minutes of the meeting held on 22 July 2021 were approved as a correct record and signed by the Chairman.

### 280 DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS

Councillor D Peat declared an interest in Agenda Item 8 – Concurrent Functions Grants;  
Councillor S Fletcher declared an interest in Agenda Item 9 – Voluntary Organisation Grants – Citizens Advice Bureau; and  
Councillor K Horkin declared an interest in Agenda Item 16 – Haweswater Aqueduct Resilience Programme Update.

### 281 PUBLIC PARTICIPATION

There was no public participation.

### 282 PRESENTATION BY CITIZENS ADVICE BUREAU - KATY MARSHALL

The Chairman welcomed Katy Marshall, Manager at the Citizens Advice Bureau who gave a presentation on the work of the Bureau. She gave members examples of the kind of queries they receive daily. Their aim is to make a difference and change peoples' lives with the help and advice given and their independence is vital to the work they do. They promote themselves throughout the whole of the Ribble Valley

and without the voluntary organisation grant from the Council they would be unable to operate.

283

#### REPLACEMENT IT EQUIPMENT FOR COUNCILLORS

The Director of Resources submitted a report for committee to consider options for the replacement of IT equipment provided by the Council to Councillors.

The original Ipads provided were now 6 years old and reaching the end of their working lives, and updates to operating systems meant that they will no longer have the functionality to access systems.

A survey of councillors had taken place to determine preference which had proved inconclusive with 44% of councillors preferring a laptop and 56% a tablet. Committee were informed that from an IT support perspective it would be more efficient for all Councillors to have the same equipment.

Committee discussed the various options.

#### RESOLVED THAT COMMITTEE:

1. Delegate to the Director of Resources in consultation with a Task and Finish group comprising of Councillors S Atkinson, S Brunskill, D Berryman, S Fletcher and D Birtwhistle the decision on the type of replacement IT for councillors for use in their council duties.
2. Agree a budget of up to £40,000 be included in the capital programme for 2021/22 to be funded from Business Rate Growth Reserve.

Councillor D Peat declared an interest in the next item of business.

284

#### CONCURRENT FUNCTIONS GRANTS – 2021/22

The Director of Resources submitted a report for committee to consider the allocation of concurrent functions grants for 2021/22 and to consider whether the scheme might be amended to include installations for stand-alone CCTV systems as being eligible for support.

Concurrent functions are services provided in some parts of the borough by the borough or county council and in others by a parish or town council. The Council supports parish and town councils with net revenue expenditure on these functions with reimbursement of 25% of the expenditure.

Committee were informed that at their meeting in March 2021, Community Services committee had resolved to request Policy and Finance committee to consider amending the concurrent functions grant scheme to include installations for stand-alone CCTV systems as being eligible for support.

Preliminary enquiries had been made of parish councils by inviting them to submit claims for CCTV revenue expenditure within this year's grant applications. One parish council had also submitted a request for the installation of the CCTV equipment.

Committee discussed the inclusion of both revenue and capital expenditure for CCTV and suggested that feedback on how and/or whether CCTV delivers is requested.

Councillor G Mirfin was given permission to speak on this item.

RESOLVED THAT COMMITTEE:

1. Approve the payment of grants to parish and town councils under the current scheme conditions totalling £19,776 as outlined in the report;
2. Approve the addition of CCTV revenue expenditure as a concurrent function from the current year onwards, and that the associated grant support of £42 be approved for payment; and
3. Approve an amendment to the grant scheme to allow for the inclusion of purchase of CCTV equipment and installation costs (capital) from the current year onwards.

Councillor S Fletcher declared an interest in the next item of business and left the meeting.

285

VOLUNTARY ORGANISATION GRANTS - CITIZENS ADVICE BUREAU

The Director of Resources submitted a report asking committee to consider the performance monitoring information for the period April to June 2021, and whether to approve the next quarterly instalment of the voluntary organisation grant for 2021/22 to the Citizens Advice Bureau.

Members considered the information provided.

RESOLVED THAT COMMITTEE:

Approve the payment of the balance of the grant for 2021/22 totalling £39,375 for the voluntary organisation grant to the Citizens Advice Bureau.

Councillor S Fletcher returned to the meeting.

286

LOCAL COUNCIL TAX SUPPORT SCHEME

The Director of Resources submitted a report providing committee with the background to the Local Council Tax Support (LCTS) scheme and asking them to consider next steps regarding potential changes to the scheme in time for the 2022/23 financial year.

She reminded committee that the LCTS scheme had replaced Council Tax Benefit in 2013/14 and was now paid as a discount against an individual's council tax bill rather than a benefit. The Government had replaced the subsidy with a grant payable to Councils for the cost of LCTS, however they had reduced the amount from 100% to 90% and councils had either to absorb the reduction or meet it from reductions in council tax or elsewhere from within the council tax system.

Councils had been required to design their own LCTS system and consult with their residents and major preceptors regarding their proposals. Our scheme had funded the shortfall by reducing the discount on second homes and applying a 12% reduction to working age claimants.

The Director of Resources informed committee that across Lancashire there were many varying levels of reductions with two local authorities currently having no reduction in support at all.

The Government had introduced a Covid Local Council Tax Hardship fund during the 2020/21 financial year as further support for recipients of working age local Council

Tax Support by way of a further reduction to their annual council tax bill of up to £150. Ribble Valley was awarded £222k.

For 2021/22 the Government had announced £670m of Local Council Tax Support Grants that was unringfenced funding in recognition of the increased cost of providing local council tax support following the pandemic the impact of which is reductions in the tax base. The Ribble Valley share was £40,042 which was not enough to continue with the £150 relief.

The Budget working group had considered the removal of the 12% reduction in support to working age claimants going forward and recommended to committee that the Council proceed with consultation to remove the 12% reduction.

RESOLVED THAT COMMITTEE:

Agree to consult on the removal of the 12% reduction in support to working age claimants in this Council's Local Council Tax Support Scheme.

287

#### ADDITIONAL RESTRICTIONS GRANTS - FURTHER FUNDING

The Director of Resources submitted a report informing committee of the latest position with the Additional Restrictions Grant (ARG) Scheme and the amounts paid out to date. She also notified members that a second top-up of £567k had been received and consideration should be given as to how it should be distributed.

She informed committee that we had successfully allocated all the original funding prior to the deadline and had therefore received a second top-up. A sum of £17,478 would need to be funded from this which left approximately £550k to be distributed which must be spent by March 2022.

Member discussed the types of businesses that had already received funding under the various categories and how they would like to see this further allocation distributed more strategically.

Councillor Mirfin was given permission to speak on this item.

RESOLVED THAT COMMITTEE:

Set up a Task and Finish group comprising Councillors S Atkinson, S Hirst, S Bibby, S Fletcher and R Thompson to determine options for Budget Working group and then Policy & Finance committee to consider on how the second top-up of ARG funding should be allocated taking into account the views of committee.

288

#### BUDGET FORECAST 2022/23 TO 2024/25

The Director of Resources submitted a report for committee to consider the Council's latest budget forecast and decide what action should be taken to meet the financial challenges that lie ahead.

The budget forecast was an important tool that gives an early indication of any potential budgetary problems and informs the medium-term financial strategy. It is based on many assumptions that are difficult to predict going forward, particularly regarding reforms via the Fair Funding Review, business rate retention, new homes bonus and Government grants.

The Director of Resources outlined the numerous assumptions that had been made in updating the budget forecast. These included:

- A 2% overall increase in pay;
- A general inflation increase and interest rate assumption of 3%;
- The date for the Spending review was 27 October 2021;
- New homes bonus legacy payment of £400k and the possible cessation of the scheme;
- The unknown outcome of the Business Rate Pool;
- Council Tax – an assumption of £5 annual increase which may or may not be permissible and would be a decision for members;
- Superannuation triennial review – allowed increase in contributions of £100k from March 2022.

Other assumptions made in the latest forecast included the use of balances of £250,000 each year, a 1.5% increase in the council tax base each year, and an assumption that our share of the collection fund would be a surplus each year of £25k.

Based on all these assumptions the budget shortfall would be as shown:

Reductions in expenditure required in order to achieve a balanced budget	
	£000
2022/23	82
2023/24	139
2024/25	230

The Director of Resources reported that the accountants and budget holders would commence their preparation of the detailed estimates shortly. The Budget working group would have a key role to play in the budget process in order to be in a position next February to agree a balanced budget for recommendation to Council on 1 March 2022.

RESOLVED THAT COMMITTEE:

1. Approve the Council's budget forecast;
2. Ask Budget working group to give direction to committees in preparing their budgets for 2022/23;
3. Ask the Budget Working Group to keep reforms to Business Rate Retention and the New Homes Bonus scheme under review and the impact of any changes on the budget forecast; and
4. Confirm our membership of the Business Rate Pool for 2022/23;
5. Ask the Director of Resources to expand the Capital Programme a further two years to make it a 5 year programme again.

289

#### LOCAL TAXATION WRITE OFFS

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

RESOLVED THAT COMMITTEE:

Approve writing off £71,617.53 in Business Rates and £300.00 costs where it has not been possible to collect the amounts due.

290 REFERENCES FROM COMMITTEE

(i) Community Services - Play Areas S106 monies

The Director of Resources submitted a report asking committee to consider a request from Community Services committee in respect of the installation of new play equipment at the Highmoor Park and Highfield Road sites.

Community Services committee has considered the request for an additional capital budget of £17,940 to be fully funded from S106 monies received from Oakmere Homes to be spent on the two play areas identified.

RESOLVED THAT COMMITTEE:

Approve the request for additional capital budget of £17,940 in respect of the installation of new equipment at the Highmoor Park and Highfield Road sites to be funded from S106 contributions made by Oakmere Homes.

(ii) Community Services - Brungerley Park

The Director of Resources submitted a report asking committee to consider a request from Community Services committee for approval to rectify a significant issue with a main access route through Brungerley Park, Clitheroe.

Community Services committee had considered a report explaining that the steps linking the lower and upper paths in Brungerley Park were in poor state and had been closed for several weeks after a safety assessment. Substantial works were required and estimates had been obtained and the request was therefore for a scheme of £25,200 to be added to the capital programme.

RESOLVED THAT COMMITTEE:

Approve the request for additional capital budget of £25,200 in respect of the steps rebuilding work at Brungerley Park to be funded from the Business Rates Growth Earmarked Reserve.

291 DRAFT CLIMATE CHANGE STRATEGY

The Director of Resources submitted a report seeking approval of the Council's Climate Change Strategy 2021–2030 as formulated and agreed by the working group which had met on numerous occasions.

It was considered to be a live document that would be regularly monitored and updated with a suggested action plan on how the Council intends to reach the target of being carbon neutral by 2030.

Members were supportive of the document which was a good basis for a strategy to achieve our goals, however it was highlighted that issues particularly around air quality and flooding were missing.

Councillor Mirfin was given permission to speak on this item.

RESOLVED THAT COMMITTEE:

Approve the Draft Climate Change Strategy 2021–2030

Councillor Horkin declared an interest in the next item of business as a member of Planning & Development committee.

292

#### HAWES AQUEDUCT RESILIENCE PROGRAMME (HARP) UPDATE

The Director of Economic Development and Planning submitted a report for information giving an update on the Haweswater Aqueduct Resilience Programme (HARP).

She informed committee that the two proposed replacement pipelines within the Ribble Valley were currently subject to planning applications 3/2021/0660 – Bowland section and 3/2021/0661 – Marl Hill section. The standard 21-day notification / consultation period for both applications had expired, however given the significant nature of the applications, comments would be accepted up to the date of consideration at Planning and Development committee.

Officers from the planning section were meeting with United Utilities on a weekly basis to discuss progress and any matters that had arisen. It was expected that amended plans and details would be submitted in due course to seek to address comments received.

The report outlined the statutory consultees who had responded, the responses for which were available to see on the Council's website. Also available on the website were those responses received from interested residents.

Consideration of the planning applications would be planned to coincide with Lancaster city council and Lancashire County Council considering applications for the same project.

The Director of Economic Development and Planning informed committee that post-application should the planning permissions be granted, a liaison group would be formally established to consider, discuss and seek to resolve any issues associated with the construction of the replacement pipelines.

Members felt it would be useful to have a United Utilities liaison officer for the Ribble Valley during the construction period that members of the public could contact.

293

#### ELECTIONS BILL 2021

The Chief Executive submitted a report for information on the provisions of the Elections Bill 2021. The Bill makes new provision for and amends existing electoral law to ensure that UK elections remain secure, fair, modern, inclusive and transparent.

Members were informed that the Local Government Association had produced a briefing note on the Bill which identified several issues which would impact on the way in which the Council administers electoral registration and elections. The most notable ones were highlighted.

294

#### CAPITAL MONITORING 2021/22

The Director of Resources submitted a report for information on the progress on this committee's 2021/22 capital programme for the period to end of July 2021.

At the end of July 2021 £11,675 had been spent or committed. This equated to 8.4% of the total approved capital programme budget for this committee. Of the seven schemes in the capital programme, two schemes were currently on-track to be

completed in year, one would not be completed and it was unclear whether four of the schemes would be completed in-year.

295 OVERALL CAPITAL MONITORING 2021/22

The Director of Resources submitted a report for information on the progress on the Council's approved 2021/22 capital programme for the period to end of July 2021.

At the end of July 2021 £588,812 had been spent or committed. This equated to 17.6% of the overall capital programme budget for 2021/22. Of the twenty-eight schemes in the capital programme, one scheme had been completed, ten schemes were currently on-track to be completed in year, three schemes would not be completed, and it was unclear whether twelve of the schemes would be completed in-year. Two schemes were on-going Housing grant schemes.

296 REVENUE OUTTURN 2020/21

The Director of Resources submitted a report for information on the outturn for the financial year 2020/21 in respect of the revenue budget for this committee.

There had been a number of variations in both income and expenditure during the year, that had given rise to an overall underspend of £439,453 on the net cost of services. After transfers to and from earmarked reserves the overall overspend was £106,159. The main variations were highlighted in the report.

297 OVERALL REVENUE OUTTURN 2020/21

The Director of Resources submitted a report for information on the outturn on the overall revenue outturn for the year ending 31 March 2021.

There had been a final outturn of a surplus of £158,497 rather than a £187,000 deficit forecast at the revised estimate.

There had also been £1,398,000 more (revenue only) added to earmarked reserves than forecast at revised estimate, which was largely due to the accounting treatment required for grants received but not yet spent – notably Covid grants.

The large movements in the earmarked reserves in respect of Covid were expected to be held in the short term, particularly the £2.578m in respect of the Business Rates S31 funding which would offset the collection fund deficit in 2021/22.

298 REVENUE MONITORING 2021/22

The Director of Resources submitted a report for information on the position of the revenue budget for the period April to July 2021 for this committee.

The comparison between actual and budgeted expenditure within service cost centres show an underspend of £116,880 for the April to July period of the financial year 2021/22. After allowing for transfers to and from earmarked reserves there was an underspend of £132,200.

The balance of grant funds accounted for within coronavirus specific cost centres of £1.134m had increased the underspend within this committee to £1.267m.

Whilst for the period to July coronavirus funding had a significant impact that had created a large underspend on the net services within this committee, many of the

variances would resolve as the year progresses and grant funds are either paid out or allocated to specific coronavirus response activities.

299 TREASURY MANAGEMENT ACTIVITIES AND PRUDENTIAL INDICATORS 2020/21

The Director of Resources submitted a report for information on the 2020/21 treasury management operations and the outturn calculations of the council's capital and treasury management prudential indicators.

The increased risks to treasury management activities that resulted from the coronavirus pandemic were successfully managed throughout the financial year.

The base rate remained at 0.10% throughout the majority of the financial year, resulting in a decrease to the amount of income received from investments when compared to the 2019/20 financial year.

Debt and investment transactions undertaken during the 2020/21 financial year were within authorised prudential limits and approved treasury management policies and practices.

300 TREASURY MANAGEMENT MONITORING 2021/22

The Director of Resources submitted a monitoring report for information on the treasury management activities for the period 1 April 2021 to 31 July 2021. The report outlined the following topics: temporary investments; interest on investments; local government bonds agency; borrowing; borrowing requirements; Prudential indicators; approved organisations; recent events and exposure to risk.

301 REVENUES AND BENEFITS GENERAL REPORT

The Director of Resources submitted a report for information on debts outstanding for business rates, council tax and sundry debtors. It also updated committee on benefits performance, including benefits processing times and overpayment recovery.

302 MINUTES OF BUDGET WORKING GROUP - 14 MAY 2021

The minutes of the Budget working group meeting held on 14 May 2021 were submitted for committee's information.

303 MINUTES OF RV BOUNDARY REVIEW TASK AND FINISH GROUP - 12 AND 26 JULY 2021

The minutes of the Ribble Valley Boundary Review task and finish group dated 12 and 26 July 2021 were submitted for committee's information.

304 MINUTES OF LONGRIDGE ASSETS WORKING GROUP - 9 JUNE 2021, 6 JULY 2021 AND 27 JULY 2021

The minutes of the Longridge Assets working group meetings held on 9 June 2021, 6 July 2021 and 27 July 2021 were submitted for committee's information.

305 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

306 EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next item of business being exempt information under paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act the press and public be now excluded from the meeting.

307 ROEFIELD LEISURE LOAN REVIEW

The Director of Resources submitted a report asking committee to consider a request made by Roefield Leisure for a review of the terms of the current loan agreement in the light of the impact of the Covid-19 pandemic on the organisation.

RESOLVED THAT COMMITTEE:

Approve the request for a payment holiday for the three instalments of rent due between the period March 2020 to March 2021 inclusive and the extension of the rent period from September 2035 to March 2037.

308 LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report asking for committee's approval to write off Council Tax and NNDR debts relating to individuals where the debtors were bankrupt, deceased or gone away.

RESOLVED THAT COMMITTEE:

Approve writing off £16,587.77 of Council Tax debts plus £600.00 costs and £6,130.22 of NNDR debts plus £120.00 costs where it has not been possible to collect the amount due.

The meeting closed at 9.00 pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap [olwen.heap@ribblevalley.gov.uk](mailto:olwen.heap@ribblevalley.gov.uk).

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

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meeting date: 9 November 2021  
title: PLATINUM JUBILEE  
submitted by: CHIEF EXECUTIVE  
principal author: MARSHAL SCOTT

### 1 PURPOSE

- 1.1 To consider how the Council celebrates and commemorates the Queen's Platinum Jubilee.

### 2 BACKGROUND

- 2.1 On 2 June 2022 we will celebrate another milestone in our history. Her Majesty the Queen's 70<sup>th</sup> Year as our Monarch and Head of the Commonwealth – her Platinum Jubilee.
- 2.2 It is a feat no Monarch has achieved and unlikely to be repeated.
- 2.3 The Council needs to consider how it wishes to celebrate and commemorate this unique event.

### 3 MATTERS FOR CONSIDERATION

- 3.1 Having discussed at officer level what options are available we would suggest the following to be worthy of consideration.
- 3.1.1 **Beacon Lighting** - we have been invited by the Pageant Master, Bruno Peek LVO OBE OPR to consider taking part in the lighting of a Jubilee Beacon [see letter attached) at Annex 1.

On the occasion of the Diamond Jubilee in 2012 a Beacon was lit by the then Mayor, Councillor Ian Sayers on the Castle Keep. We would suggest doing something similar next year.

As you can see, the Beacon will be lit at 9.15pm on the evening of 2 June 2022. We are also considering whether we can light the Castle Keep or have a laser rather than the Beacon Torch we purchased last time. The guide to taking part makes some other suggestions and ideas for the Beacon lighting ceremony.

- 3.1.2 **Encouraging our Parish and Town Council's to take part in the Celebrations** – The Platinum Jubilee Weekend will take place between the 2<sup>nd</sup> & 5<sup>th</sup> June 2022 and we anticipate that many of our parishes will be organising their own events. Committee may want to consider a grant to each of our parishes to contribute to whatever celebrations are taking place in their area. A grant of £250 to each Parish would cost £10,000.
- 3.1.3 **Commemorating the Platinum Jubilee** - The Council may also wish to commemorate the Jubilee. One suggestion which I believe is to be encouraged is to take part in the Queen's Green Canopy, which is a national initiative to see trees planted across the United Kingdom as a living reminder of the Platinum Jubilee.

3.1.4 A number of other suggestions have come forward from staff and councillors which I have attached for your consideration at Annex 2.

#### 4 RISK ASSESSMENT

4.1 Resources – Committee needs to consider which of these options to pursue and create a budget for the Platinum Jubilee.

- Technical, Environmental and Legal – N/A
- Political – N/A
- Reputation – The Council needs to take a lead and actively promote the celebration of this momentous occasion.
- Equality & Diversity – N/A

#### 5 **RECOMMENDED THAT COMMITTEE / CONCLUSION**

5.1 Consider whether to support:

- (i) Beacon Lighting
- (ii) Grants to Parishes
- (iii) Commemorating the Platinum Jubilee and if so, whether a small Task and Finish Group is created to finalise the Council's plans.

