

# 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, 21 JUNE 2022** in the **Council Chamber**.

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 AND OF EMERGENCY COMMITTEES ON 8 MARCH 2022, 5 MAY 2022 AND 6 JUNE 2022** (Pages 5 - 20)
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. **APPOINTMENT TO WORKING GROUPS** (Pages 21 - 22)  
Report of Chief Executive enclosed.
6. **COVID 19 ADDITIONAL RELIEF (CARF) UPDATE** (Pages 23 - 26)  
Report of Director of Resources enclosed.
7. **CAPITAL OUTTURN 2021/22** (Pages 27 - 32)  
Report of Director of Resources enclosed.
8. **PROCUREMENT STRATEGY** (Pages 33 - 54)  
Report of Director of Resources enclosed.

9. **LOCAL TAXATION WRITE OFFS** (Pages 55 - 58)  
Report of Director of Resources enclosed.

10. **REFERENCES FROM COMMITTEES**

None.

11. **REMODELLING OF RECEPTION AREA IN COUNCIL OFFICES - EXEMPTION TO CONTRACT PROCEDURE RULES** (Pages 59 - 60)

Report of Director of Community Services enclosed.

**ITEMS FOR INFORMATION**

12. **COVID 19 BUSINESS GRANTS PAID** (Pages 61 - 66)  
Report of Director of Resources enclosed.

13. **COUNCIL TAX ENERGY REBATE UPDATE** (Pages 67 - 70)  
Report of Director of Resources enclosed.

14. **OVERALL CAPITAL OUTTURN 2021/22** (Pages 71 - 78)  
Report of Director of Resources enclosed.

15. **REVENUES AND BENEFITS GENERAL REPORT** (Pages 79 - 82)  
Report of Director of Resources enclosed.

16. **TREASURY MANAGEMENT MONITORING 2022/23** (Pages 83 - 92)  
Report of Director of Resources enclosed.

17. **MINUTES OF WORKING GROUPS**

- i) Minutes of Budget Working Group 10 February 2022 (Pages 93 - 96)  
Copy enclosed.

- ii) Minutes of Longridge Assets working group - 28 March 2022 (Pages 97 - 98)  
Copy enclosed.

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

None.

19. **EXCLUSION OF PRESS AND PUBLIC**

## **ITEMS FOR DECISION**

20. **HOUSEHOLD SUPPORT GRANT** (Pages 99 - 126)  
2  
Report of Director of Economic Development and Planning enclosed.
21. **COUNCIL OWNED ASSETS** (Pages 127 - 132)  
3  
Report of Director of Economic Development and Planning enclosed.
22. **CITIZEN'S ADVICE BUREAU - REQUEST FOR FINANCIAL ASSISTANCE** (Pages 133 - 140)  
3  
Report of Chief Executive enclosed.
23. **LOCAL TAXATION WRITE OFFS** (Pages 141 - 144)  
3  
Report of Director of Resources enclosed.

## **ITEMS FOR INFORMATION**

24. **TOWN CENTRE HIGHWAY WORKS** (Pages 145 - 154)  
3  
Report of Director of Economic Development and Planning enclosed.

Electronic agendas sent to members of Policy and Finance – Councillor Stephen Atkinson (Chair), Councillor David Berryman, Councillor Susan Bibby, Councillor Alison Brown, Councillor Louise Edge, Councillor Stewart Fletcher, Councillor Mark French, Councillor Gaynor Hibbert, Councillor Jonathan Hill, Councillor Mark Hindle, Councillor Simon Hore (Vice-Chair), Councillor Kevin Horkin MBE, Councillor Richard Newmark, 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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## Minutes of Policy and Finance

Meeting Date: Tuesday, 29 March 2022, starting at 6.30 pm  
Present: Councillor S Hore

Councillors:

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

In attendance: Chief Executive, Director of Resources, Director of Community Services and Head of Revenues and Benefits

Also in attendance: Councillor G Mirfin

### 768 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors S Atkinson and A Brown.

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

The minutes of the meeting held on 22 February 2022 were approved as a correct record and signed by the Chairman.

### 770 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillors S Bibby, J Clark, S Fletcher, M Hindle, S Hore and D Peat declared an interest in Agenda Item 8 – Voluntary Organisation Grants 2022/23.

As this would render the meeting inquorate for this item, those councillors who had applied in advance for a dispensation were granted one, namely Councillors Bibby, Clark and Peat which would allow them to remain in the meeting.

### 771 PUBLIC PARTICIPATION

The Chairman welcomed two members of Whalley Chamber of Trade, Mr Nigel Layton – Hill and Ms Marianne Hyde who spoke on the issues facing retail businesses during Covid recovery and ongoing street works in Whalley.