*M. H. Scott*

CHIEF EXECUTIVE



*The Queen's  
Platinum Jubilee  
Beacons 8 2nd June  
2022*



Further to the announcement from Buckingham Palace on 2nd June 2021, regarding the Platinum Jubilee Weekend of 2nd - 5th June 2022, which The Queen's Platinum Jubilee Beacons is part of, I have pleasure in confirming the Guide To Taking Part in this event is available to view and download from - [www.queensjubileebeacons.com](http://www.queensjubileebeacons.com) and will be updated on this site at the end of each month as more and more communities, individuals and organisations etc, join the event over the forthcoming months. The beacon lighting and associated activities will take place throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and, for the first time, in each of the Capital Cities of all the Commonwealth Countries on **2nd June 2022**.

Pages 11, 12, 13 and 14 show the various types of beacons to be used for this historic occasion that can be lit in farmers' fields, on country estates, on the top of high hills, around our shorelines on cliff tops and on beaches, with gas-fuelled beacons on church towers and castle battlements and permanent beacon braziers made and lit by craftsmen and women in the centre of town and village greens, providing a lasting reminder of this historic moment in the history of The Queen's reign. Those considering purchasing one of the gas-fuelled Beacons found on pages 11 and 12 could consider organising a local raffle with the winner having the honour of lighting the beacon on the night, with the funds raised being donated to a local charity or used to cover the cost of the beacon and the bottle of gas required to fuel it.

Those wanting to take part are being asked to go to page 10 and provide us with the information requested in Step 1, enabling us to include them in the monthly guide updates over the forthcoming months, along with sending them further information in due course. Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion but remember to still register your involvement as soon as possible please. From pages 16 onwards you will see those, to date, that have already agreed to take part around the UK and the Commonwealth. These lists and pages in the guide will be added to over the forthcoming months as more communities etc, join the project.

From the guide, you will see that we are involving town criers undertaking the Proclamation at **1pm** announcing the lighting of the beacons that evening and pipers playing Diu Regnare at **9.09pm**, before the beacons are lit at **9.15pm**.

With this in mind, please consider sourcing a local piper to play this tune at your beacon location before lighting it at **9.15pm**. If this is the case, please register your piper in a similar way to your beacon by no later than end of **May 2022**.

This could well be the last chain of beacons lit during The Queen's reign, so we want to make it the largest and most dramatic the world has ever seen. We do hope therefore, that you will help us achieve this by taking part in lighting a beacon at **9.15pm on 2nd June 2022**.

My warmest regards,

*Bruno Peek* Bruno  
Peek LVO

OBE OPR

Pageantmaster

The Queen's Platinum Jubilee Beacons

Tel: + 44 (0) 7737 262 913 Email:

brunopeek@mac.com [www.queensjubileebeacons.com](http://www.queensjubileebeacons.com)



**QUEEN'S PLATINUM JUBILEE – IDEAS FOR COMMEMORATION**

Ribble Valley Way (Duke of Lancaster's Way) – a designated walk around Ribble Valley featuring points of Royal interest
Commemorative trig Point at Dunsop Bridge – the centre of the kingdom
Commemorative wood or 'green canopy'
'Picnic in the park' with a band on the bandstand
Celebratory rail journey from Manchester to Clitheroe, with station decorations and special 'collectable' tickets, and proceeds to the Mayor's charity
Trail of friendship or 'Queen's benches' at sites with particularly nice views – the benches could be commissioned by a local maker, such as blacksmith Oscar Duck, so that each becomes a talking point
Commemorative wood combined with some sort of activity, such as a jubilee nature trail
Renewal of the Brungerley Park sculpture trail with additional sculptures to represent each decade of the Queen's reign
Platinum Scholarship Fund to pay tuition fees for local residents
Queen's labyrinth on Pendle Hill
Rename something that we already own, such as a main road, building, park, or roundabout
Carving one or both of two trees in the old Clitheroe Cemetery (a mature beech at the Clitheroe Castle gates could possibly be carved and is currently the subject of a tree survey to establish its stability)
Commemorative wood or 'tiny forest'
Jubilee park or gardens at a suitable site
Royal borough status – unlikely to be achieved
Platinum Jubilee Fund – enabling parishes to plan and organise their own events
Plant 'Royal oaks' in Clitheroe, Longridge, Whalley and perhaps Dunsop Bridge

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

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meeting date: 9 NOVEMBER 2021  
title: ADDITIONAL RESTRICTIONS GRANT SCHEME  
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING  
principal author: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

### 1 PURPOSE

1.1 To consider the allocation of the second top-up of Additional Restrictions Grant (ARG) funding.

### 2 BACKGROUND

2.1 As Members are aware we were originally awarded £1.217m of ARG funding which was followed by £541,000 via a second tranche giving a total allocation of £1.759m.

2.2 As we successfully allocated all our original funding prior to the deadline we have received our second top-up of £567,047. £17,478 of this second top up will need to be used to part fund the original agreed grants which leaves approximately £550,000 to be allocated. This funding needs to be spent by 31<sup>st</sup> March 2022.

2.3 At the last Policy and Finance Committee (14th September) Members agreed to set up a Task and Finish group comprising Councillors S Atkinson, S Hirst (replaced by D Peat), S Bibby, S Fletcher and R Thompson to consider how the second top-up of ARG funding should be allocated.

2.4 The Task and Finish Group met on 19<sup>th</sup> October to discuss potential options. The options the Group are recommending to Policy and Finance Committee are set out within section 4 of this report.

### 3 GUIDANCE

3.1 The Secretary of State for Business, Energy and Industrial Strategy has issued guidance to Local Authorities about the operation and delivery of the ARG scheme ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/994386/additional-restrictions-grant-la-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/994386/additional-restrictions-grant-la-guidance.pdf) )

3.2 Local Authorities are encouraged to support businesses from all sectors that may have been severely impacted by restrictions but are not eligible for the Restart Grant scheme, including those outside of the business rates system. Following the decision to delay stage 4 of the roadmap, Local Authorities are also encouraged to focus their support on those sectors that remain closed or are severely impacted by the extended restrictions, even if those businesses have already been in receipt of Restart Grants.

3.3 This may include but is not limited to the travel and tourism sector, including group travel, travel agents and tour operators. It is worth noting Travel Agents were considered non-essential retail businesses rather than leisure hence only received the lower strand Restart Grant. E.g., Travel agents with an RV of less than £15,000 received £2,667 as opposed to £8,000. However, this Council did agree to use some ARG funding to award them a further £1,500.

3.4 The guidance confirms that Local Authorities should continue to issue grants at their discretion, based on local economic needs.

3.5 Given that we are required to collect and return certain information to BEIS and HMRC we would need to run an application process. As a minimum, Local Authorities must hold the following information on all applicants:

- Name of business
- Business Trading Address including postcode
- Unique identifier (preferably Company Reference Number (CRN)) if applicable. If not applicable, VAT Registration Number, Self-Assessment/Partnership Number, National Insurance Number, Unique Taxpayer Reference, Registered Charity Number will also be acceptable)
- High level SIC Code
- Nature of Business
- Date business established
- Number of employees
- Business rate account number (if applicable)
- Cumulative total of previous funding received under all COVID-19 grants schemes

#### **4 OPTIONS**

4.1 The following options have been considered by the Task and Finish Group. Utilising the additional ARG funding on the following schemes is recommended by the Group as it is considered the schemes would assist our businesses with their recovery from the impacts of the pandemic.

4.2 Three schemes are proposed as follows:

##### ***Scheme 1 -Travel Agents***

4.3 It is acknowledged that the travel industry has been significantly impacted by the pandemic with firms continuing to staff shops/ be available via phone/ e-mail to deal with cancellations and refunds, all without any opportunity to receipt new payments due to travel restrictions. There is still a lot of uncertainty surrounding travel and restrictions have been subject to several changes often quickly. There is a lack of confidence and people are unsure about going away given the need to isolate or quarantine changes regularly.

4.4 Given the impact the pandemic has had on travel agents it is suggested that a one-off grant is awarded to this sector. It is proposed to award £1,000 to travel agents based at home and £5,000 to travel agents who have a business premises/ shop and are registered for business rates.

##### ***Scheme 2 - Business Recovery***

4.5 The grant will be made available for businesses seeking to invest in their premises or facilities, as a direct result of the pandemic. This will include adaptations which will/ did enable them to reopen and bring staff and customers safely back to work. This grant will be for those businesses who were not eligible for a Restart Grant.

4.6 The grant will support the adaptation of office/ business space (e.g., furniture, fittings, services, equipment, access arrangements/ waiting areas) to enable staff to return to the office safely/ adopt new working practices/ enable social distancing/ enable business diversification.

### **Scheme 3 - Business Growth**

4.7 The purpose of this grant would be to support our businesses in recovering from the impact of the pandemic and seek to support businesses in expanding and adapting their businesses to support their long-term sustainability. Such a scheme would also support the Council's Climate Change Strategy.

4.8 The following eligibility criteria is suggested:

- **Sustainability-**
- installation of green energy solution within the building(s) (e.g. improved building ventilation/ air exchange/ low carbon heating etc.)
- Installation of vehicle charging points for business uses
- **Digitalisation** (e.g. digital hardware and software) to enable the adoption of new digital business practices such as online payments or to enable flexible/ remote working etc
- **Innovation** (linked to exploring new/ emerging business opportunities because of economic changes during the pandemic) purchase of equipment or machinery etc

## **5 GRANTS**

5.1 Both the Business Recovery grant and the Business Growth grant are aimed at encouraging our businesses to invest in their business and premises. In this regard it is proposed to offer a grant to cover upto 50% of the costs of eligible expenditure over £5,000 with a cap on the maximum grant award of £25,000 (see examples below)

<b>Eligible Expenditure</b>	<b>Grant Award</b>
£5,000 (minimum)	£2,500
£10,000	£5,000
£15,000	£7,500
£20,000	£10,000
£30,000	£15,000
£50,000	£25,000
£50,000+	£25,000

5.2 It is suggested that these two grants should be paid retrospectively and available for all eligible expenditure from 1st July 2021. Only one application per business premises will be accepted.

5.3 The grant would be available to businesses based within the Ribble Valley who were trading on 1st April 2021 and registered for business rates. The business would need to apply and evidence eligible expenditure and the amount of grant they are requesting toward the total cost, up to a maximum of £25,000.

5.4 The attached Grants Policy sets out the criteria for these two grants.

## **6 ADMINISTRATION**

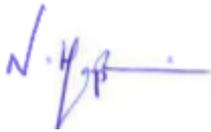
6.1 Members need to be aware that administering the numerous grants which have been announced since the pandemic started, including the ARG scheme, is very time and resource intensive and should bear this in mind when determining how to allocate this further funding.

## **7 RECOMMENDATION**

7.1 Members confirm whether they agree to providing an additional one-off fixed grant to Travel Agents in accordance with paragraph 4.4

7.2 Members confirm whether the remainder of the Additional Restrictions Grant is used to fund the Business Recovery grant and the Business Growth grant in accordance with the details set out above and the attached Grant Policy

7.3 Members delegate authority to the Director of Economic Development and Planning and the Director of Resources, in consultation with the ARG Task and Finish Group, for minor amendments to the scheme that arise during the administration of the scheme.



NICOLA HOPKINS  
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**Grants Policy for  
Phase 3 of the  
Additional Restrictions Grant  
October 2021**

## **1 Purpose and Objectives**

- 1.1 This Policy sets out what the grant scheme funding is for, who can apply, the criteria that must be met, how people must apply, any documents that must be sent in with the application form and when they are likely to hear the outcome of their application.
- 1.2 This policy covers the period from 10th November 2021 – 31 March 2022. The Council reserves the right to amend this policy at any time.
- 1.3 This Policy document supersedes all previous policies referring to the Additional Restrictions Grant.

## **2 Background**

- 2.1 An announcement in the 2021 Budget confirmed that Local Authorities will receive an allocation of a £425 million top-up to the Additional Restrictions Grant Scheme (ARG), subject to Local Authorities spending their existing allocations of ARG by 30 June 2021, this deadline was subsequently extended to 31st July 2021.
- 2.2 The second top-up of £425 million of ARG funding will be allocated to Local Authorities from 1 April 2021, when conditions of the funding are met. This funding will be allocated based on a per-business calculation.
- 2.3 In line with Government guidance, Ribble Valley Borough Council submitted its evidence to Government, prior to the deadline of 31st July, to demonstrate that the existing allocations of £1.759m has been fully spent.
- 2.4 In July the Council received confirmation of the amount of 'ARG top up' funding that would be allocated to the Local Authority and the conditions relating to the grant scheme. The amount of ARG allocated to Ribble Valley was a total of £567,047.

## **3 Overview of Additional Restrictions Grant (ARG)**

- 3.1 The scheme is called the Additional Restrictions Grant (ARG) and is administered by business rate billing authorities in England.
- 3.2 The ARG funding scheme aims to support businesses severely impacted by coronavirus restrictions when most needed. Phase 3 ARG Funding covers Financial Year 21/22. Funding must be spent by 31 March 2022.
- 3.3 Funds that have not been distributed by Local Authorities by 31 March 2022 will be subject to recovery. For the avoidance of doubt, Local Authorities need to manage their application and payment process to achieve all spend by 31 March 2022 as payments after this date will not be allowed in any circumstances.
- 3.4 Local Authorities can use ARG funding for business support activities. This may primarily take the form of discretionary grants, but Local Authorities could also use this funding for wider business support activities.
- 3.5 Local Authorities are encouraged to support businesses from all sectors that may have been severely impacted by restrictions but are not eligible for the Restart Grant scheme, including those outside of the business rates system. Following the decision to delay stage 4 of the roadmap, Local Authorities are also encouraged to focus their support on those sectors that remain closed or are severely impacted by the extended restrictions, even if those businesses have already been in receipt of Restart Grants.
- 3.6 Ribble Valley Council's policy for Phase 3 of the ARG Scheme is set out below.

#### **4 Policy for Phase 3 of the Additional Restrictions Grant Scheme**

4.1 Ribble Valley Council's approach to this Phase of the Additional Restrictions Grant Scheme takes into account that, following the Government's decision to delay stage 4 of the roadmap, there were some sectors that remained closed or were severely impacted by the extended restrictions, that may require grant support.

4.2 This approach also recognises that to support local economic recovery post pandemic, some businesses may need support to enable them to re-open quickly, bring staff and customers safely back to work or to capitalise on new opportunities.

4.3 The ARG funds will therefore be directed into the following schemes:

- Travel Agents
- Business Recovery
- Business Growth

#### **Eligibility - General conditions applying to all Additional Restrictions Grants under this Grants Policy**

4.4 Only businesses/ organisations trading from a property registered for business rates and based in the Ribble Valley can apply for a grant.

4.5 Businesses must apply to the Council via an online form in order to be considered for a grant payment.

4.6 Only businesses meeting the criteria listed under each scheme will be eligible.

4.7 Businesses that are in Administration, insolvent or where a striking off notice has been made will not be eligible.

4.8 Businesses that have already received grant payments that equal the maximum permitted levels of subsidy will not be eligible to receive funding.

#### **Policy for Business Recovery Grant Programme of the Additional Restrictions Grant Scheme**

4.9 The grant will be made available for businesses seeking to invest in their premises and facilities that will enable them to re-open quickly and bring staff and customers safely back to work. The adaptations eligible for this grant must be a direct result of the pandemic.

4.10 Businesses which were awarded a Restart Grant are not eligible to apply for this grant.

4.11 Grants will be made available for eligible expenditure in excess of £5,000

4.12 Grants will be made available from £2,500 up to a maximum of £25,000 per business towards 50% of eligible expenditure.

4.13 Grants will be awarded as follows:

- Amount of Eligible Expenditure Intervention Rate: 50% up to a maximum grant of £25,000

4.14 Examples of eligible items include, but are not limited to:

- Furniture, fittings and equipment to create outside business spaces or to adapt internal workspaces;
- Access improvements / amendments (i.e. motion sensor doors, queueing adaptations, one-way set-ups, improvised waiting areas etc)

- Internal adaptations (i.e. relocation of existing fixtures / fittings / services etc. potentially to support revised utilisation of space to ensure social distancing or diversified uses of premises)

4.15 The grant cannot be used for the following:

- Salaries or wage subsidies.
- Acquisition of land / buildings either directly or indirectly
- Consultancy, design and statutory application fees
- Professional fees (e.g. solicitor / surveyor / architect)
- Personal Protective Equipment, consumable items such as masks/gloves/sanitiser refill etc.
- Servicing existing business debt
- Marketing campaigns

4.16 Grants will be awarded to eligible businesses on a first come first served basis until the total amount of funding allocated to the Business Recovery Grant has been spent.

4.17 Only one application per business is allowed.

### **Policy for Business Growth Grant Programmes of the Additional Restrictions Grant Scheme**

4.18 This Business Growth Grant Programme is to support economic recovery and assist businesses that are seeking to grow, adapt, diversify, and expand their current operation to support long-term sustainability.

4.19 Grants will be made available for eligible expenditure in excess of £5,000

4.20 Grants will be made available from £2,500 up to a maximum of £25,000 per business towards 50% of eligible expenditure.

4.21 Grants will be awarded as follows:

- Amount of Eligible Expenditure Intervention Rate: 50% up to a maximum grant of £25,000

4.22 Examples of eligible items include, but are not limited to:

- Improved building ventilation/ air exchange or low carbon heating and green energy solutions.
- Installation of charging points for business use.
- Digital hardware and software to enable the adoption of new digital business practices including setting up a new e-commerce or e-POS systems, payment systems or to enable flexible/ remote working etc.
- Purchase of equipment or machinery to capitalise on new and emerging business opportunities.

4.23 The grant cannot be used for the following:

- Salaries or wage subsidies.
- Acquisition of land / buildings either directly or indirectly
- Consultancy, design and statutory application fees
- Professional fees (e.g. solicitor / surveyor / architect)
- Personal Protective Equipment, consumable items such as masks/gloves/sanitiser refill etc.
- Servicing existing business debt
- Marketing campaigns

- 4.24 Grants will be awarded to eligible businesses on a first come first served basis. Applications will close when the ARG funding has been fully allocated or the 15 March 2022, whichever is the earliest.
- 4.25 Only one application per business is allowed.

### **Eligibility**

- 4.26 Businesses must meet the general eligibility criteria list in Section 5. In addition:
- Businesses must have submitted an online application form outlining the amount of grant they are requesting toward the total cost, up to a maximum of £25,000.
  - Only expenditure on items listed in 4.12 and 4.19 will be eligible for grant.
  - Businesses must have been trading on 1 April 2021
  - Only expenditure which occurred after 1st July 2021 will be eligible

### **Applications**

- 4.27 The on-line application form for the Business Recovery Grant shall be supported by the submission of the following information:
- Details of the measures subject to the grant application including their requirement as a direct result of the pandemic.
  - Photographic evidence of the adaptations which have occurred within the business premises subject to the grant application.
  - Bank statements/ receipts for the adaptations undertaken.

- 4.28 The on-line application form for the Business Growth Grant shall be supported by the submission of the following information:
- Photographic evidence (where applicable) of the measures implemented (charging points/ new equipment etc) at business premises subject to the grant application.
  - Details of the new business practices implemented and why these measures are required for the business sustainability/ growth
  - What emerging business opportunities are being explored.
  - Bank statements/ receipts for the adaptations/ changes undertaken.

### **Grant Payments**

- 4.29 Only purchases made after 1st July 2021 may be claimed.
- 4.30 Grants are paid retrospectively once full payment of items can be evidenced through bank statements/ receipts. Payments cannot be made using cash. If you intend to use a credit card you need to speak with the Additional Restrictions Grant Team before making your purchase
- 4.31 The grant covers the net cost of items for businesses that are VAT registered. However, the grant covers the gross cost of items for businesses that are not VAT registered at the time of expenditure and that do not expect to register for VAT within that current financial year.
- 4.32 Grants will be awarded to eligible businesses on a first come first served basis until the total amount of funding has been spent.
- 4.33 Grant amounts may be amended depending on the amount of ARG allocation remaining.

## **5 Payment Process and Pre-Payment Checks**

- 5.1 Applicants considered for the ARG Scheme will receive a Decision Notice by email confirming if the application is successful or not.

5.2 Details of successful applicants will be added to an approved list which will be subjected to upfront pre-payment checks. This will include use of the Government Grants Management Function digital due-diligence tool, Spotlight, to enhance the due diligence checks carried out as part of the grant assessment process.

5.3 In cases where potential fraud is detected, the Council will make use of tools available from the National Fraud Initiative (NFI) to:

5.3.1 verify the bank accounts of companies in receipt of these business grants; and

5.3.2 provide insight into whether the company was trading at the relevant date for these grants.

5.4 Payments will be made by BACS Transfer. The Council is unable to issue cheques or cash payments.

5.5 Any business caught falsifying their records or making any material misrepresentations to gain grant money will face prosecution and any funding issued will be subject to claw back, as will any grants paid in error.

## **6 Monitoring and Record Keeping**

6.1 Local authorities are required to report to BEIS full details regarding funding awarded under the ARG schemes.

6.2 Post payment, the Government Grants Management Function and Counter Fraud Function will support local authorities to carry out post-event assurance work to identify high risk payments.

## **7 UK Subsidy**

7.1 The following scheme rules are to be applied to COVID-19 business grants on the basis of the EU-UK Trade and Co-operation Agreement (TCA).

7.2 The below scheme rules should be applied to applicants at the level of economic actor, which is defined as an entity or a group of entities constituting a single economic entity regardless of its legal status, that is engaged in an economic activity by offering goods or services on a market.

7.3 There are three subsidy allowances for this scheme set out below:

- Small Amounts of Financial Assistance Allowance,
- the COVID-19 Business Grant Allowance and
- the COVID-19 Business Grant Special Allowance.

7.4 Small Amounts of Financial Assistance Allowance

7.4.1 Grants may be paid in accordance with Article 3.2(4) of the TCA, which enables an applicant to receive up to a maximum level of subsidy without engaging Chapter 3 of the TCA. This allowance is 325,000 Special Drawing Rights, to a single economic actor over any period of three fiscal years, which is the equivalent of £335,000 as at 2 March 2021. An applicant may elect not to receive grants under the Small Amounts of Financial Assistance Allowance and instead receive grants only using the below allowances available under this scheme.

7.5 COVID-19 Business Grant Allowance

7.5.1 Where the Small Amounts of Financial Assistance Allowance has been reached, grants may be paid in compliance with the principles set out in Article 3.4 of the TCA and in compliance with Article 3.2(3) of the TCA under the COVID-19 Business Grant Allowance (subsidies granted on a temporary basis to respond to a national or global economic emergency). For the purposes of these scheme rules, this

allowance is £1,600,000 per single economic actor. This allowance includes any grants previously received under the COVID-19 business grant schemes and any State aid previously received under Section 3.1 of the European Commission's Temporary Framework across any other UK scheme. This may be combined with the Small Amounts of Financial Assistance Allowance to equal £1,935,000 (subject to the exact amount applicable under the Small Amounts of Financial Assistance Allowance using the Special Drawing Right calculator).

#### 7.6 COVID-19 Business Grant Special Allowance

7.6.1 Where an applicant has reached its limit under the Small Amounts of Financial Assistance Allowance and COVID-19 Business Grant Allowance, it may be able to access a further allowance of funding under these scheme rules of up to £9,000,000 per single economic actor, provided the following conditions are met:

7.6.1.1 The Special Allowance covers only the applicant's uncovered fixed costs incurred during the period between 1 March 2020 and the date of application, including such costs incurred in any part of that period ('eligible period');

7.6.1.2 Applicants must demonstrate a decline in turnover during the eligible period of at least 30% compared to the same period in 2019. The calculation of losses will be based on audited accounts or official statutory accounts filed at Companies House, or approved accounts submitted to HMRC which includes information on the applicant's profit and loss;

7.6.1.3 'Uncovered fixed costs' means fixed costs not otherwise covered by profit, insurance or other subsidies;

7.6.1.4 The grant payment must not exceed 70% of the applicant's uncovered fixed costs, except for micro and small enterprises (for the purposes of this scheme defined as less than 50 employees and less than £9,000,000 of annual turnover and/or annual balance sheet), where the grant payment must not exceed 90% of the uncovered fixed costs;

7.6.1.5 Grant payments under this allowance must not exceed £9,000,000 per single economic actor. This allowance includes any grants previously received in accordance with Section 3.12 of the European Commission's Temporary Framework; all figures used must be gross, that is, before any deduction of tax or other charge;

7.6.1.6 Grants provided under this allowance shall not be cumulated with other subsidies for the same costs.

7.6.2 An applicant must be able to provide the necessary documentation to demonstrate it is eligible for funding under this COVID-19 Business Grant Special Allowance. Local Authorities must first verify that an applicant can meet all the criteria set out under this allowance before providing further funding under this allowance.

7.6.3 Grants provided in excess of the Small Amounts of Financial Assistance Allowance may not be granted to applicants that were defined as an undertaking in difficulty' (as defined in Annex B below) on 31 December 2019.

7.6.4 In derogation to the above, grants can be granted to micro or small enterprises (as defined above) that were already in difficulty on 31 December 2019 provided that they are not subject to collective insolvency proceedings.

7.6.5 Local Authorities must ensure the remaining applicable provisions of the subsidies chapter of the TCA are complied with. In particular, the Transparency obligations under Article 3.7. The transparency database can be found at <https://manageuksubsidies.beis.gov.uk/>.

7.6.6 If a grant is awarded under the Small Amounts of Financial Assistance Allowance, Local Authorities must ask the recipient whether, when cumulated with any De Minimis State Aid or Small Amounts of Financial Assistance that the business has received in the last three years, the grant will mean that the recipient has received

more than 325,000 Special Drawing Rights (approximately £335,000 at the time of writing). If it has, then the grant must be declared on the BEIS transparency database within six months of it being made.

7.6.7 If the grant is awarded under the COVID-19 Business Grant Allowance or the COVID-19 Business Grant Special Allowance, Local Authorities must ask the recipient whether, when cumulated with any other grant under the allowances, the recipient has received more than £500,000. If it has, then the grant must be declared on the BEIS transparency database within six months of it being made.

7.6.8 For access to and any further questions on the database, please contact the BEIS subsidy control team at [subsidycontrol@beis.gov.uk](mailto:subsidycontrol@beis.gov.uk).

## **8 Tax implications**

Grant income received by a business is taxable. This grant will need to be included as income in the tax return of the business. Only businesses which make an overall profit once grant income is included will be subject to tax.

## **9 Appeals**

There is no right to appeal and the decision of the Council is final. The Council's interpretation of this document is at its own discretion and it will be the final arbiter of the definitions contained within this policy.

## **10 Right to update this policy**

The Council reserves the right to update, change or withdraw this policy without notification or prior warning in the event that the government updates or changes its guidance to us or in the event of an error, omission, or unallocated funds.

We also reserve the right to change the qualifying criteria at short notice if it feels it is appropriate to do so, reflecting changing circumstances and demand on funds.

## **11 Canvassing**

Any canvassing of officers or members would result in an application being refused.

DECISION

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 9 NOVEMBER 2021  
title: REFERENCE FROM COMMUNITY SERVICES COMMITTEE – PLAYING PITCHES AT EDISFORD  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

### 1 PURPOSE

- 1.1 To consider a reference from Community Services Committee in respect of a request for approval to help improve the playing pitches at Edisford.

### 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 19 OCTOBER 2021

- 3.1 The report to committee explained that the level at Edisford Playing Pitches had been improved through use of the spoil from the construction of the Edisford All Weather Facility. However, drainage at the site still requires improvement.
- 3.2 As a result of a housing development at Low Moor the sum of £18,784 has been given to the council as the developer contribution for the improvement of off-site leisure provision and it is planned to use this funding to improve drainage at the Edisford Playing Pitches site.
- 3.3 At its meeting, Community Services Committee considered the report and resolved that:

**'RESOLVED THAT COMMITTEE:**

1. Approve the proposed use of the S106 funding on Edisford playing pitches;
2. Refer the budget request for £18,784 to Policy & Finance committee to be included in the capital programme for 2021/22; and
3. Agree, subject to approval at Policy and Finance committee, to the work being carried out in the current financial year.'

- 3.4 It is proposed that the scheme be approved in to the 2021/22 financial year and that it be funded from the S106 monies from the housing development at Low Moor.

4 RECOMMENDED THAT COMMITTEE

- 4.1 Approve the request for additional capital budget of £18,780 in respect of drainage works at Edisford Playing Pitches and that this be funded from the S106 monies from the housing development at Low Moor.

HEAD OF FINANCIAL SERVICES  
PF65-21/LO/AC  
28 October 2021

DIRECTOR OF RESOURCES

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

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meeting date: 19 OCTOBER 2021  
title: PLAYING PITCHES AT EDISFORD  
submitted by: JOHN HEAP, DIRECTOR COMMUNITY SERVICES  
principal author: MARK BEVERIDGE, HEAD OF CULTURAL SERVICES

### 1 PURPOSE

1.1 To ask Committee for approval of the use of S106 money received to help improve the playing pitches at Edisford.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives - To help make people's lives healthier and safer.
- Corporate Priorities - To sustain a strong and prosperous Ribble Valley.
- Other Considerations – Maximising the impact of the s106 funding for the benefit of the local community.

### 2 BACKGROUND

2.1 As a result of a housing development at Low Moor the sum of £18,784 has been given to the Council as the developer contribution for the improvement of off-site leisure provision.

2.2 In this case that off-site location is Edisford Playing Pitches and the s106 funding which is additional to the Council's normal budget is proposed to be used to help improve drainage on the grass pitch that was created because of the work to construct the synthetic pitch in 2019. The pitch was formed from the spoil which was removed as part of the construction of the artificial pitch areas, this created a surface considerably more level than the one there previously.

### 3 ISSUES

3.1 The pitch created from the spoil does not have any form of drainage in it. Nor was any planned as part of the major project to build the artificial pitch. The opportunity was taken to use the spoil and level up what was previously a pitch with a significant slope across it.

3.2 The installation of some drainage will extend the usable time the pitch can be played on during the winter months, although the money available prevents a comprehensive scheme being designed.

3.3 The opportunity will also be taken to install a cut off drain to prevent surface water run-off from the pitch on to the path which leads to the tennis courts.

3.4 Should members agree to this proposal, then committee will need to refer this matter to Policy and Finance Committee for an additional approval to the capital programme under the play areas scheme.

#### 4 RISK ASSESSMENT

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

- Resources – Most of the work will be able to be carried out by the Council's own work force. The funding of £18,784 will need to be included into the Council's capital programme
- Technical, Environmental and Legal – The sum available will provide for some drainage improvement though it will not cover a comprehensive scheme.
- Political – None arising as direct result of this report.
- Reputation – The Council has sought to improve its' playing pitch provision in recent years through investment in machinery to help with soil drainage and this further enhances that work.
- Equality & Diversity – Improving drainage to the pitch will facilitate use by all sectors of the community.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the proposed use of the s106 funding on Edisford Playing pitches.

5.2 Refer the budget request for £18784 to Policy and Finance to be included in the capital programme for 2021/22.

5.3 Agree, subject to approval in P&F Committee, to the work to be carried out in the current financial year

Mark Beveridge  
Head of Cultural and Leisure Services

John Heap  
Director of Community Services

#### BACKGROUND PAPERS

None

For further information please ask for Mark Beveridge 01200 425111

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

DECISION
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meeting date: 9 NOVEMBER 2021  
 title: LOCAL TAXATION WRITE OFFS  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: MARK EDMONDSON

### 1 PURPOSE

1.1 To obtain Committee's approval to write off Business Rate debts.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

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

### 2 BACKGROUND

2.1 No specific statute exists to give guidance on the circumstances under which debts, in general, can be written off other than the statute of limitations. We only write debts off where all avenues of debt recovery have been fully explored.

#### **Business Rates**

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

2.3 We do this by various means, including summonses, enforcement agents, bankruptcy, winding up and committal warrants. However, there are some cases where debtors simply leave their property with arrears and where we have no forwarding address, or are declared bankrupt, insolvent or cease trading.

### 3 CURRENT POSITION

3.1 There are three cases where the companies have been dissolved and we need to write off these debts. Annex 1 shows details of the debts we are seeking approval to write off against the collection fund – these total £13,001.25 in business rates and £300.00 costs.

### 4 FINANCIAL IMPLICATIONS

4.1 Under the **current** Business Rate Pilot arrangements the cost of Business Rate write offs are met in part by central government 50% and in part by local government, i.e. ourselves 40%, the county council 9% and the fire and rescue authority 1%.

#### 4.2 RECOMMENDED THAT COMMITTEE

4.3 Approve writing off £13,001.25 in Business Rates and £300.00 costs where it has not been possible to collect the amounts due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF64-21/ME/AC  
26 October 2021

## Write offs – NNDR

Property			Amount £
<b>DISSOLVED</b>			
Dissolution is the last stage of liquidation, the process by which a company (or part of a company) is brought to an end, and the assets and property of the company redistributed.			
2016/17	Express Inns Limited	Brown Cow Inn, 19 Bridge Road, Chatburn	*1,249.45
2015/16	The Ginger Baker Limited	18-20 Berry Lane, Longridge	*4,162.46
2016/17			*1,232.87
2012/13	Clitheroe MOT and Service Centre Ltd	Salthill Garage, Salthill Road, Clitheroe	574.30
2013/14			1,851.00
2014/15			*2,086.05
2015/16			1,914.00
2016/17			*231.12
<b>TOTAL</b>			<b>13,301.25</b>

\*including £60.00 costs

DECISION

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

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meeting date: 9 NOVEMBER 2021  
title: REVIEW OF FEES AND CHARGES  
submitted by: DIRECTOR OF RESOURCES  
principal author: VALERIE TAYLOR

### 1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2022.

### 2 BACKGROUND

- 2.1 The annual review of the council's fees and charges has been undertaken as part of the budget setting process for the forthcoming 2022/23 financial year.
- 2.2 The council's latest budget forecast allows for a 3% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2022/23 by this amount when compared with this year's original budget estimate.
- 2.3 After applying this percentage increase, proposed charges have generally been rounded up or down. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.
- 2.4 This report requests that members consider proposals for the increase in fees and charges for this committee's service. Such charges would be implemented with effect from 1<sup>st</sup> April 2022.

### 3 ADVICE OF POLICY AND FINANCE COMMITTEE AND BUDGET WORKING GROUP

- 3.1 At the meeting in September, this Committee considered and approved the overall three-year Budget Forecast. This forecast assumes that fees and charges are increased overall by 3%.
- 3.2 Policy and finance Committee asked that Budget Working Group give guidance to committees based on the budget forecast. Service committees have been asked to review their fees and charges in order to achieve this overall target increase in income of 3%.
- 3.4 The base budgeted income to be received from fees and charges which are set by this committee as set out in Annex 1 is £185,730 and a 3% increase would therefore generate £5,572.

### 4 REVIEW OF FEES AND CHARGES

- 4.1 The review of fees and charges is coordinated by financial services, working together with heads of service and budget holders.
- 4.2 The following process was taken:

- Budget holders are provided with an indication of the fees and charges factoring in a 3% increase.
- A discussion meeting is then held between budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge different from a 3% increase.

4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2022 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2021/22
- the current year base budgeted income estimated to be raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2022
- an indication of the potential income that may be achieved in 2022/23, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2021/22 to 2022/23
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

4.4 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels or reductions in income that may result from the impact of Covid-19.

4.5 If you agree the recommended charges shown in Annex 1, the estimated extra income raised based on **current budgeted demand levels** is £4,100 or an overall increase of 2.21%. Due to restrictions on the setting of charges for summonses it is proposed to freeze this charge for 2022/ 23. As a result of this the full 3% target increase in fees and charges for this committee will not quite be met, but with a shortfall of just £1,472.

## 5 PROPOSED NEW CHARGES – LEGAL SERVICES

5.1 Following a full review by the Head of Legal and Democratic Services, several new charges have been proposed for implementation from April next year.

5.2 Committee have previously approved a £50 admin fee to cover the extensive administration that is involved when officers issue new garage licences. It is now proposed to extend the scope of this administration charge to cover other areas which involve extensive administration such as market licences and road closure orders.

5.3 For legal agreements of a more complex nature that involve land and property transactions, a listing of fees is proposed between the range of £350 and £550 as a minimum for professional services. Such agreements can be highly complex and time consuming for officers to complete. The fees have been proposed following a benchmarking exercise of charges applied at other local authorities and through an appraisal of the approximate timescales involved to complete the work in each category.

5.4 The final new fee proposed is a £10 charge for providing a proof of life service. Where a resident of the UK draws a foreign pension, the funder may require periodic evidence of proof of life and this can only be provided by specified bodies, one of which is a local authority. In view of the time and resources required to provide this service it is felt appropriate that a nominal fee should be charged in recognition of the service provided.

5.5 It is also proposed to increase charges for S106 Agreement Review and Completion work by 20.6%. This is following a review of the time taken to complete the task and is based on a solicitor rate, including departmental oncosts.

## 6 RISK ASSESSMENT

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

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

## 7 CONCLUSION

7.1 Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.

7.2 The council's three-year budget forecast that was approved by this Committee in September 2021 assumes that fees and charges are increased next year by 3%.

7.3 If you agree with the increase in charges, this committee will only marginally fall short of this target.

## 8 RECOMMENDATION THAT COMMITTEE

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

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF68-21/VT/AC  
1 NOVEMBER 2021

For further information please ask for Valerie Taylor extension 4433

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

LOCAL LAND CHARGES - LANDC		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
					£	£	£	£	£	%
<b>Search Certificate</b>		LANDC/8408z	Non Vatable	01-Apr-21	21.30	21.80	12,270.00	22.50	12,660.00	3.21%
<b>Part I Enquiries</b>		LANDC/8408n	VAT Inclusive	01-Apr-21	134.50	137.50	47,800.00	141.70	49,260.00	3.05%
<b>Part II Enquiries</b>		LANDC/8408n	VAT Inclusive	01-Apr-21	27.60	28.50	10,000.00	29.40	10,320.00	3.16%
<b>Part II (Question 22)</b>		LANDC/8408n	VAT Inclusive	01-Apr-21	30.50	31.50	3,260.00	32.50	3,360.00	3.17%
<b>Express Service</b>		LANDC/8408n	VAT Inclusive	01-Apr-21	210.20	214.50	1,240.00	221.00	1,280.00	3.03%
<b>Additional Questions</b>		LANDC/8408n	VAT Inclusive	01-Apr-21	13.30	14.00	130.00	14.50	130.00	3.57%
LEGAL SERVICES - CEEXEC		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
					£	£	£	£	£	%
<b>Section 106 Agreement Review and Completion</b>	Standard	CEEXEC/8402z	Non Vatable	01-Apr-21	405.00	414.00	1,730.00	499.50	2,090.00	20.65%
	Complex	CEEXEC/8402z	Non Vatable	01-Apr-21	760.00	775.00	4,060.00	935.10	4,900.00	20.66%
<b>S106 Variation to Agreement</b>	Standard	CEEXEC/8402z	Non Vatable	01-Apr-21	New Charge	150.00	-	154.50	-	3.00%
	Complex	CEEXEC/8402z	Non Vatable	01-Apr-21	New Charge	300.00	-	309.00	-	3.00%
<b>Notice of Assignment</b>	- Notice of Assignment	CEEXEC/8402z	Non Vatable	01-Apr-21	17.40	18.00	320.00	18.60	330.00	3.33%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

LEGAL SERVICES - CEEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
				£	£	£	£	£	%
<b>Admin Fee for new or variation to standard legal agreement</b> (for example, but not limited to garage licence, market licence, road closure order)	Vatable	CEEXEC/8703n	VAT Inclusive	New charge			50.00	-	-
	Non-Vatable	CEEXEC/8703z	Non Vatable	New charge			41.67	-	-
<b>Proof of life</b>	- Proof of life	CEEXEC/8703n	VAT Inclusive	New charge			10.00	-	-
<b>Legal services - Land and Property Transactions</b>	Sale of small site - up to 10hrs work *	CEEXEC/8975I	Non Vatable	New charge			350.00	-	-
	Sale of other land - up to 20hrs work *	CEEXEC/8975I	Non Vatable	New charge			550.00	-	-
	Licence to occupy - up to 10hrs work *	CEEXEC/8975I	Non Vatable	New charge			350.00	-	-
	Short-term lease - up to 10hrs work *	CEEXEC/8975I	Non Vatable	New charge			350.00	-	-
	Long-term business lease - up to 20hrs work *	CEEXEC/8975I	Non Vatable	New charge			550.00	-	-
	Licence to assign	CEEXEC/8975I	Non Vatable	New charge			350.00	-	-
	Licence for alterations	CEEXEC/8975I	Non Vatable	New charge			350.00	-	-
	Licence to underlet	CEEXEC/8975I	Non Vatable	New charge			350.00	-	-
	Surrenders	CEEXEC/8975I	Non Vatable	New charge			350.00	-	-

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

LEGAL SERVICES - CEEXEC	Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
Registration of assignment or underlease	CEEXEC/8975I	Non Vatable		New charge			40.00	-	-
Grant of easement etc	CEEXEC/8975I	Non Vatable		New charge			350.00	-	-
Deed of Variation to lease of licence	CEEXEC/8975I	Non Vatable		New charge			350.00	-	-

*\*Thereafter charge to be based on hourly rate*

CIVIC SUITE - CIVST All organisations to be charged without exception	Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budget ed Income Net of VAT for 2021/22	Propose d Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge	
				£	£	£	£	£	%	
<b>Tea and coffee included if required - food charged extra at cost</b>										
<b>COMMITTEE ROOMS 1 AND 2</b>	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-21	73.00	80.00	<b>2,350</b>	82.40	<b>2,420</b>	3.00%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-21	125.00	130.00		134.00		3.08%
<b>COUNCIL CHAMBER (including foyer area)</b>	- Session (09.00 - 13.00 or 13.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-21	166.60	170.00		175.20		3.06%
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-21	281.00	288.00		296.80		3.06%
<b>FOYER AREA ONLY</b>	- Session (09.00 - 13.00, 14.00 -18.00 or 18.00 - 22.00)	CIVST/8520I	Non Vatable	01-Apr-21	41.80	44.00		45.40		3.18%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

CIVIC SUITE - CIVST All organisations to be charged without exception		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budget ed Income Net of VAT for 2021/22	Propose d Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
	- All Day (09.00 - 18.00)	CIVST/8520I	Non Vatable	01-Apr-21	73.00	76.00		78.40		3.16%
OPTIONAL CHARGE IN ADDITION TO HIRE CHARGE - PRS MUSIC LICENCE UP TO 100 PERSONS - £13.60										
ALL AREAS - 50% DISCOUNT FOR CHARITY OR RECOGNISED COMMUNITY GROUP										

GARAGE - RENTS		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
					£	£	£	£	£	%
Chatburn Road, Clitheroe	Plot:	ESTAT/8830n	VAT Inclusive	01-Apr-21	139.20	142.00	950.00	146.30	980.00	3.03%
	A, B, C, D, E, F, G, H									
Fort Street, Read	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-21	139.20	142.00	3,060.00	146.30	3,150.00	3.03%
	1, 1A, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25									
Mersey Street, Longridge	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-21	139.20	142.00	1,670.00	146.30	1,720.00	3.03%
	1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13									
Victoria Street, Longridge	Plot Numbers:	ESTAT/8830n	VAT Inclusive	01-Apr-21	139.20	142.00	710.00	146.30	730.00	3.03%
	1, 2, 3, 4, 5, 6									
Brights Close, Newton	Plot Numbers: N/A	ESTAT/8830n	VAT Inclusive	01-Apr-21	209.30	213.50	180.00	220.00	190.00	3.04%

## POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022

GARAGE - RENTS		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
Queensway, Waddington	Plot Numbers:	ESTAT/8835n	VAT Inclusive	01-Apr-21	472.30	481.80	9,640.00	496.30	9,930.00	3.01%
	8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31									

COUNCIL TAX AND NATIONAL NON DOMESTIC RATES - CLTAX		Ledger Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
					£	£	£	£	£	%
Issue of Summons (Agreed with Magistrates' Court)		CLTAX/8714z	Non Vatable	01-Apr-11	60.00	60.00	81,790.00	60.00	81,790.00	0.00%
Issue of Summons (Agreed with Magistrates' Court)		NNDRC/8714z	Non Vatable	01-Apr-11	60.00	60.00	3,880.00	60.00	3,880.00	0.00%

Photocopying - Corporate Charges		Detail Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
					£	£	£	£	£	%
Photocopying (Black and White)	- A4 First Page	8227n	VAT Inclusive	01-Apr-19	0.50	0.50	690.00	0.50	710.00	0.00%
	- A4 Continuation Sheet	8227n	VAT Inclusive	01-Apr-19	0.50	0.50		0.50		0.00%

**POLICY AND FINANCE COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2022**

Photocopying - Corporate Charges	Detail Code	VAT	Date of last change	Charge from 1st April 2020	Current charge 2021/22	Budgeted Income Net of VAT for 2021/22	Proposed Charges for 2022/23	Indication of Potential Income Net of VAT for 2022/23	Percentage Increase in Charge
- A1 Plan	8227n	VAT Inclusive	01-Apr-21	8.80	9.00		9.30		3.33%
- A0 Plan	8227n	VAT Inclusive	01-Apr-21	8.90	9.10		9.40		3.30%
- A3 Copies	8227n	VAT Inclusive	01-Apr-19	1.00	1.00		1.00		0.00%
- A2 Copies	8227n	VAT Inclusive	01-Apr-21	8.70	8.90		9.20		3.37%

<b>Total budgeted Income from fees and charges set by this committee</b>						<b>185,730.00</b>		<b>189,830.00</b>	
<b>Overall extra income generated compared to base budget</b>								<b>4,100.00</b>	<b>2.21%</b>

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 9 NOVEMBER 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 31 October 2021:

	£000	£000	2021/22 %	2020/21 %
Balance Outstanding 1 April 2021		907		
NNDR amounts due	22,077			
Plus costs	2			
Transitional surcharge	5			
Write ons	3			
	<b>22,087</b>			
Less				
- Transitional relief	-7			
- Exemptions	-436			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,318			
- Small Business Rate Relief	-3,768			
- Nursery Discount, Retail Discount, SSB, Flood Relief, Revaluation 2017, Pub, SSB and Other reliefs	-4,056			
- Interest Due	0			
- Write Offs	-97			
	<b>-9,682</b>	12,405		
<b>Total amount to recover</b>		<b>13,312</b>		
Less cash received to 31 October 2021		-7,799	58.6	58.9
<b>Amount Outstanding</b>		<b>5,513</b>	<b>41.4</b>	<b>41.1</b>

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 October 2021 is 61.89% compared with 65.67% at 31 October 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 31 October 2021:

	£000	£000	2021/22 %	2020/21 %
Balance Outstanding 1 April 2021		1,679		
Council Tax amounts due	55,263			
Plus costs	72			
Transitional relief	2			
Write ons	0			
	<b>55,337</b>			
Less - Exemptions	-758			
- Discounts	-4,837			
- Disabled banding reduction	-64			
- Council Tax Benefit	4			
- Local Council Tax Support plus Hardship	-2,121			
- Write offs	-27			
	<b>-7,803</b>	47,534		
<b>Total amount to recover</b>		<b>49,213</b>		
Less cash received to 31 October 2021		-33,007	67.1	65.8
<b>Amount Outstanding</b>		<b>16,206</b>	<b>32.9</b>	<b>34.2</b>

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 October 2021 is 68.50% compared to 67.05% at 31 October 2020. The collection rate for 2020/21 was severely impacted by COVID19 and was 1.24% 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 1 November 2021 is:

	£000	£000
Amount Outstanding 1 April 2021		651
Invoices Raised	2,200	
Plus costs	0	
		<b>2,200</b>
Less credit notes		-183
<b>Total amount to recover</b>		<b>2,668</b>
Less cash received to 1 November 2021		-2,007
<b>Amount outstanding</b>		<b>661</b>

Aged Debtors	000s	%
< 30 days	150	22.69
30 - 59 days	30	4.54
60 - 89 days	14	2.12
90 - 119 days	4	0.61
120 - 149 days	9	1.36
150+ days	454	68.68
	<b>661</b>	<b>100</b>

4.2 The balance of debt outstanding for '150+ 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 2021/2022*

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

Target for year	Actual Performance 1 July 2021– 30 September 2021	Average Performance
5 days	6.64 days	20 days per IRRV

*New claims performance*

Target for year	Actual Performance 1 July 2021 – 30 September 2021	Top grade 4 for all LA's 2007/08
15 days	21.90 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 July 2021 – 30 September 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.	69.35
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.	8.37
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.	Nil

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

PF70-21/ME/AC  
1 November 2021

For further information please ask for Mark Edmondson.



## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

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meeting date: 9 NOVEMBER 2021  
title: COUNCIL TAX BASE 2022/23  
submitted by: DIRECTOR OF RESOURCES  
principal author: JANE PEARSON

### 1 PURPOSE

1.1 To inform members of the council tax base for 2022/23.

### 2 BACKGROUND

2.1 The council tax base is set each year between 1 December and 31 January and is an important calculation which sets out the number of dwellings to which council tax is chargeable in an area or part of an area.

2.2 To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums or exemptions. The resulting figure for each band is then multiplied by its proportion relative to Band D (from 6/9 for Band A to 18/9 for Band H) and the total across all eight bands is calculated. These are then multiplied by the authority's estimated collection rate for the year.

2.3 The tax base is used for the purposes of calculating the band d council tax for the billing authority and also major precepting authorities and parish councils.

### 3 LOCAL GOVERNMENT FINANCE ACT 2012

3.1 The *Local Government Finance Act 2012* allowed changes to the discounts on council tax for second homes and empty properties. From 1 April 2013, second homes may be charged 100% of their normal rate of council tax, instead of the previous maximum of 90%. "Unoccupied and substantially unfurnished" properties are subject to a discount of anything between 0% and 100% of their council tax, at the discretion of the billing authority. Properties undergoing "major repair work" or "structural alteration", which are vacant, can be subject to a discount of any amount between 0% and 100%, for a maximum of 12 months.

3.2 The full 50% discount must be retained on a second home where the liable person is required as part of his/her employment to live in job-related accommodation.

3.3 From 1 April 2013, local authorities can also set an 'empty homes premium' for long-term empty properties. Properties which have been unoccupied and substantially unfurnished for over two years may be charged up to 150% of the normal liability.

3.4 In 2013/14, i.e. the first year of the new changes, the Council agreed to leave the rates of our current discounts/exemptions unchanged.

3.5 From 2014/15 however the Council, after detailed consideration, implemented the following change:

- For long term empty properties (empty from 6 months upto 2 years) remove the current 50% discount i.e. owners are liable for the full 100% council tax due.

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

4.1 Legislation was passed on 1st November 2018 that gave Billing Authorities greater freedoms in the charges that are levied on long term empty homes. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 increased the premium that Billing Authorities can impose on properties that have been vacant i.e. unoccupied and unfurnished for more than two years from 50% to 100%.

4.2 Furthermore from 1st April 2020 for properties that have been vacant for more than 5 years the premium can be increased to 200% and from 1 April 2021 the premium can be increased to 300% for properties that have been unoccupied for more than 10 years.

4.3 It is important to note that this legislation does not apply to second homes or properties that are exempt from Council Tax e.g. where a property may be unoccupied because the owner has passed away or gone into a nursing home etc.

4.4 As last year it is not proposed that we introduce any changes for the forthcoming year.

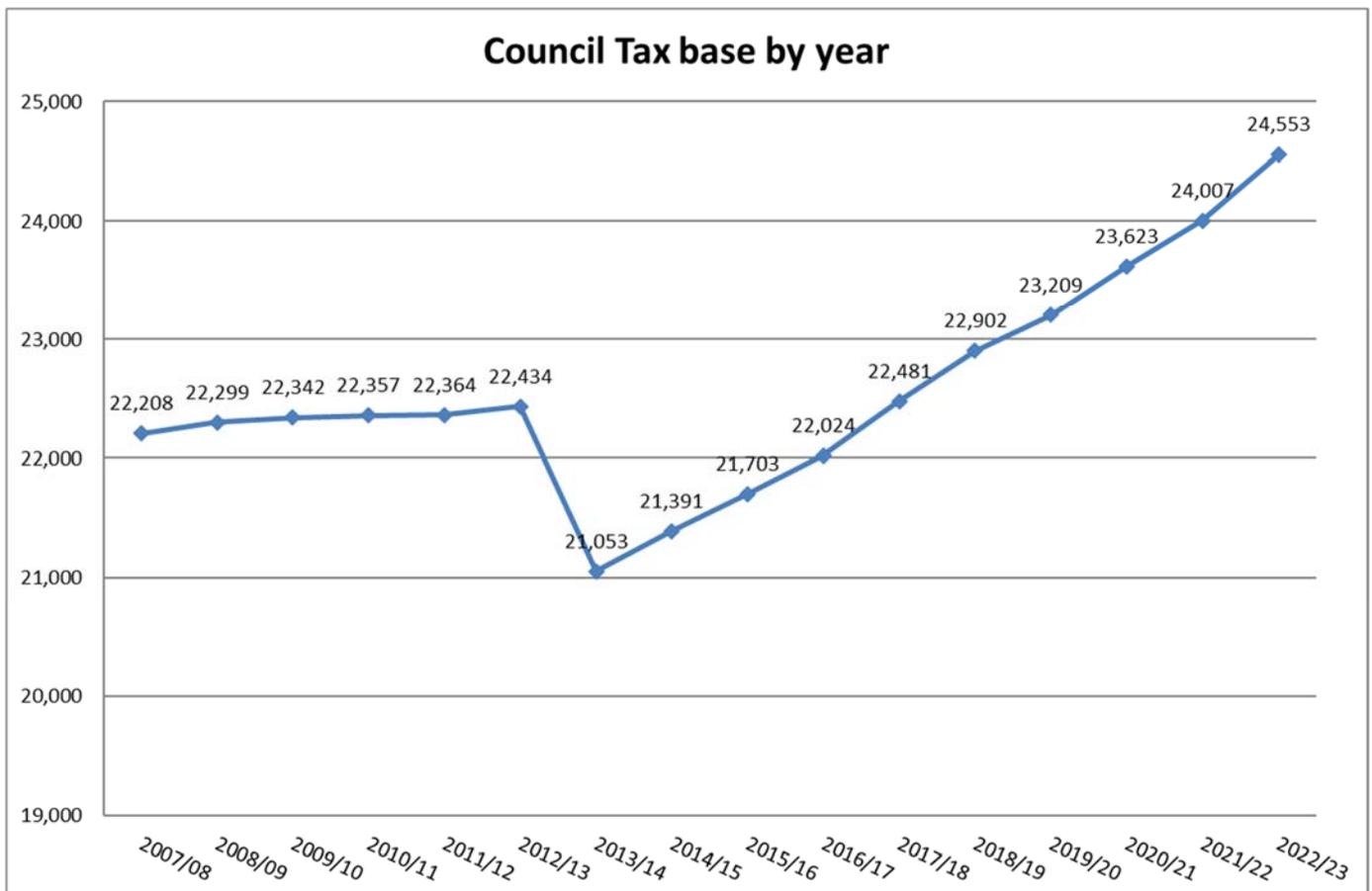
#### 5 COUNCIL TAX BASE 2022/23

5.1 Our calculation has now been carried out across all of our parishes and has resulted in an overall tax base of 24,553 for 2022/23 of which is an increase of 2.3% on the tax base for 2021/22 of 24,007.

5.2 Our overall tax base is shown by parish in Annex 1.

#### 6 MOVEMENT IN OUR TAX BASE

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



6.2 From 2013/14 you can see our tax base has increased significantly by around 1.5%– 2.5% each year.

## 7 LOCAL COUNCIL TAX SUPPORT (LCTS)

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

7.2 Members will be aware we are currently reviewing our scheme and will shortly be consulting on removing the 12% reduction in support to working age claimants. If this change is agreed by the Council then this would reduce our taxbase for next year by approximately 74. However given that we will inevitably continue to see a rise in the number of properties on the council tax list from the date of the calculation of the taxbase shown in this report we would not suggest it necessary to change the figure for next year of 24,553.

## 8 CONCLUSION

8.1 Our council tax base increased steadily over the period 2007/18 to 2013/14 however since then we have averaged overall increases of 1.5% to 2.5% each year.

8.2 The Council Tax Base for 2022/23 is 24,553.

DIRECTOR OF RESOURCES

PF61-21/JP/AC  
12 October 2021

## COUNCIL TAX BASE BY PARISH

## ANNEX 1

	2022/23 taxbase	2021/22 taxbase	difference	% change
Aighton, Bailey & Chaigley	493	470	23	4.9%
Balderstone	196	199	-3	-1.5%
Barrow	733	618	115	18.6%
Bashall Eaves, Great Mitton & Little Mitton	206	210	-4	-1.9%
Billington & Langho	2,189	2,149	40	1.9%
Bolton by Bowland, Gisburn Forest & Sawley	485	487	-2	-0.4%
Bowland Forest (High)	77	72	5	6.9%
Bowland Forest (Low)	82	80	2	2.5%
Bowland with Leagram	83	84	-1	-1.2%
Chatburn	395	391	4	1.0%
Chipping	537	519	18	3.5%
Clayton le Dale	515	515	0	0.0%
Clitheroe	5,869	5,705	164	2.9%
Dinckley	46	47	-1	-2.1%
Downham	51	50	1	2.0%
Dutton	105	105	0	0.0%
Gisburn	237	227	10	4.4%
Grindleton	358	359	-1	-0.3%
Horton	49	50	-1	-2.0%
Hothersall	77	76	1	1.3%
Longridge	3,052	2,944	108	3.7%
Mearley	8	8	0	0.0%
Mellor	992	985	7	0.7%
Newsholme	20	20	0	0.0%
Newton	141	144	-3	-2.1%
Osbaldeston	102	105	-3	-2.9%
Paythorne	46	44	2	4.5%
Pendleton	111	112	-1	-0.9%
Ramsgreave	282	283	-1	-0.4%
Read	585	581	4	0.7%
Ribchester	671	662	9	1.4%
Rimington & Middop	235	233	2	0.9%
Sabden	562	543	19	3.5%
Salesbury	193	191	2	1.0%
Simonstone	500	502	-2	-0.4%
Slaidburn & Easington	156	152	4	2.6%
Thornley with Wheatley	173	169	4	2.4%
Twiston	37	35	2	5.7%
Waddington	452	451	1	0.2%
West Bradford	376	367	9	2.5%
Whalley	1,772	1,758	14	0.8%
Wilpshire	1,078	1,079	-1	-0.1%
Wiswell	181	181	0	0.0%
Worston	45	45	0	0.0%
	<b>24,553</b>	<b>24,007</b>	<b>546</b>	<b>2.3%</b>

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 9 NOVEMBER 2021  
 title: REVENUE MONITORING 2021/22  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: VALERIE TAYLOR

### 1 PURPOSE

1.1 To let you know the position for the period April to September 2021 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

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

Other Considerations – none identified.

### 2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of September. Please note that underspends are denoted by figures with a minus symbol.

2.2 You will see an overall underspend of £1,164,141 after accounting for service specific movements in reserve and variances within coronavirus response cost centres. Whilst this has had a significant impact that has created a large underspend on the net cost of services within this committee, many of these Covid-19 Response variances will resolve as the year progresses as grant funds are either paid out or allocated to specific coronavirus response activities.

2.3 When we review just our standard service variances for this committee, you will see an underspend of £203,496, after movements in earmarked reserves:

High Level Summary of Variances			
Cost Area	Net Cost of Services Variance £	Earmarked Reserves Movements £	Variance After Movements in Earmarked Reserves £
Service Cost Centres	-188,176	-15,320	-203,496
Covid-19 Response	-960,645	0	-960,645
<b>Overall Net Total</b>	<b>-1,148,821</b>	<b>-15,320</b>	<b>-1,164,141</b>

2.4 The table below provides a more detailed breakdown of the variances for this committee. We have tried to separately identify the Covid-19 response costs and grants that we are required to report through our accounts in the table below, to better identify the committee variances.

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
CEXEC	Chief Executives Department	-3,000	576,256	509,040	-67,216	R
CIARA	Storm Ciara Response	0	2,500	7,500	5,000	A
CIVCF	Civic Functions	62,100	31,533	20,961	-10,572	R
CIVST	Civic Suite	0	19,551	14,170	-5,381	R
CLOFF	Council Offices	-4,000	114,232	107,131	-7,101	R
CLTAX	Council Tax	381,900	46,159	42,096	-4,063	A
COMPR	Computer Services	0	62,374	51,706	-10,668	R
CORPM	Corporate Management	353,190	0	-1,812	-1,812	G
COSDM	Cost of Democracy	506,740	153,025	146,809	-6,216	R
CSERV	Corporate services	171,400	11,997	4,411	-7,586	R
ELADM	Election Administration	34,910	0	86	86	G
ELECT	Register of Electors	109,510	45,618	30,511	-15,108	R
EMERG	Community Safety	65,300	3,414	3,887	473	G
ERNET	Emergency Radio Network	0	-1,020	-2,200	-1,180	G
ESTAT	Estates	49,520	-22,962	-21,677	1,285	G
FGSUB	Grants & Subscriptions - Policy and Fin	175,640	122,738	103,751	-18,987	R
FMISC	Policy & Finance Miscellaneous	127,130	20,592	13,896	-6,696	R
FREED	Freedom of the Borough	7,650	3,828	0	-3,828	A
LANDC	Land Charges	13,020	-34,740	-38,182	-3,442	A
LICSE	Licensing	40,750	-49,058	-46,263	2,795	A
LUNCH	Luncheon Clubs	16,250	0	500	500	G
NNDRC	National Non Domestic Rates	53,320	7,662	6,872	-790	G
RESOR	Resources Department	0	1,064,310	1,016,489	-47,821	R
SUPDF	Superannuation Deficiency Payments	93,060	33,774	29,767	-4,007	G
VARIOUS	Parish and District By-Elections	0	0	24,158	24,158	R
<b>Service cost centre variances</b>		<b>2,254,390</b>	<b>2,211,783</b>	<b>2,023,607</b>	<b>-188,176</b>	
<b>Associated Movements in earmarked reserves</b>	Election Fund	30,000	0	0	0	
	Revaluation Reserve	2,190	0	0	0	
	Cyber Resilience Grant Reserve	-13,600	0	0	0	

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance
	Invest to Save Fund	5,510	0	0	0
	Business Rates Growth Reserve	0	0	-5,175	-5,175
	Repairs and Maintenance Reserve	0	0	-5,255	-5,255
	Equipment Reserve	0	0	-4,890	-4,890
<b>Service cost centre variances after movements in reserves</b>		<b>2,278,490</b>	<b>2,211,783</b>	<b>2,008,287</b>	<b>-203,496</b>
<b>Coronavirus cost centre variances (See Annex 3)</b>		<b>0</b>	<b>0</b>	<b>-960,645</b>	<b>-960,645</b>
<b>Total Policy and Finance Committee Variances</b>		<b>2,278,490</b>	<b>2,211,783</b>	<b>1,047,642</b>	<b>-1,164,141</b>

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

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

2.4 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.

2.5 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.

2.6 A summary of coronavirus cost centre variances is included for information at Annex 3.

2.7 The **main** areas of variances that are **unlikely** to rectify themselves by the end of the financial year are shown below:

Description	Variance to end September 2021 £
<p><b>Chief Executive Department (CEXEC)</b> Council staffing budgets assume average vacancy underspends of 4% across the authority on estimated costs and a pay award of 2%.</p> <p>Vacancies throughout the April to September period, mainly within the environmental health section, have generated salary, superannuation and national insurance underspends above that estimated.</p> <p>Whilst some of this variance will resolve following the completion of national pay negotiations and the payroll processing of any backpay due, the salary forecasts will need to be reviewed and updated at revised estimate to incorporate underspends to date.</p>	-65,507
<p><b>Resources Department (RESOR)</b> Vacancy underspends above that estimated have also resulted in salary, superannuation and national insurance variances within the resources department for the period.</p> <p>This is mainly due to the pay award not having been agreed and also because of a vacancy within the internal audit section.</p> <p>All salary costs will be reviewed and updated at revised estimate.</p>	-39,256
<p><b>Register of Electors (ELECT)</b> The Cabinet Office introduced changes to the annual canvass process from the 2020/21 financial year that reduced the number of Household Enquiry Form reminders that are posted out.</p> <p>The base budget for this year was estimated before cost savings from the reform were realised and available to inform the budget setting process. As last year savings at outturn were in the region of £12k compared to the base budget it is highly likely that there will be an underspend against the budget again this year.</p>	-8,597
<p><b>Parish and District By-Elections</b> Expenditure on elections for the period to September of £24k. A budget will be established at revised estimate.</p>	24,158

### 3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure within **service cost centres** shows an underspend of £188,176 for the April to September period of the financial year 2021/22. After allowing for transfers to/from earmarked reserves there is an underspend of £203,496.
- 3.2 The balance of grant funds accounted for within **coronavirus specific cost centres** of £960k have increased the underspend within this committee to £1.16m.

- 3.3 Whilst for the period to September coronavirus funding has had a significant impact that has created a large underspend on the net cost of services within this committee, many of these variances will resolve as the year progresses and grant funds are either paid out or allocated to specific coronavirus response activities.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF62-21/LO/AC  
25 October 2021

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
Various election cost centres	Elections/Various	0	0	24,158	24,158	Expenditure on Parish and District By-elections to September 2021.	A budget will be established at revised estimate.
CEXEC/0100	Chief Executives Department/ Salaries	853,470	426,904	377,009	-49,895	Council staffing budgets at original estimate assumes a staff turnover allowance at 4% across the authority on estimated costs and a pay award of 2%. Actual vacancies through the April to September period, mainly within the environmental health section, have generated underspends above that built into the budget and the pay award has yet to be finalised.	An element of the variance will resolve following completion of national pay negotiations and payroll processing of any backpay due. The salary estimates will be updated at revised estimate to adjust for underspends to date.
CEXEC/0108	Chief Executives Department/ National Insurance Salaries	79,260	39,646	34,605	-5,041	Lower employer national insurance and superannuation costs than budgeted due to the salary underspends as detailed above	
CEXEC/0109	Chief Executives Department/ Superannuation Salaries	143,670	71,864	61,293	-10,571		
CEXEC/3085	Chief Executives Department /Consultants	850	850	7,470	6,620	Consultancy support during a period of reduced staffing within the Environmental Health section, to be funded from vacancy underspends on the establishment as set out at CEXEC/0100	A budget will be established at revised estimate.

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CIARA/4688/4689	Storm Ciara Response/ Flood Resilience Grants	0	0	10,414	10,414	Property flood resilience grant expenditure for the period to September.	The £5k balance relates to grant funding that was paid out in September 2021 and that is reclaimable from Defra in November 2021.
CIARA/8775z	Storm Ciara Response/ Flood Resilience Funding (S31)	0	0	-5,414	-5,414	Reclaims from Defra for the claims window to August 2021.	
CLOFF/2402	Council Offices/ Repair & Maintenance - Buildings	26,900	14,030	8,140	-5,890	Responsive repairs and maintenance requirements for the council offices building is lower than the budget estimate for the period.	Expenditure fluctuates month to month depending on requirements. The repairs and maintenance budget is managed corporately and following review of budgets at revised estimate, funds will be diverted to other areas if necessary.
CLOFF/2427	Council Offices/ Painting and Redecoration	0	0	5,255	5,255	Some of the work for painting the council offices that was expected to be completed last year has fallen into the 2021/22 financial year, creating the variance shown. As the work is being funded from the repairs and maintenance reserve there is a corresponding movement in reserve variance.	The budget and associated movement in reserve will be brought in at revised estimate 2021/22

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
COMPR/2968	Computer Services/Enterprise Agreements	19,200	19,200	8,639	-10,561	Review of Microsoft 365 licenses allocations across departments has reduced the charge allocated to computer services (and increased that to be charged direct to other service areas). The overall impact across all services is net nil.	The Microsoft licenses budgets across the various cost centres will be updated at revised estimate 2021/22
COMPR/3085	Computer Services/Consultants	0	0	5,175	5,175	A budget of £13,630 was approved by this committee in November 2020 for the cost of implementing Microsoft 365. Some of the consultancy costs have fallen into the 2021/22 financial year creating the overspend shown. As the expenditure is to be funded from the Business Rates Growth earmarked reserve there is a corresponding movement in reserve variance.	The budget and associated movement in reserve will be brought in at revised estimate 2021/22
COSDM/2968	Cost of Democracy/Enterprise Agreements	2,010	2,010	7,113	5,103	A review of Microsoft 365 licenses allocations has increased the charge to the Cost of Democracy cost centre.	The Microsoft licenses budgets across the various cost centres will be updated at revised estimate 2021/22

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CSERV/ 3264	Corporate services/ Ribble Valley News	10,400	5,202	0	-5,202	The spring edition of the Ribble Valley News was not produced as a result of disruption to distribution services due to the pandemic.	The budget will be updated at revised estimate.
ELECT/ 2981	Register of Electors/ Postages	29,580	20,790	12,193	-8,597	The Cabinet Office introduced changes to the annual canvass process from the 2020/21 financial year that reduced the number of Household Enquiry Form reminders that are posted out. The base budget for this year was estimated before cost savings from the reform were realised. As last year savings at outturn were in the region of £12k compared to the base budget it is highly likely that there will again be an underspend this year.	The base budget will be reviewed at revised estimate

Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
FGSUB/4669	Grants & Subscriptions - Policy and Fin/ Concurrent Functions Grant Scheme	33,200	33,200	19,818	-13,382	The value of claims for the year to date under the council's concurrent functions grant scheme is lower than allowed for within the base budget.	A further claim is expected from one parish council that was unable to claim earlier in the financial year as they were temporarily unable to access financial records. At the September 2021 meeting this committee approved an amendment to the scheme to allow for grant support in respect of CCTV expenditure from the current financial year onwards. All parish and town councils have subsequently been invited to apply for grant support in respect of associated capital expenditures and a further report will be brought to Committee for consideration of any grant claims in January 2022.
FGSUB/4678	Grants & Subscriptions - Policy and Fin/ Grants to Voluntary, Comm & Soc Ent Orgs	115,810	70,428	64,422	-6,006	Underspend on the council's voluntary organisation grant fund for the period to September.	The value of grants awarded to voluntary organisations for the year to date is lower than that allowed for within the budget.

## Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
FMISC/ 5021	Policy & Finance Miscellaneous /Audit Fees	37,110	0	-6,110	-6,110	Public Sector Audit Appointments (PSAA) rebate of surplus funds.	The rebate will offset some of the council's cost of audit services this year and will be accounted for within the budget at revised estimate.
RESOR/ 0100	Resources Department/ Salaries	1,485,600	743,098	710,541	-32,557	Vacancy underspends above that estimated within the resources department for the period to September. This is mainly due to the late implementation of the annual pay award and also because of a vacancy in the post of Internal Audit Manager.	An element of the variance will resolve following the conclusion of national pay negotiations. Recruitment is currently underway for the Internal Audit Manager vacancy, with interviews scheduled to take place in November. The salary estimates will be updated at revised estimate to adjust for vacancy underspends.

## Policy and Finance Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
CEXEC/ 2971	Chief Executives Department/ Printing & Stationery	5,710	2,858	705	-2,153	Underspend on departmental printing and stationery requisitions to September, likely as a result of homeworking towards the beginning of the financial year. The budget will be reviewed at revised estimate.
CEXEC/ 8402z	Chief Executives Department /Legal Fees	-8,750	-4,376	-339	4,037	S106 legal work has temporarily been outsourced due to a vacancy within the legal services section.
CIVCF/ 3036	Civic Functions/ Annual Council	3,630	3,630	223	-3,408	No Civic functions have been held due to covid social distancing, the budget will be reviewed at revised estimate.
CLOFF/ 2432	Council Offices/ Electricity	38,030	15,862	12,379	-3,483	Lower electricity usage than estimated, likely as a result of increased homeworking towards the beginning of the financial year. The budget will be reviewed at revised estimate.
COMPR/ 2991	Computer Services/ Communication Equipment	10,780	3,680	107	-3,573	Following the move to Office 365 a product budgeted for within this cost centre is no longer providing the functionality required and the contract has therefore not been renewed. Microsoft 365 backup and security software options were considered by this committee in November 2020 and a software maintenance budget established for the preferred option that meets updated functionality requirements.

## Policy and Finance Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
COSDM/3022	Cost of Democracy /Conference Expenses	3,150	2,796	0	-2,796	The budget includes provision for costs associated with attending the annual Local Government Association conference which was held remotely this year.
COSDM/3031	Cost of Democracy/ Members Car Allowances	4,550	2,276	253	-2,023	Lower member mileage claims than allowed for within the budget, likely as a result of social distancing during the pandemic, to be updated at revised estimate.
COSDM/3033	Cost of Democracy/ Basic Allowance	156,160	78,110	73,200	-4,910	Underspend on this budget due to councillor vacancies in April, May and August.
FMISC/5029	Policy & Finance Miscellaneous/ Credit/Debit Card Fees	22,820	9,511	12,865	3,354	Increase in volume of payments made remotely as a result of the pandemic. The budget will be reviewed at revised estimate.
FREED/2881	Freedom of the Borough/ Purchase of Equipment & Materials	4,690	2,346	0	-2,346	The Freedom of the Borough March was cancelled as a result of the coronavirus pandemic. The budget will be reviewed at revised estimate.
LANDC/8408n	Land Charges/ Search Fee (Vatable)	-62,430	-29,399	-33,855	-4,456	Higher demand than average for the period, possibly as a result of an extension to the reduced rates of stamp duty.

Policy and Finance Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
LICSE/ 8438u	Licensing/ Taxi Licences	-45,310	-19,680	-15,777	3,903	Lower income than average for the year to September as a result of Covid-19 which restricted the night-time economy and reduced the number of taxi licence renewals.
RESOR/ 0108	Resources Department/ National Insurance Salaries	128,940	64,495	60,985	-3,510	Employer national insurance contributions variance caused by salary underspends as set out at RESOR/0100
RESOR/ 0109	Resources Department/ Superannuation Salaries	248,080	124,088	120,899	-3,189	Employer superannuation contributions variance caused by salary underspends as set out at RESOR/0100
RESOR/ 1020	Resources Department/ Advertising	420	210	2,442	2,232	Overspend on advertising as a result of recruitment efforts in respect of a vacancy within the internal audit section.
RESOR/ 1023	Resources Department/ Corporate Training	14,520	7,260	3,026	-4,234	Reduced opportunities for corporate training in the first quarter of the financial year due to coronavirus social distancing measures.
RESOR/ 2809	Resources Department/ Non Recurring Purchases of Equipment etc	0	0	2,542	2,542	Expenditure on upgrading training equipment at the Salthill Depot, to be funded from funds set aside in earmarked reserves during 2020/21 from an underspend within the corporate training budget.
SUPDF/ 0100	Superannuation Deficiency Payments/ Salaries	7,060	3,532	414	-3,118	Reduction to the council's superannuation deficiency liability from the current year. The budget will be amended at revised estimate.

Policy and Finance Committee Budget Monitoring – Coronavirus Cost Centre Variances

Cost Centre	Cost Centre Name	Actual including Commitments to the end of the period	Comments
CDCUL	Covid 19 Response - Culture and Other	13,300	<p>General coronavirus response net expenditure allocated to various activities to September 2021. To be funded from local authority un-ringfenced funding.</p> <p>This will be funded from 2021/22 un-ringfenced central government grant (-£242k). Under accountancy regulations this grant funding is not recorded as income within the net cost of committee services, but is shown elsewhere within the financial statements (and as a result is not offset here against the net expenditure shown).</p>
CDFCO	Covid 19 Response - Finance and Corporate	5,100	
CDHOU	Covid 19 Response - Housing and Homelessness	-2,039	
CDICT	Covid 19 Response - ICT	5,146	
CDPPE	Covid 19 Response - PPE	718	
CDRVB	Covid 19 Response - Revenues and Benefits	-1,077	
<b>Expenditure - Coronavirus Response</b>		<b>21,148</b>	
CDENR	Covid 19 Response - Environmental and Regulatory	6,764	<p>Expenditure to September on Contain Outbreak Management activities, to be funded from the Contain Outbreak Management Fund (COMF).</p>
CDHUB	Covid 19 Response - Hub	39,605	
CDLRO	Covid 19 Response - Economy and Lockdown Enforce	20,740	
CDTTR	Covid 19 Response - Track and Trace	167	
CMCEV	COMF - Support Clinically Extremely Vulnerable	826	
CMCMM	COMF - Communications and Marketing	45	
CMCPM	COMF - Compliance Measures	35,606	
CMTRC	COMF - Tracing	3,243	
CMTST	COMF - Testing	76,346	
COVID	Contain Outbreak Management Fund - grant funding income	-435,983	
<b>Expenditure - Contain Outbreak Management Fund</b>		<b>-252,641</b>	
COVID	Covid-19 Response (excluding COMF)	-73,806	The balance of other grant funding within this cost centre to September, received to help the council with the cost of the coronavirus response.
<b>Grant Income for the cost of the coronavirus response</b>		<b>-73,806</b>	
CVDPR	Covid-19 Grants - acting as Principal	-615,819	

## Policy and Finance Committee Budget Monitoring – Coronavirus Cost Centre Variances

Cost Centre	Cost Centre Name	Actual including Commitments to the end of the period	Comments
WNTRF	Covid-19 Winter Fund	20	Balance of grant funding for distribution at the end of September. Most of the variance within CVDPR is the balance of Local Restrictions Support Grant and Additional Restrictions Grant of -£550k.
EAGFE	Covid Support via LCC - FES and TTS	-39,547	
<b>Balance of grants held for distribution</b>		<b>-655,346</b>	
<b>Coronavirus cost centre variances</b>		<b>-960,645</b>	



## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 9 NOVEMBER 2021  
 title: OVERALL REVENUE MONITORING 2021/22  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To report the overall revenue position for the current financial year for the half year position up to the end of September 2021.

### 2 ORIGINAL REVENUE BUDGET 2021/22

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

	Original Estimate 2021/22 £
Committee Net Requirements	8,378,290
Capital Charges Adjustment	-782,230
<b>Committee Expenditure After Adjustments</b>	<b>7,596,060</b>
Other Items - Interest Payable	5,510
- Interest on balances	-50,000
- New Homes Bonus	-1,515,848
- Lower Tier Services Grant	-57,696
- Rural Services Delivery Grant	-113,250
- Contingency for Edisford Car Park Extension Feasibility Study	10,000
- Contingency for Potential Uncompensated Lost Income due to Covid-19	150,000
- Retained Business Rates Income	-379,936
- Renewable Energy Business Rates	-95,687
- Section 31 Grant for Business Rates	-1,196,502
- 10% of Retained Levy – Payable to LCC under Pooling Arrangements	69,296
- Share of Business Rates Deficit on Collection Fund	2,725,770
<b>Expenditure After Other Items</b>	<b>7,147,717</b>
Less Added to/(taken from) Earmarked Reserves	-1,630,679
Less Taken from Revenue Balances	-400,000
<b>Net Expenditure</b>	<b>5,117,038</b>

### 3 BUDGET VARIANCES

3.1 Our budget monitoring to service committees focuses on the value shown above against Committee Net Requirements of £8,378,290.

3.2 Within this report, this amount is broken down subjectively and monitored against the profiled budget up to the end of September 2021. As at this date, there shows a net underspend/over recovery of income of £1,148,776. This position is skewed by movements in respect of Covid-19 (see budget monitoring report for this committee for more details), and as such this variance can be restated as shown below.

Cost Area	Original Estimate for the Year £	Original Estimate to the end of September £	Actual to end of September £	Variance to end of September £
Usual Service Cost Centres	8,379,790	3,939,790	3,751,659	-188,131
Covid-19 Response Cost Centres	0	0	-960,645	-960,645
<b>Overall Net Total Variance</b>	<b>8,379,790</b>	<b>3,939,790</b>	<b>2,791,014</b>	<b>-1,148,776</b>

3.3 The variances are shown subjectively below:

	Variance on Covid-19 Response Cost Centres £	Variance on Usual Service Cost Centres £	Total Variance £
Employee Related	49,626	-176,396	<b>-126,770</b>
Premises Related	9,597	-22,053	<b>-12,456</b>
Transport Related	1,317	-53,562	<b>-52,245</b>
Supplies and Services	50,721	-106,130	<b>-55,409</b>
Third Party Payments	0	4,482	<b>4,482</b>
Transfer Payments	938,025	75,069	<b>1,013,094</b>
Support Services	101,880	2,949	<b>104,829</b>
<b>Total Expenditure Variances</b>	<b>1,151,166</b>	<b>-275,641</b>	<b>875,525</b>
Government grants	-1,968,245	-5,727	<b>-1,973,972</b>
Other Grants, Reimbursements and Contributions	-135,565	-62,571	<b>-198,136</b>
Customer and Client Receipts	-8,001	175,216	<b>167,215</b>
Oncosts and Recharges	0	-19,408	<b>-19,408</b>
<b>Total Income Variances</b>	<b>-2,111,811</b>	<b>87,510</b>	<b>-2,024,301</b>
<b>Net Variance</b>	<b>-960,645</b>	<b>-188,131</b>	<b>-1,148,776</b>

3.4 Many of the Covid-19 Response variances will resolve themselves as the year progresses as grant funds are either paid out or allocated to specific Covid-19 response activities.

3.5 The main variances for the usual service area costs centres are given below:

Description	Amount £	Variance Reasons
<b>Employee Related Expenditure</b>	-176,396	This is due to several staff vacancies, notably within Environmental Health, Internal Audit, Legal, and Planning.
<b>Premises Related Expenditure</b>	-22,053	This net variance is largely in respect of the 100% Business Rates relief that is awarded in respect of standalone public conveniences.
<b>Transport Related Expenditure</b>	-53,562	<p>It is pleasing to be able to report that the refuse collection vehicle repair and maintenance costs have returned to be closer to budgeted costs (<i>overspend of £8,800 to the end of September</i>).</p> <p>The net underspend position shown here is due to the profiling of insurance costs (-£21,875) and will largely be removed as a variance by year end.</p> <p>Other underspends are on:</p> <ul style="list-style-type: none"> <li>- mileage claims (-£9,828 largely due to Covid-19 and staff vacancies)</li> <li>- external contractor repairs of grounds maintenance vehicles and plant (-£7,926)</li> <li>- diesel (-£5,859) although this will likely change to an overspend if price trends continue</li> <li>- vehicle and plant underspends due to the Clitheroe Food Festival not going ahead (-£10,307), although there is also a consequential loss of income, which funded these costs.</li> </ul>
<b>Supplies and Services Expenditure</b>	-106,130	<p>Variances here are mainly under 4 themes:</p> <ul style="list-style-type: none"> <li>- Communications and Computing: Postages are not yet fully recharged to services to the end of September, but there remains an underspend in respect of Register of electors and changes to the annual canvas (-£8,597). Also, savings on Communications Equipment following the introduction of Microsoft 365 (-£3,573).</li> <li>- Expenses: underspends in respect of members' allowances and annual council (-£17,230).</li> <li>- Miscellaneous Expenses: (-£20,568)</li> </ul> <p>Underspends here are largely in respect of promotional work for the food festival and also on Ribble Valley News due to the impact of Covid. For the food festival there will also be lost income, which funded this expenditure.</p>

Description	Amount £	Variance Reasons
		- Services: reduced charges from tipping charges as trade waste weights have been down due to Covid (-£9,121). As water samples have not been able to be undertaken due to covid and staffing levels, there have been no lab fee charges (-£7,662). Also, lower costs on homelessness accommodation costs as this has instead largely been funded through covid grants (-£5,422).
<b>Third Party Payments Expenditure</b>	4,482	No major variances in this area
<b>Transfer Payments Expenditure</b>	75,069	Rent allowance payments were 2.6% higher than the £2.866m budgeted for the year to date, after adjusting for recovery of benefits overpayments and non-cash transactions. This is mainly due to lower caseload reduction for the year to date than budgeted for. This will be offset by higher rent allowance payment funding through subsidy grant income.
<b>Support Services Expenditure</b>	2,949	No major variances in this area
<b>Government Grants Income</b>	-5,727	No major variances in this area
<b>Other Grants, Reimbursements and Contributions Income</b>	-62,571	<p>The variance is largely in respect of additional service grant income received, which will eventually be offset by additional associated spend.</p> <p>Such areas include Weight Management Fund (-£9,253), Cardiac Rehab Scheme (-£5,750), Flood Resilience Funding (-£5,414), Recharged Works (-£11,079), Lancashire highways Partnership Funding (-£11,939), Police and Crime Commissioner Funding in respect of the Crime and Disorder service (-£17,198)</p>
<b>Customer and Client Receipts Income</b>	175,216	<p>Income for a variety of service areas has been impacted by Covid-19. There will be some additional government grant from the extended Sales Fees and Charges Covid Funding, but this is expected to be approximately £37k and will eventually show under Government Grants.</p> <p>Some of the main losses to the end of September have been:</p> <ul style="list-style-type: none"> <li>- Ribblesdale Pool £113,534</li> <li>- Edisford all Weather Facility £27,446</li> </ul>

Description	Amount £	Variance Reasons
<b>Oncosts and Recharges Income</b>	-19,408	This variance largely represents the costs recharged to the Together an Active Future service and also recharges to the Covid Response in respect of some service areas.
<b>Net Variance on Usual Service Cost Centres</b>	<b>-188,131</b>	

#### 4 CONCLUSION

- 4.1 There is an overall net underspend to the end of September 2021 of £1,148,776. However this is skewed by income and expenditure on covid Response cost centres, where this variance will resolve itself as the year progresses as grant funds are either paid out or allocated to specific Covid-19 response activities.
- 4.2 When the variance for our usual service cost centres are examined, then there is a net underspend of £188,131. The main contributors to this variance are the vacancies experienced to date in a number of service areas.
- 4.3 It is pleasing to be able to report that the refuse collection vehicle repair and maintenance costs have returned to be closer to budgeted costs (overspend of £8,800 to the end of September).

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF67-21/LO/AC  
29 October 2021

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 9 NOVEMBER 2021  
 title: CAPITAL MONITORING 2021/22  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

### 1 PURPOSE

1.1 To report the progress on this Committee's 2021/22 capital programme for the period to the end of September 2021.

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 2021/22 CAPITAL PROGRAMME BACKGROUND

2.1 Four capital schemes for this Committee's original estimate budget, totalling £105,510, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2021 and March 2021 respectively. All four scheme budgets had been moved from the 2020/21 capital programme to the 2021/22 capital programme.

2.2 In addition to the original estimate budget above, the following budget changes have been made so far in 2021/22:

- Four capital schemes were not completed by 31 March 2021 and had unspent budget available at that date. The total unspent budget of £34,280 on those schemes, known as slippage, has been moved into the 2021/22 capital programme budget, after approval by this Committee in June 2021.
- One additional capital scheme with a budget of £40,000 was approved by this Committee in September 2021.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of eight schemes is £179,790. This is shown at Annex 1.

### 3 CAPITAL MONITORING 2021/22

3.1 The table below summarises this Committee's capital programme budget, expenditure to date and remaining budget, as at the end of September 2021. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
0	105,510	34,280	40,000	179,790	19,623	160,167

3.2 At the end of September 2021 £19,623 had been spent or committed. This is 10.9% of the total approved capital programme budget for this Committee.

3.3 Progress on the eight schemes at the end of September 2021 is as follows:

- One scheme is complete.
- Two schemes are currently on-track to be completed in-year.
- Two schemes will not be completed in-year.
- It is unclear whether three of the schemes will be completed in-year.

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

- **Dewhurst Road, Langho - Resurfacing Works (£63,866):** The pre-tender works are now complete. The actual cost of these works was £1,934 higher than the additional budget approved for these works, because more work was required once the drainage and pipework was uncovered. These extra costs have been funded within the overall scheme budget at this stage and any impact on the overall budget will be considered alongside the main contract works costs. The main contract works are currently being specified and the works will be put out to tender. At this stage it is unclear whether the scheme will be completed in-year, given the timescales involved in the specification and tender process.
- **Network Infrastructure (£30,000):** No further progress has been able to be made on this scheme since the update in July due to other pressures on the ICT service. This has since been exacerbated by the recent vacancy in the post of ICT Infrastructure Officer. Once this post has been filled, we expect to be able to engage with suppliers in relation to this scheme, but do not expect the scheme to be complete this financial year.
- **Committee Administration IT System (£7,600):** The budget moved from 2020/21 was set aside to fund any IT hardware purchases required to support the use of the system (possibly some laptops). The Head of Legal and Democratic Services wants the system to be used for face-to-face meetings in the Council chamber for a full year before deciding whether any IT hardware is required. Also, there is the possibility that this remaining funding could contribute to the replacement laptop scheme for members.
- **Re-design of Corporate Website (£12,000):** Work is currently on-going. Based on the current project plan it is currently expected that the re-design will be completed by December 2021.
- **Financial System Upgrade (£8,430):** Discussions are still on-going with the software company re the further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. Progress has been partly delayed due to Covid-19. These enhancements 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. If agreed by management team, the enhancements would then be subject to approval at a future meeting of Policy and Finance Committee. At this stage, there is the possibility that, if approved, scheme completion may slip into 2022/23 due to Committee timescales and subsequent IT supplier availability to complete the work required.
- **Replacement IT Equipment for Councillors (£38,263):** Spend to date relates to IT equipment purchased for councillors to trial. Once the preferred IT equipment is

chosen, following this trial, it is expected that the replacement IT equipment will be purchased in-year.

#### 4 CONCLUSION

- 4.1 At the end of September 2021 £19,623 had been spent or committed. This is 10.9% of the total approved capital programme budget for this Committee.
- 4.2 Of the eight schemes in the capital programme at the end of September 2021, one scheme is complete, two schemes are currently on-track to be completed in-year, two schemes will not be completed in-year and it is unclear whether three of the schemes will be completed in-year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF69-21/AC/AC  
1 NOVEMBER 2021

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

## Policy and Finance Committee - Capital Programme 2021/22

Cost Centre	Scheme	Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
DHRST	Dewhurst Road, Langho - Resurfacing Works		65,800	3,850		69,650	5,784	63,866
NTWRK	Network Infrastructure		30,000			30,000	0	30,000
COLFT	Lift replacement at Council Offices		2,110			2,110	2,102	8
COADM	Committee Administration IT System		7,600			7,600	0	7,600
COWEB	Re-design of Corporate Website			12,000		12,000	0	12,000
REPPC	Replacement PCs			10,000		10,000	10,000	0
CFUPG	Financial system upgrade			8,430		8,430	0	8,430
ITEQC	Replacement IT Equipment for Councillors				40,000	40,000	1,737	38,263
<b>Total Policy and Finance Committee</b>		<b>0</b>	<b>105,510</b>	<b>34,280</b>	<b>40,000</b>	<b>179,790</b>	<b>19,623</b>	<b>160,167</b>

## Policy and Finance Committee – Capital Programme 2021/22

### Dewhurst Road, Langho – Resurfacing Works (Budget Moved from 2020/21 and Slippage from 2020/21)

Service Area: Estates

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

The Council are responsible for the maintenance of the majority of Dewhurst Road, Langho. This resurfacing scheme was included in the capital programme because the road was subject to regular costly repairs. These repairs provided a low cost, temporary solution but it is envisaged that the condition of the road will continue to deteriorate, affecting its usability and potentially resulting in claims for damage incurred.

#### Revenue Implications:

Reduced repairs to surface defects (at least once every 2 years), -£500.

#### Timescale for Completion:

4 weeks.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
Original Estimate 2021/22	0		
Budget Moved from 2020/21	65,800		
Slippage from 2020/21	3,850		
<b>Total Approved Budget 2021/22</b>	<b>69,650</b>	<b>5,784</b>	<b>63,866</b>
Actual Expenditure 2020/21	6,250		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>75,900</b>		

#### Progress – Budget Holder Comments:

**September 2021:** The pre-tender works are now complete. The actual cost of these works was £1,934 higher than the additional budget approved for these works, because more work was required once the drainage and pipework was uncovered. These extra costs have been funded within the overall scheme budget at this stage and any impact on the overall budget will be considered alongside the main contract works costs. The main contract works are currently being specified and the works will be put out to tender. At this stage it is unclear whether the scheme will be completed in-year, given the timescales involved in the specification and tender process.

**Policy and Finance Committee – Capital Programme 2021/22**

**July 2021:** The pre-tender works were in progress at the end of July and are now close to completion, but additional budget is likely to be required to fund this element of the scheme. The final pre-tender costs and funding of the additional budget are still to be confirmed. The main contract works will be specified and put out to tender after completion of the pre-tender works, but at this stage it is unclear whether the scheme will be completed in-year.

**March 2021:** 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.

**December 2020:** As reported to this Committee in November 2020, the main resurfacing works tender specification will be drawn up after additional pre-tender works are completed on the site to enable the site to be clear from flooding for the main resurfacing works to take place. The current aim is for the additional pre-tender works to be completed in 2020/21. These pre-tender works were not included in the original capital scheme budget because officers were not aware of the flooding and drainage issues when the initial scheme budget was set in 2017. The latest estimate for the additional pre-tender works at this stage is £10,100, which will increase the overall scheme cost to £75,900. However, there is always the risk of further unexpected costs when drainage and culvert works are undertaken. Also, some of the additional pre-tender works costs may be recovered from other landowners/leaseholders, but this is still to be confirmed. The main resurfacing contract works will not now take place in 2020/21 and will be moved back to 2021/22, due to waiting on the additional pre-tender works and the timescales involved in the specification and tender process.

Given the above, it is recommended that the overall scheme budget is increased by £10,100 to £75,900, that the 2020/21 revised estimate for the scheme is reduced to £10,100 and that £65,800 of the scheme budget is moved to the 2021/22 financial year.

**September 2020:** The tender specification will be drawn up after additional pre-tender works are completed on the site to enable the site to be clear from flooding for the main resurfacing works to take place. The additional pre-tender works of £6,000, which will be undertaken in-year, were not included in the original capital scheme specification, so Policy and Finance Committee will be asked to approve the additional budget when the revised estimate capital programme is presented for approval in January 2021.

The main resurfacing works will not now take place in 2020/21, due to waiting on the pre-tender works and the timescales involved in the specification and tender process, so the original scheme budget of £65,800 will be moved to 2021/22 when the revised estimate capital programme is presented for approval in January 2021.

## Policy and Finance Committee – Capital Programme 2021/22

### Network Infrastructure (Budget Moved from 2020/21)

Service Area: IT Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

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

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

#### Revenue Implications:

None.

#### Timescale for Completion:

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

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
Original Estimate 2021/22	0		
Budget Moved from 2020/21	30,000		
<b>Total Approved Budget 2021/22</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>
Actual Expenditure 2020/21	0		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>30,000</b>		

#### Progress – Budget Holder Comments:

**September 2021:** No further progress has been able to be made on this scheme since the update in July due to other pressures on the ICT service. This has since been exacerbated by the recent vacancy in the post of ICT Infrastructure Officer. Once this post has been filled, we expect to be able to engage with suppliers in relation to this scheme, but do not expect the scheme to be complete this financial year.

**July 2021:** There has been no progress on the scheme due to resources being diverted to other projects/work that had been pushed back due to the COVID-19 pandemic. We will be engaging with suppliers soon but do not expect the scheme to be complete this financial year.

**Policy and Finance Committee – Capital Programme 2021/22**

**December 2020:** As reported to this Committee in November 2020, there has been no progress to date on this scheme because ICT staff resources have been focussed on supporting the Council's Covid-19 response and new ways of working since the end of March 2020. Therefore, the scheme will not take place in 2020/21. It is recommended that the 2020/21 revised estimate for the scheme is reduced to nil and the £30,000 scheme budget is moved to the 2021/22 financial year.

**September 2020:** There has been no progress to date on this scheme because ICT staff resources have been focussed on supporting the Council's Covid-19 response and new ways of working since the end of March 2020. At this stage, it is expected that the scheme will not be completed in 2020/21 and will be moved to 2021/22. Approval will be sought from members to move the scheme budget into 2021/22 when the revised estimate capital programme is presented for approval in January 2021.

## Policy and Finance Committee – Capital Programme 2021/22

### Lift Replacement at Council Offices

*(Budget Moved from 2020/21)*

Service Area: Council Offices

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

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

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

#### Revenue Implications:

None.

#### Timescale for Completion:

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

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
Original Estimate 2021/22	0		
Budget Moved from 2020/21	2,110		
<b>Total Approved Budget 2021/22</b>	<b>2,110</b>	<b>2,102</b>	<b>8</b>
Actual Expenditure 2020/21	75,022		
Actual Expenditure 2019/20	8,658		
Actual Expenditure 2018/19	2,950		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>88,732</b>		

#### Progress – Budget Holder Comments:

September 2021: SCHEME COMPLETE - Final retention amount paid in September 2021.

**Policy and Finance Committee – Capital Programme 2021/22**

**July 2021:** The budget moved from 2020/21 is to fund the final retention payment of £2,103 on the main contract. This is expected to be paid by September 2021.

**December 2020:** The main contract works are complete and all amounts due in 2020/21 have been paid, totalling £75,022. The actual scheme costs were £6,408 lower than budgeted for in 2020/21 for two reasons:

- Actual non-contract costs were £4,305 lower than budgeted for mainly due to less surveyors input, technical input, building regulations fees and temporary stairlift costs than initially planned for.
- The final retention payment of £2,103 on the main contract is still to be paid. This is not due until twelve months after practical completion, which will be summer 2021.

Given the above, it is recommended that the 2020/21 revised estimate for the scheme is reduced to £75,030 and £2,110 of the scheme budget is moved to the 2021/22 financial year.

**September 2020:** The main contract works are complete and all amounts due to date have been paid. The final retention payment of £2,103 on the main contract is not due until twelve months after practical completion, which will be summer 2021. At this stage, the only other work expected on the scheme is for the fitting of a hand rail in Autumn 2020. Financial completion of the scheme will take place in summer 2021 when the final retention payment will be made. Therefore, £2,110 of budget to fund this payment will be moved into 2021/22 when the revised estimate capital programme is approved in January 2021.

**March 2020:** The lift contract work was underway and the first stage payment was made in-year as planned. However, there was an underspend in 2019/20 because no building regulations fees or surveyors time charges costs were incurred in-year. Slippage of £2,700 will help to fund the main contract and other associated works costs on the lift scheme in 2020/21.

**December 2019:** The latest estimate for the full scheme costs is £93,040, with £90,090 of this being the budget required for 2019/20, 2020/21 and 2021/22. This is an estimated increase of £700 from the updated budget approved by this Committee in September 2019, due to higher estimated building regulations and expert consultant costs. This Committee is requested to approve the additional budget of £700 on this scheme. If approved, the additional budget can be funded from the Capital earmarked reserve.

Secondly, as reported to this Committee in November 2019, the main works on this scheme will now start in March 2020, with completion planned in June 2020. At this stage, it is estimated that £11,360 will be spent on the scheme before the end of this financial year. The remainder of the budget will be spent in 2020/21, save for the main contract retention payment, based on 2.5% of the final contract costs, which cannot be paid until twelve months after the completion of the main work on the contract.

If the £700 additional budget is approved, it is recommended that the 2019/20 revised estimate for the scheme is set at £11,360 and that £78,730 budget is moved to the 2020/21 and 2021/22 financial years.

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

**July 2019:** The main contract work was out to tender at the end of July 2019. The contract has now been let with a start date expected for early 2020. Given the nine-week estimate for completion of works, it is hoped that the main contract work will be completed by March 2020, but this is dependent on the actual start date agreed and delivery of works without delay. Whatever happens with the timing of the works, the scheme will not be financially complete at the end of 2019/20, as the main contract retention payment, based on 5% of the final contract costs, cannot be paid until twelve months after the completion of the main work on the contract. The latest estimate of this retention amount is £4,280.

**Policy and Finance Committee – Capital Programme 2021/22**

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

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

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

**September/October 2018:** No change to August 2018 comments.

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

## Policy and Finance Committee – Capital Programme 2021/22

### Committee Administration IT System (Budget Moved from 2020/21)

Service Area: Legal and Democratic Services

Submitted by: Mair Hill

#### Brief Description of the Scheme:

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

Members will be able to:

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

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

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

#### Revenue Implications:

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

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

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

#### Timescale for Completion:

2019/20.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
Original Estimate 2021/22	0		
Budget Moved from 2020/21	7,600		
<b>Total Approved Budget 2021/22</b>	<b>7,600</b>	<b>0</b>	<b>7,600</b>
Actual Expenditure 2020/21	4,750		
Actual Expenditure 2019/20	7,750		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>20,100</b>		

**Policy and Finance Committee – Capital Programme 2021/22****Progress – Budget Holder Comments:**

**September 2021:** No Change - The budget moved from 2020/21 was set aside to fund any IT hardware purchases required to support the use of the system (possibly some laptops). The Head of Legal and Democratic Services wants the system to be used for face-to-face meetings in the Council chamber for a full year before deciding whether any IT hardware is required. Also, there is the possibility that this remaining funding could contribute to the replacement laptop scheme for members.

**July 2021:** The budget moved from 2020/21 was set aside to fund any IT hardware purchases required to support the use of the system (possibly some laptops). The Head of Legal and Democratic Services wants the system to be used for face-to-face meetings in the Council chamber for a full year before deciding whether any IT hardware is required. Also, there is the possibility that this remaining funding could contribute to the replacement laptop scheme for members, which is reported elsewhere on this agenda.

**December 2020:** The implementation of the ModGov system software was completed in December 2020 and the final acceptance payment of £4,750 is expected to be made in early 2021. The outstanding budget of £7,600 relates to IT hardware purchases and the hardware requirements needed to support the use of the system (possibly some laptops) will be considered in 2021 now the system software is up and running. Therefore, any IT hardware purchases, if required, will not be undertaken in 2020/21. Given the above, it is recommended that the 2020/21 revised estimate for the scheme is reduced to £4,750 and £7,600 of the scheme budget is moved to the 2021/22 financial year.

**September 2020:** The implementation of the ModGov system is expected to be complete by January 2021 and that will trigger the final payment for the system software. The outstanding budget of £7,600 relates to IT hardware purchases and the requirements needed to support the use of the system (possibly some laptops) will be considered once the system software is up and running in 2021. Given this, the IT hardware purchases will not be undertaken in 2020/21 and approval will be sought from members to move the remaining scheme budget into 2021/22 when the revised estimate capital programme is presented for approval in January 2021.

**March 2020:** The main software for the system had been purchased and initial training and implementation had begun in-year. By year-end, full system implementation and training was still to be completed before the final system acceptance payment could be made and relevant IT hardware purchases were still to be made. Slippage of £12,350 will fund the final acceptance payment and hardware purchases.

**December 2019:** Mod Gov system installation and training has been ordered. The system is to be installed in January 2020. Full implementation of the system, including training, and purchase of associated hardware is planned to be completed by March 2020.

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

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

## Policy and Finance Committee – Capital Programme 2021/22

### Re-design of Corporate Website (Slippage from 2020/21)

Service Area: IT Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

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

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

#### Revenue Implications:

None above the existing budgeted revenue charges.

#### Timescale for Completion:

5 months based on the previous re-design.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
Original Estimate 2021/22	0		
Slippage from 2020/21	12,000		
<b>Total Approved Budget 2021/22</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>
Actual Expenditure 2020/21	18,000		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>30,000</b>		

#### Progress – Budget Holder Comments:

**September 2021:** No Change - Work is currently on-going. Based on the current project plan it is currently expected that the re-design will be completed by December 2021.

**July 2021:** Work is currently on-going. Based on the current project plan it is currently expected that the re-design will be completed by December 2021.

**March 2021:** 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.

**December 2020:** The website refresh work is in progress and officers are working with the current website provider on evaluating website designs and layouts and undertaking accessibility legislation compliance work. At this stage, it is expected that the refresh will be completed before financial year-end and within the budget set.

**Policy and Finance Committee – Capital Programme 2021/22**

**September 2020:** The website refresh work is in progress and officers are currently working with the current website provider on evaluating website designs and layouts and undertaking accessibility legislation compliance work. At this stage, it is expected that the refresh will be completed before financial year-end and within the budget set.

**December 2019:** The scheme has been delayed due to the wider implications of recent accessibility regulations which will affect the redesign of the main corporate website, and also have potential implications for other satellite Council websites. The full impact of the requirements under these regulations will be subject to discussions with CMT over the coming weeks. Therefore, it will not be possible to complete this work within the current financial year.

It is recommended that the 2019/20 revised estimate for the scheme is set at nil and that this scheme and its budget of £30,000 is moved to the 2020/21 financial year.

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

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

## Policy and Finance Committee – Capital Programme 2021/22

### Replacement PCs

*(Slippage from 2020/21)*

Service Area: IT Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

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

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

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

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

#### Revenue Implications:

None identified.

#### Timescale for Completion:

Required to be in place by January 2020.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
Original Estimate 2021/22	0		
Slippage from 2020/21	10,000		
<b>Total Approved Budget 2021/22</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
Actual Expenditure 2020/21	0		
Actual Expenditure 2019/20	64,597		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>74,597</b>		

#### Progress – Budget Holder Comments:

**September 2021:** No Change - The CivicaPay system upgrade is further delayed and we are currently awaiting further information from the supplier as to when the upgrade will be completed. Given this, it is unclear whether this scheme will be completed before financial year-end.

**July 2021:** The upgrade is further delayed and we are currently awaiting further information from the supplier as to when the upgrade will be completed. Given this, it is unclear whether this scheme will be completed before financial year-end.

**Policy and Finance Committee – Capital Programme 2021/22**

**March 2021:** 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.

**December 2020:** No change from September 2020.

**September 2020:** The final work on this scheme is the CivicaPay system upgrade to ensure Windows 10 compatibility. The work is ordered but the supplier is still to schedule in a date to complete the upgrade work. At this stage, it is hoped that the work will be completed within this financial year, but this is dependent on supplier availability and any Covid-19 impact issues.

**March 2020:** All the PCs were replaced in-year and the planned system upgrades were all completed, except for the final element of the CivicaPay system upgrade, which had a budgeted cost of £10,000. Slippage of £10,000 will fund the final element of the CivicaPay system upgrade to ensure Windows 10 compatibility.

**December 2019:** The replacement PCs work is already substantially complete and will be fully complete in-year. With regard to the IT systems updates to ensure Windows compatibility, the Civica APP and Addtime upgrades are complete, the CivicaPay upgrade is partially complete and the Northgate Planning system upgrade has not yet started. At this stage, it is planned for the CivicaPay and Northgate Planning upgrades to be completed by March 2020, but this is dependent on the availability of IT supplier consultant input before the end of March 2020.

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

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

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

## Policy and Finance Committee – Capital Programme 2021/22

### Financial system upgrade (Slippage from 2020/21)

Service Area: Financial Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

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

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

#### Revenue Implications:

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

#### Timescale for Completion:

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

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
Original Estimate 2021/22	0		
Slippage from 2020/21	8,430		
<b>Total Approved Budget 2021/22</b>	<b>8,430</b>	<b>0</b>	<b>8,430</b>
Actual Expenditure 2020/21	0		
Actual Expenditure 2019/20	5,692		
Actual Expenditure 2018/19	32,330		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>46,452</b>		

#### Progress - Budget Holder Comments

**September 2021:** Discussions are still on-going with the software company re the further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. Progress has been partly delayed due to Covid-19. These enhancements 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. If agreed by management team, the enhancements would then be subject to approval at a future meeting of Policy and Finance Committee. At this stage, there is the possibility that, if approved, scheme completion may slip into 2022/23 due to Committee timescales and subsequent IT supplier availability to complete the work required.

**Policy and Finance Committee – Capital Programme 2021/22**

**July 2021:** Discussions are still on-going with the software company re the further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. Progress has been partly delayed due to Covid-19. These enhancements 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.

**March 2021:** 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.

**December 2020:** No change from September 2020.

**September 2020:** The main upgrade is substantially complete because the system was upgraded to the web-based version in 2019/20. However, some supplier IT consultant input is still required to complete full scheme implementation. At this stage, it is expected that the further consultant input will be completed before financial year-end.

**March 2020:** The scheme is substantially complete at year-end, as the system has been upgraded to the web-based version in 2019/20. However, at year-end some supplier IT consultant input was still required to complete full scheme implementation. Slippage of £8,430 will fund the supplier IT consultant input in 2020/21.

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

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

**March 2019:** A significant amount of work has been completed on the scheme, namely purchase of the software required and initial upgrade and migration work in the test environment. There have been some delays which mean that final testing and the final live upgrade to the web-based version will now be completed in 2019/20. Slippage of £14,120 into the 2019/20 financial year is needed to cover the costs of final testing and the final upgrade to the web-based version of our financial systems.

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

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

## Policy and Finance Committee – Capital Programme 2021/22

### Replacement IT Equipment for Councillors (Additional Approval in 2021/22)

Service Area: Democratic Services and IT Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

The original iPads provided to councillors in 2015 are reaching the end of their useful lives and updates to operating systems means they will no longer have the functionality to access systems. This scheme will therefore provide replacement IT equipment for the Council's forty councillors. The replacement equipment will be confirmed after trials of equipment are completed by councillors.

The additional budget of £40,000, to add this scheme to the 2021/22 capital programme, was approved by Policy and Finance Committee in September 2021.

#### Revenue Implications:

None identified.

#### Timescale for Completion:

2021/22 financial year.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
Original Estimate 2021/22	0		
Additional Approval 2021/22	40,000		
Total Approved Budget 2021/22	40,000	1,737	38,263
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>40,000</b>		

#### Progress - Budget Holder Comments

September 2021: Spend to date relates to IT equipment purchased for councillors to trial. Once the preferred IT equipment is chosen, following this trial, it is expected that the replacement IT equipment will be purchased in-year.

## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE**

INFORMATION

meeting date: 9 NOVEMBER 2021  
title: OVERALL CAPITAL MONITORING 2021/22  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To report the progress on the Council's approved 2021/22 capital programme for the period to the end of September 2021.

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 2021/22 CAPITAL PROGRAMME BACKGROUND

2.1 Sixteen capital schemes on the Council's original estimate capital programme, totalling £2,393,320, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2021 and March 2021 respectively. This included ten scheme budgets that had been moved from the 2020/21 capital programme to the 2021/22 capital programme.

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

- Twelve capital schemes were not completed by 31 March 2021 and had unspent budget available at that date. The total unspent budget of £724,770 on those schemes, known as slippage, has been moved into the 2021/22 capital programme budget, after approval by the appropriate service committees in May and June 2021.
- Additional budget approvals, totalling £316,550, have been approved on eight capital schemes so far in 2021/22.

2.3 As a result of the above, the total approved budget for the 2021/22 overall capital programme of thirty schemes is £3,434,640. This is shown at Annex 1.

### 3 CAPITAL MONITORING 2021/22

3.1 The table overleaf summarises the overall capital programme by committee, showing the total approved budget, actual expenditure and remaining budget as at the end of September 2021. Annex 1 shows the overall capital programme by scheme.

Committee	Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
Community Services	285,000	1,270,000	60,320	174,800	1,790,120	369,703	1,420,417
Planning and Development	0	26,420	0	0	26,420	0	26,420
Policy and Finance	0	105,510	34,280	40,000	179,790	19,623	160,167
Health and Housing	424,300	215,340	595,170	101,750	1,336,560	271,826	1,064,734
Economic Development	0	66,750	35,000	0	101,750	7,950	93,800
<b>OVERALL TOTAL</b>	<b>709,300</b>	<b>1,684,020</b>	<b>724,770</b>	<b>316,550</b>	<b>3,434,640</b>	<b>669,102</b>	<b>2,765,538</b>

3.2 At the end of September 2021 £669,102 had been spent or committed. This is 19.5% of the overall capital programme budget for 2021/22.

3.3 A summary of progress on the thirty schemes in the capital programme at the end of September 2021 is as follows:

- Two schemes are complete.
- Ten schemes are currently expected to be completed in-year.
- It is unclear whether six of the schemes will be completed in-year.
- Four schemes are unlikely to be completed in-year.
- Six schemes will not be completed in-year.
- Two schemes are on-going Housing-related grants schemes.

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

- **Play Area Improvements 2021/22 (£88,171) and Play Area Improvements 2020/21 (£40,000):** £120,600 of these budgets is for specific improvement schemes at Kestor Lane play area and Clitheroe Castle play area and installation of new equipment at Highfield Road and Highmoor Park play areas. These schemes are being put out to tender in one combined contract. At this stage it is expected that the work will be put out to tender at the end of October 2021. The current aim is for the schemes to be completed within this financial year, but the actual delivery of the works will be dependent on tender process timescales, preferred contractor availability, speed of equipment supply and the weather over the winter period. Thus, at this stage there is no certainty that the works will be completed in-year.

£40,000 was allocated to significant refurbishment works at Proctors Field play area, significant equipment replacement work at Calderstones play area and other in-year routine improvement works across various play areas, based on officer and/or insurance condition surveys. The Proctors Field work is now complete and the work at Calderstones is close to completion. The remaining budget of £7,571 is for the continuing in-year routine improvement works and it is expected that this budget will be used in 2021/22.

- **Installation of a Second Parking Deck on Chester Avenue Car Park (£1,230,000):** Officers are currently looking into the other site option for additional parking, now that the option of a second parking deck at Chester Avenue is no longer being pursued. This work includes the site issues which must be considered further before the option is considered in detail by the Car Parking Working Group. Given this, it is unclear whether any expenditure will take place on this scheme in 2021/22. *NOTE - This scheme was included in the capital programme on the basis that a feasibility study is undertaken and reported to Policy and Finance Committee for further consideration before the capital scheme can go ahead.*
- **Refurbishment of Bowling Green Café – Castle Grounds (£10,395):** The majority of the scheme work has been completed. The kitchen works have been agreed with the new café concession holder and have commenced. The kitchen works and other final works are still planned for completion before Christmas 2021.
- **Concreting Works to Transfer Station (£12,088):** Further internal slab work to the recycling and residual areas and some external concrete work will be undertaken to complete the scheme. It is currently expected that this work will be undertaken in Autumn 2021, subject to contractor availability.
- **Brungerley Park Rebuild Steps (£25,200):** The preferred contractor has been selected. The final timescale for the work has still to be confirmed, but at this stage it is expected that the work will be completed by the end of November 2021, subject to contractor timescales and any adverse weather impact.
- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update (£26,420):** The planning portal link has been installed and configured previously. Further work is being undertaken to facilitate integration into the Development Management service. The planning system update element of the scheme was previously put on-hold awaiting the outcome of the planned wider process review in the Planning section. That planned wider process review has still not taken place because of the on-going impact of the Covid-19 pandemic, but work has begun to consider back office systems integration improvements in some service areas including planning and building control. Given this, the planning system update element of this scheme will not be undertaken in 2021/22.
- **Dewhurst Road, Langho - Resurfacing Works (£63,866):** The pre-tender works are now complete. The actual cost of these works was £1,934 higher than the additional budget approved for these works, because more work was required once the drainage and pipework was uncovered. These extra costs have been funded within the overall scheme budget at this stage and any impact on the overall budget will be considered alongside the main contract works costs. The main contract works are currently being specified and the works will be put out to tender. At this stage it is unclear whether the scheme will be completed in-year, given the timescales involved in the specification and tender process.

- **Network Infrastructure (£30,000):** No further progress has been able to be made on this scheme since the update in July due to other pressures on the ICT service. This has since been exacerbated by the recent vacancy in the post of ICT Infrastructure Officer. Once this post has been filled, we expect to be able to engage with suppliers in relation to this scheme, but do not expect the scheme to be complete this financial year.
- **Re-design of Corporate Website (£12,000):** Work is currently on-going. Based on the current project plan it is currently expected that the re-design will be completed by December 2021.
- **Replacement IT Equipment for Councillors (£38,263):** Spend to date relates to IT equipment purchased for councillors to trial. Once the preferred IT equipment is chosen, following this trial, it is expected that the replacement IT equipment will be purchased in-year.
- **Disabled Facilities Grants (£704,584):** Committed expenditure at the end of September 2021 was based on seventeen schemes approved in previous years and twenty-three schemes approved so far in 2021/22. In addition to this, there were a further sixteen applications working towards approval, five currently approved schemes where additional approval may be required to fund further work now identified and there are twenty-seven referrals from Occupational Therapists that may become formal applications in the near future. Further referrals and applications are expected in-year.

With regard to the issues previously highlighted that have led to less schemes being approved and completed so far in 2021/22, the technical officer capacity has increased now that the surveyor vacancy is filled, but the limited availability of contractors to quote/tender for works and complete works promptly post Covid-19 lockdown is an on-going issue. Housing officers are considering options to attract more contractors to quote for and complete works in shorter timescales and other measures to increase DFGs spend.

At this stage, there is no certainty that the scheme budget will be fully committed by year-end. Any unspent budget at year-end will be rolled forward as slippage into 2022/23 because this scheme is financed by ring-fenced DFGs grant income from MHCLG and some funding from Onward Homes.

- **Landlord/Tenant Grants (£186,740):** Committed expenditure at the end of September 2021 was based on the one scheme approved previously and the grant was paid in September 2021. No additional schemes have been approved so far in 2021/22. This reflects reduced landlord interest in the scheme. The town centre health check work did identify some under-used properties. Officers will follow up on these properties to identify whether any could lead to Landlord/Tenant projects. Given this, at this stage it is unlikely that the scheme budget will be fully committed by year-end.
- **Clitheroe Market Improvements (£78,600):** The plans for the further phase of market improvements, including the way forward for the bull-ring stalls, will be worked up by officers. This work will commence later in 2021/22 to understand how the Covid-19 pandemic has changed the usage of the market. Following consultation with the market traders, the plans will be reported to a future meeting of the Health and Housing Committee for approval before work commences. In the meantime, minor works to make the bull-ring stalls more weatherproof will be undertaken as a temporary improvement measure.

- **Replacement of Pest Control Van PK13 FJP (£13,800) and Replacement of Dog Warden Van PE64 EYC (£13,500):** The current vans are in good enough condition to continue to be used throughout 2021/22, so the purchase of the new vans will now take place in 2022/23.
- **Clitheroe Affordable Housing Scheme (£11,770):** The property is still being temporarily used as a homeless let until the Joiners Arms Flats 1 and 2 Renovation scheme is completed, meaning the final refurbishment works are still to be completed. At this stage, it is unlikely that this scheme will be completed in-year, based on it being unlikely that the Joiners Arms Flats 1 and 2 Renovation scheme will be completed in-year, see below.
- **Joiners Arms Roof Renewal (£42,200):** The preferred contractor has now been selected for the roof renewal work, including the rendering work at the rear of the building. The initial price from the preferred contractor is £43,050, which is £850 above budget. In addition, there is currently a six-month delay on supply of the slate that must be used on the roof and the price of the slate will rise by 8% from early 2022, meaning the scheme cost is likely to increase further. The work has been ordered on this basis and additional budget approval will be requested at revised estimate budget stage. Given the current six-month delay on slate supply, at this stage it is unlikely that this scheme will be completed in 2021/22.
- **Joiners Arms Flats 1 and 2 Renovation (£13,540):** This scheme will now be undertaken as soon as possible after the Joiners Arms roof renewal and rendering works are complete. At this stage, the scheme is unlikely to be completed in 2021/22 because the roof renewal scheme is subject to a six-month delay on slate supply.
- **Economic Development Initiatives (£81,750):** There is no spend to date but the Council are continually seeking to identify economic development schemes which this budget is set aside for. Members will recall that a proportion of the budget was set aside to assess a piece of land along the A59 and work is on-going with this.
- **Gateway Signs for Whalley, Longridge and Clitheroe (£12,050):** The supply and installation of the two new welcome signs, including associated traffic management costs, is to be undertaken by Lancashire County Council (LCC). This work was ordered in September 2021 at a cost of £7,950. The damaged sign at Simonstone has been replaced at no cost to this scheme. We are currently waiting for LCC to schedule in the new signs installation work, but at this stage it is expected that the work will be completed before financial year-end.

#### 4 CONCLUSION

4.1 At the end of September 2021 £669,102 had been spent or committed. This is 19.5% of the overall capital programme budget for 2021/22.

4.2 A summary of progress on the thirty schemes in the capital programme at the end of September 2021 is as follows:

- Two schemes are complete.
- Ten schemes are currently expected to be completed in-year.
- It is unclear whether six of the schemes will be completed in-year.
- Four schemes are unlikely to be completed in-year.
- Six schemes will not be completed in-year.

- Two schemes are on-going Housing-related grants schemes.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF71-21/AC/AC  
1 NOVEMBER 2021

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

## Overall Capital Programme 2021/22

Cost Centre	Scheme	Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
	<b>Community Services Committee</b>							
PLAYV	Play Area Improvements 2021/22	40,000	0	0	80,600	120,600	32,429	88,171
PLAYU	Play Area Improvements 2020/21	0	40,000	0	0	40,000	0	40,000
PLAYT	Play Area Improvements 2019/20	0	0	16,500	0	16,500	16,500	0
REPWB	Replacement of Refuse Wheelie Bins	13,000	0	0	0	13,000	8,190	4,810
RVVUH	Replacement of Refuse Collection Vehicle VU62 HXK	232,000	0	0	0	232,000	229,150	2,850
PDECK	Installation of a Second Parking Deck on Chester Avenue Car Park	0	1,230,000	0	0	1,230,000	0	1,230,000
WVHKN	Replacement of Pickup Ford Ranger PK60 HKN	0	0	25,250	0	25,250	25,558	-308
RCCCTV	Replacement of CCTV System	0	0	18,570	0	18,570	11,359	7,211
BGDCAF	Refurbishment of Bowling Green Café – Castle Grounds	0	0	0	45,000	45,000	34,605	10,395
CONCR	Concreting Works to Transfer Station	0	0	0	24,000	24,000	11,912	12,088
BPSTP	Brungerley Park Rebuild Steps	0	0	0	25,200	25,200	0	25,200
	<b>Total Community Services Committee</b>	<b>285,000</b>	<b>1,270,000</b>	<b>60,320</b>	<b>174,800</b>	<b>1,790,120</b>	<b>369,703</b>	<b>1,420,417</b>
	<b>Planning &amp; Development Committee</b>							
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
	<b>Total Planning &amp; Development Committee</b>	<b>0</b>	<b>26,420</b>	<b>0</b>	<b>0</b>	<b>26,420</b>	<b>0</b>	<b>26,420</b>

## Overall Capital Programme 2021/22

Cost Centre	Scheme	Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
	<b>Policy &amp; Finance Committee</b>							
DHRST	Dewhurst Road, Langho - Resurfacing Works	0	65,800	3,850	0	69,650	5,784	63,866
NTWRK	Network Infrastructure	0	30,000	0	0	30,000	0	30,000
COLFT	Lift replacement at Council Offices	0	2,110	0	0	2,110	2,102	8
COADM	Committee Administration IT System	0	7,600	0	0	7,600	0	7,600
COWEB	Re-design of Corporate Website	0	0	12,000	0	12,000	0	12,000
REP PC	Replacement PCs	0	0	10,000	0	10,000	10,000	0
CPSPG	Financial system upgrade	0	0	8,430	0	8,430	0	8,430
ITEQC	Replacement IT Equipment for Councillors	0	0	0	40,000	40,000	1,737	38,263
	<b>Total Policy &amp; Finance Committee</b>	<b>0</b>	<b>105,510</b>	<b>34,280</b>	<b>40,000</b>	<b>179,790</b>	<b>19,623</b>	<b>160,167</b>
	<b>Health &amp; Housing Committee</b>							
DISCP	Disabled Facilities Grants	347,000	0	567,500	46,010	960,510	255,926	704,584
LANGR	Landlord/Tenant Grants	50,000	136,740	15,900	0	202,640	15,900	186,740
CMIMP	Clitheroe Market Improvements	0	78,600	0	0	78,600	0	78,600
PVFJP	Replacement of Pest Control Van PK13 FJP	13,800	0	0	0	13,800	0	13,800
PVEYC	Replacement of Dog Warden Van PE64 EYC	13,500	0	0	0	13,500	0	13,500
CLIAH	Clitheroe Affordable Housing Scheme	0	0	11,770	0	11,770	0	11,770
JROOF	Joiners Arms Roof Renewal	0	0	0	42,200	42,200	0	42,200
JRENO	Joiners Arms Flats 1 and 2 Renovation	0	0	0	13,540	13,540	0	13,540
	<b>Total Health &amp; Housing Committee</b>	<b>424,300</b>	<b>215,340</b>	<b>595,170</b>	<b>101,750</b>	<b>1,336,560</b>	<b>271,826</b>	<b>1,064,734</b>

## Overall Capital Programme 2021/22

Cost Centre	Scheme	Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Actual Expenditure including commitments as at end of September 2021 £	Remaining Budget as at end of September 2021 £
	<b>Economic Development Committee</b>							
ECDVI	Economic Development Initiatives	0	66,750	15,000	0	<b>81,750</b>	<b>0</b>	<b>81,750</b>
GWSGN	Gateway Signs for Whalley, Longridge and Clitheroe	0	0	20,000	0	<b>20,000</b>	<b>7,950</b>	<b>12,050</b>
	<b>Total Economic Development Committee</b>	<b>0</b>	<b>66,750</b>	<b>35,000</b>	<b>0</b>	<b>101,750</b>	<b>7,950</b>	<b>93,800</b>
	<b>OVERALL CAPITAL PROGRAMME 2021/22 TOTAL</b>	<b>709,300</b>	<b>1,684,020</b>	<b>724,770</b>	<b>316,550</b>	<b>3,434,640</b>	<b>669,102</b>	<b>2,765,538</b>

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

INFORMATION

Meeting date: 9 NOVEMBER 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 30 September 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.

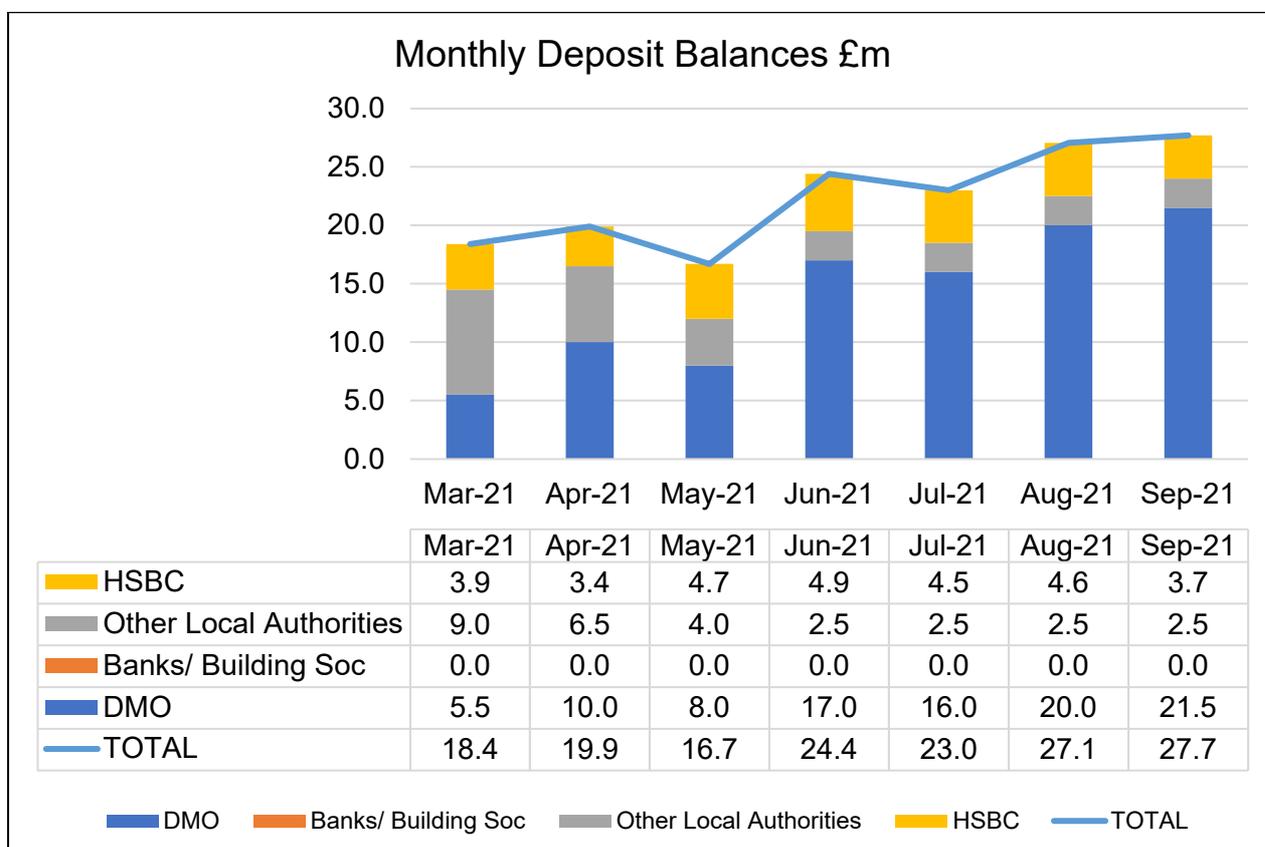
3.2 The movement in the Council's external investments during the reporting period are summarised below:

	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	16,000	-6,500	9,500
<b>Fixed term deposits at 30 September 2021</b>	<b>0</b>	<b>21,500</b>	<b>2,500</b>	<b>24,000</b>
<b>Add funds held with HSBC</b>	<b>3,700</b>	<b>0</b>	<b>0</b>	<b>3,700</b>
<b>Sum of all funds invested</b>				<b>27,700</b>
<b>Interest earned April – September 2021</b>				<b>2</b>

3.3 Funds invested at 30<sup>th</sup> September were held with the following organisations:

Borrower	Date Invested	Date of Repayment	Rate %	£'000
Aberdeen City Council	22/06/2021	22/12/2021	0.04%	2,500
Debt Management Office (DMO)	30/09/2021	11/10/2021	0.01%	21,500
<b>SUM of fixed term deposits</b>				<b>24,000</b>
<b>Add funds held with HSBC</b>				<b>3,700</b>
<b>SUM of all investments at 30<sup>th</sup> September 2021</b>				<b>27,700</b>

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 September 2021 was £1,993 compared to £27,079 for the same period in 2020.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 We continue to place funds with the DMO over very short terms to maintain high liquidity. This allowed 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 Principal local authorities previously could qualify for a discounted rate by submitting a Certainty Rate return. Since 26 November 2020, principal local authorities have been required to submit a Certainty Rate return, that includes a high level description of their capital spending and financing plans for the following three years, as a condition of accessing the PWLB.
- 6.3 As a result, the Certainty Rate is now the default rate that principal local authorities borrow at. The council has submitted the required information and retains access to the PWLB.

## 7 BORROWING REQUIREMENTS

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

	Total £000
External Debt at 1 April 2021	115
Transactions - New Loans	0
- Repayments	-5
<b>External debt at 30<sup>th</sup> September 2021</b>	<b>110</b>

- 7.2 No temporary loans were taken out in the current financial period up to 30<sup>th</sup> September 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 30<sup>th</sup> September 2021 compared to the approved authorised limit and operational boundary indicators is as follows:

<b>Prudential Indicator</b>	<b>Authorised Limit £000's</b>	<b>Operational Boundary £000's</b>	<b>Actual as at 30<sup>th</sup> September 2021 £000's</b>
Borrowing	15,992	2,817	110
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 365 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 30<sup>th</sup> September 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:

<b>Name</b>	<b>Fitch Rating</b>		
	<b>Full Transaction Review Date</b>	<b>Long Term</b>	<b>Short Term</b>
Nationwide	05/07/2021	A	F1
Coventry	13/08/2021	A-	F1
Yorkshire	13/08/2021	A-	F1
Skipton	13/08/2021	A-	F1
Leeds	13/08/2021	A-	F1
Principality	13/08/2021	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 30<sup>th</sup> September 2021 are as follows:

<b>Name</b>	<b>Fitch's Full Transaction Review Date</b>	<b>Long Term</b>	<b>Short Term</b>
Santander UK Plc	05/07/2021	A+	F1
Barclays Bank Plc	21/07/2021	A+	F1

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
Bank of Scotland Plc	05/07/2021	A+	F1
HSBC Bank Plc	23/10/2020	AA-	F1+
Lloyds Bank Plc	05/07/2021	A+	F1
National Westminster Bank Plc	05/07/2021	A+	F1
Royal Bank of Scotland Plc (The)	05/07/2021	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 September 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 Base Rate at 0.10%. In response to rising inflation it is likely in the short term that interest rates will rise. By how much and for how long is unknown.

10.2 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.

10.3 The inter authority cash market remains sedentary, meaning that we have not had any recent opportunities to invest with other local authorities. By maintaining liquid funds the council retains the ability to take advantage of future secure investment opportunities at potentially beneficial rates with other local authorities as they arise.

## 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

PF66-21/LO/AC  
28 October 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
<b>Investments brought forward into 2021/22</b>									
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	-386.30	-1,500,000	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	-630.14	Rolled over to 18/5	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			
<b>Investments placed April - September 2021</b>									
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
11	Debt Management Office	2,500,000	11/05/2021	0.01%	17/05/2021	-4.11	-2,500,000	n/a	n/a

**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
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	-17.53	-8,000,000	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
15	Debt Management Office	13,000,000	01/06/2021	0.02%	07/06/2021	-42.74	-13,000,000	n/a	n/a
16	Debt Management Office	13,000,000	07/06/2021	0.02%	14/06/2021	-49.86	-13,000,000	n/a	n/a
17	Debt Management Office	13,500,000	14/06/2021	0.02%	21/06/2021	-51.78	-13,500,000	n/a	n/a
18/5	Aberdeen Council	Rolled over from 18/4	22/06/2021	0.04%	22/12/2021	-273.97	still invested	n/a	n/a
19	Debt Management Office	13,000,000	21/06/2021	0.02%	28/06/2021	-49.86	-13,000,000	n/a	n/a
20	Debt Management Office	4,000,000	28/06/2021	0.01%	01/07/2021	-3.29	-4,000,000	n/a	n/a
21	Debt Management Office	13,000,000	28/06/2021	0.01%	05/07/2021	-24.93	-13,000,000	n/a	n/a
22	Debt Management Office	1,000,000	01/07/2021	0.01%	05/07/2021	-1.10	-1,000,000	n/a	n/a
23	Debt Management Office	14,000,000	05/07/2021	0.01%	12/07/2021	-26.85	-14,000,000	n/a	n/a
24	Debt Management Office	14,000,000	12/07/2021	0.01%	19/07/2021	-26.85	-14,000,000	n/a	n/a
25	Debt Management Office	14,500,000	19/07/2021	0.01%	26/07/2021	-27.81	-14,500,000	n/a	n/a
26	Debt Management Office	16,000,000	26/07/2021	0.01%	02/08/2021	-30.68	-16,000,000	n/a	n/a
27	Debt Management Office	4,000,000	02/08/2021	0.01%	06/08/2021	-4.38	-4,000,000	n/a	n/a
28	Debt Management Office	16,000,000	02/08/2021	0.01%	09/08/2021	-30.68	-16,000,000	n/a	n/a
29	Debt Management Office	16,000,000	09/08/2021	0.01%	16/08/2021	-30.68	-16,000,000	n/a	n/a
30	Debt Management Office	16,000,000	16/08/2021	0.01%	23/08/2021	-30.68	-16,000,000	n/a	n/a
31	Debt Management Office	17,000,000	23/08/2021	0.01%	31/08/2021	-37.26	-17,000,000	n/a	n/a
32	Debt Management Office	20,000,000	31/08/2021	0.01%	06/09/2021	-32.88	-20,000,000	n/a	n/a
33	Debt Management Office	1,000,000	03/09/2021	0.01%	06/09/2021	-0.82	-1,000,000	n/a	n/a
34	Debt Management Office	21,000,000	06/09/2021	0.01%	13/09/2021	-40.27	-21,000,000	n/a	n/a
35	Debt Management Office	3,000,000	13/09/2021	0.01%	14/09/2021	-0.82	-3,000,000	n/a	n/a
36	Debt Management Office	18,000,000	13/09/2021	0.01%	20/09/2021	-34.52	-18,000,000	n/a	n/a
37	Debt Management Office	17,000,000	20/09/2021	0.01%	27/09/2021	-32.60	-17,000,000	n/a	n/a

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

**ANNEX 1**

<b>Reference</b>	<b>Organisation</b>	<b>Invested £</b>	<b>Date invested</b>	<b>Interest rate</b>	<b>Date of maturity</b>	<b>Interest £</b>	<b>Principal Repaid £</b>	<b>Long Term Rating</b>	<b>Short Term Rating</b>
38	Debt Management Office	17,000,000	27/09/2021	0.01%	30/09/2021	-13.97	-17,000,000	n/a	n/a
39	Debt Management Office	21,500,000	30/09/2021	0.01%	11/10/2021	-5.89	still invested	n/a	n/a
<b>Investments to September 2021</b>		<b>404,500,000</b>			<b>SUM</b>	<b>-1,044.06</b>	<b>-383,000,000</b>		
<b>Total Investments 2021/22 (including b/f from 2020/21)</b>		<b>419,000,000</b>			<b>SUM incl b/f</b>	<b>-1,992.70</b>	<b>-395,000,000</b>		
<b>Interest received on balances held at bank</b>						<b>0.00</b>			
<b>Total Investments 2021/22 (including b/f from 200/21)</b>		<b>419,000,000</b>			<b>SUM incl b/f</b>	<b>-1,992.70</b>	<b>-395,000,000</b>		

## Fitch Rating Definitions

<b>Fitch Rating Definitions</b>	
<b>International Long-Term Credit Ratings</b>	
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.
<b>International Short-Term Credit ratings</b>	
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 30<sup>th</sup> September 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
<b>Building Societies</b>											
Nationwide	A	A-1	<i>Positive</i>	A1	P-1	<i>Stable</i>	05/07/2021	A	F1	<i>Stable</i>	£1m min
Yorkshire	-	-	-	A3	P-2	<i>Stable</i>	13/08/2021	A-	F1	<i>Stable</i>	
Coventry	-	-	-	A2	P-1	<i>Stable</i>	13/08/2021	A-	F1	<i>Stable</i>	Sterling Brokers
Skipton	-	-	-	A2	P-1	<i>Stable</i>	13/08/2021	A-	F1	<i>Stable</i>	
Leeds	-	-	-	A3	P-2	<i>Stable</i>	13/08/2021	A-	F1	<i>Stable</i>	3 Mnth
Principality	-	-	-	Baa2	P-2	<i>Stable</i>	13/08/2021	BBB+	F2	<i>Stable</i>	No Contact
<b>Banks</b>											
Santander UK Plc.	A	A-1	<i>Stable</i>	A1	P-1	<i>Stable</i>	05/07/2021	A+	F1	<i>Stable</i>	
Barclays Bank Plc.	A	A-1	<i>Positive</i>	A1	P-1	<i>Stable</i>	21/07/2021	A+	F1	<i>Stable</i>	
Bank of Scotland Plc.	A+	A-1	<i>Stable</i>	A1	P-1	<i>Stable</i>	05/07/2021	A+	F1	<i>Stable</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>Stable</i>	A1	P-1	<i>Stable</i>	05/07/2021	A+	F1	<i>Stable</i>	£250k min
National Westminster Bank Plc.	A	A-1	<i>Stable</i>	A1	P-1	<i>Stable</i>	05/07/2021	A+	F1	<i>Stable</i>	Current a/c required
Royal Bank of Scotland Plc.	A	A-1	<i>Stable</i>	A1	P-1	<i>Stable</i>	05/07/2021	A+	F1	<i>Stable</i>	Current a/c required
<b>Banks not currently meeting minimum Fitch Short Term requirement of F2 (and not currently approved for investments)</b>											
Co-operative Bank (The)				B2	NP	<i>Positive</i>	21/07/2021	B+	B	<i>Stable</i>	£1m min

## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE**

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meeting date: TUESDAY, 9 NOVEMBER 2021  
title: OMBUDSMAN ANNUAL REVIEW LETTER 2021  
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE  
principal author: MAIR HILL - HEAD OF LEGAL AND DEMOCRATIC SERVICES

### 1 PURPOSE

1.1 To inform Committee about referrals to the Local Government Ombudsman (LGO) for the period to 31 March 2021.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - } The Council aims to be a well-managed Council. Complaints to the Ombudsman and the process of resolving complaints and responding to the Ombudsman's investigation, helps to improve the way the Council delivers services.
- Corporate Priorities - }
- Other Considerations - }

### 2 BACKGROUND

2.1 The Local Government Ombudsman Service publishes an annual review letter for each Council. A copy of this Council's annual review letter is attached as Appendix 1.

2.2 The annual review letter provides a summary of the following information:

- The number of complaints upheld
- Compliance with the Ombudsman's recommendations
- Satisfactory remedies provided by the authority

2.3 As can be seen from the attached report, the Ombudsman did not carry out any detailed investigations during this period or up uphold any complaints during the period.

### 3 RISK ASSESSMENT

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

- Resources – Significant resources are required each year in order to respond fully to complaints made to the Ombudsman.
- Technical, Environmental and Legal – N/A.
- Political – N/A.
- Reputation – The conclusions of the Ombudsman can only serve to enhance the reputation of the Council.
- Equality & Diversity – N/A.

### 4 CONCLUSION

4.1 That Committee note the information as set out above.

MAIR HILL  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

BACKGROUND PAPERS

Annual Review Letter 2021:

<https://www.lgo.org.uk/documents/councilperformance/2021/ribble%20valley%20borough%20council.pdf>

For further information please ask for Mair Hill, extension 4418.

21 July 2021

*By email*

Mr Scott  
Chief Executive  
Ribble Valley Borough Council

Dear Mr Scott

### **Annual Review letter 2021**

I write to you with our annual summary of statistics on the decisions made by the Local Government and Social Care Ombudsman about your authority for the year ending 31 March 2021. At the end of a challenging year, we maintain that good public administration is more important than ever and I hope this feedback provides you with both the opportunity to reflect on your Council's performance and plan for the future.

You will be aware that, at the end of March 2020 we took the unprecedented step of temporarily stopping our casework, in the wider public interest, to allow authorities to concentrate efforts on vital frontline services during the first wave of the Covid-19 outbreak. We restarted casework in late June 2020, after a three month pause.

We listened to your feedback and decided it was unnecessary to pause our casework again during further waves of the pandemic. Instead, we have encouraged authorities to talk to us on an individual basis about difficulties responding to any stage of an investigation, including implementing our recommendations. We continue this approach and urge you to maintain clear communication with us.

### **Complaint statistics**

This year, we continue to focus on the outcomes of complaints and what can be learned from them. We want to provide you with the most insightful information we can and have focused statistics on three key areas:

**Complaints upheld** - We uphold complaints when we find some form of fault in an authority's actions, including where the authority accepted fault before we investigated.

**Compliance with recommendations** - We recommend ways for authorities to put things right when faults have caused injustice and monitor their compliance with our recommendations. Failure to comply is rare and a compliance rate below 100% is a cause for concern.

**Satisfactory remedy provided by the authority** - In these cases, the authority upheld the complaint and we agreed with how it offered to put things right. We encourage the early resolution of complaints and credit authorities that accept fault and find appropriate ways to put things right.

Finally, we compare the three key annual statistics for your authority with similar types of authorities to work out an average level of performance. We do this for County Councils, District Councils, Metropolitan Boroughs, Unitary Councils, and London Boroughs.

Your annual data will be uploaded to our interactive map, [Your council's performance](#), along with a copy of this letter on 28 July 2021. This useful tool places all our data and information about councils in one place. You can find the decisions we have made about your Council, public reports we have issued, and the service improvements your Council has agreed to make as a result of our investigations, as well as previous annual review letters.

I would encourage you to share the resource with colleagues and elected members; the information can provide valuable insights into service areas, early warning signs of problems and is a key source of information for governance, audit, risk and scrutiny functions.

As you would expect, data has been impacted by the pause to casework in the first quarter of the year. This should be considered when making comparisons with previous year's data.

### **Supporting complaint and service improvement**

I am increasingly concerned about the evidence I see of the erosion of effective complaint functions in local authorities. While no doubt the result of considerable and prolonged budget and demand pressures, the Covid-19 pandemic appears to have amplified the problems and my concerns. With much greater frequency, we find poor local complaint handling practices when investigating substantive service issues and see evidence of reductions in the overall capacity, status and visibility of local redress systems.

With this context in mind, we are developing a new programme of work that will utilise complaints to drive improvements in both local complaint systems and services. We want to use the rich evidence of our casework to better identify authorities that need support to improve their complaint handling and target specific support to them. We are at the start of this ambitious work and there will be opportunities for local authorities to shape it over the coming months and years.

An already established tool we have for supporting improvements in local complaint handling is our successful training programme. During the year, we successfully adapted our face-to-face courses for online delivery. We provided 79 online workshops during the year, reaching more than 1,100 people. To find out more visit [www.lgo.org.uk/training](http://www.lgo.org.uk/training).

Yours sincerely,



Michael King  
Local Government and Social Care Ombudsman  
Chair, Commission for Local Administration in England

**Complaints upheld**

The Ombudsman carried out no detailed investigations during this period

**Compliance with Ombudsman recommendations**

No recommendations were due for compliance in this period

**Satisfactory remedy provided by the authority**

The Ombudsman did not uphold any detailed investigations during this period

**NOTE:** To allow authorities to respond to the Covid-19 pandemic, we did not accept new complaints and stopped investigating existing cases between March and June 2020. This reduced the number of complaints we received and decided in the 20-21 year. Please consider this when comparing data from previous years.

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