The committee agreed to write a letter to LCC expressing concern regarding the impact that the street works were having on Whalley businesses and asking if the works could be expedited.

### 772 COUNCIL TAX ENERGY REBATE

The Director of Resources submitted a report updating committee on the Council Tax Energy Rebate that had been announced by the Chancellor on 3 February 2022. Committee were also asked to consider next steps regarding making payments to

council taxpayers in bands A to D and determining how to spend the discretionary funding that had been allocated.

The Government had published guidance to billing authorities on how the rebates would be administered.

For the core scheme funding totalling £2,822,850 had been allocated to Ribble Valley BC. A one-off £150 payment would be made to all council taxpayers for every household that occupies a property which meets the following criteria on 1 April 2022

- It is valued in council tax band A to D. This includes properties in band E that have a disabled band reduction;
- It is someone's sole or main residence;
- It is a chargeable dwelling, or in except classes N,S,V or W, and
- The person liable to pay the council tax (or would be were the property not except) is not a local authority, a corporate body or other body such as a housing association, the government or governmental body.

The Director of Resources informed members that as at 13 March 2022 there were 28,485 properties in Ribble Valley, 19,664 of which are in bands A to D, and 41 properties in band E that have disabled band reduction.

The discretionary scheme recognised that billing authorities might also wish to provide support to other energy bill payers who were not eligible under the core scheme or to provide targeted 'top up' payments to the most vulnerable households.

For this, funding of £88,500 had been allocated to Ribble Valley BC, which equates to 590 payments of £150. At present there were 109 council taxpayers in receipt of Local Council Tax Support in band E to H and paying them £150 each would total £16,350.

There are 2,108 council taxpayers in receipt of Local Council Tax Support and giving each one of them a top up of £30 would total £63,240.

Councillor Mirfin was given permission to speak on this item.

RESOLVED THAT COMMITTEE:

1. Note the additional core funding provided by the Government and approve the process proposed to distribute it;
2. Agree that the discretionary funding should be provide a £150.00 payment to Local Council Tax Support recipients on 1 April 2022 in bands E to H and to provide a £30 'top up' to Local Council Tax Support recipients in all bands on 1 April 2022, and
3. Agree to delegate the decision to award further payments, with the balance of any funding remaining to the Director of Resources in conjunction with the Head of Revenues and Benefits to cover other council taxpayers who have been severely impacted by the increase in energy prices.

773

COVID 19 ADDITIONAL RELIEF FUND - UPDATE

The Director of Resources submitted a report updating committee on the Covid 19 Additional Relief Fund (CARF) and requesting a decision on the next steps regarding granting relief to eligible applicants and determining what to do with the remaining funding.

Members were reminded that liability for business rates was based upon the rateable value of a property that were set by the Valuation Office Agency (VOA). Between valuations rateable values can only be changed to reflect 'material changes of circumstances' which the Government believed did not include the impact of coronavirus. In recognition of this they introduced the Rating (Coronavirus) and Directors Disqualification (Dissolved Companies) Bill and announced a new Covid 19 Additional Relief Fund of £1.5 billion to support businesses affected by the pandemic that were ineligible for the existing support linked to business rates.

Guidance had been received from the Government and an allocation of £1,239,191 had been made to Ribble Valley BC.

The guidance outlined that the billing authority was responsible for designing a discretionary relief scheme in their area but must not award relief to ratepayers who had received Expanded Retail Discount or Nursery Discount and must support those directly adversely affected by the pandemic.

Members were advised that an application window had been opened for eligible businesses to apply which closed on 28 February 2022. 33 applications had been received, of which 28 were eligible. These had been paid an initial relief of 50% of their net rates payable for 2021/22 totalling £161,353.21

It was suggested that a second application window be opened after the start of the new financial year, where eligible businesses would be contacted again to encourage them to apply for the funding.

The additional funded was welcomed by committee.

Councillor Mirfin was given permission to speak on this item.

RESOLVED THAT COMMITTEE:

1. Agree to award CARF at the initial rate of 50% of the net rates payable for 2021/22 to the eligible applicants as detailed in the report, and
2. Agree to open another application round after the start of the new financial year.

774

#### DISCRETIONARY DISCOUNT/RELIEF POLICY

The Director of Resources submitted a report asking committee to approve an updated Revenues Discretionary Discount/Relief policy.

The Covid 19 pandemic had resulted in a number of discounts and reliefs for certain businesses and it had therefore been necessary to re-write the policy document to include all the additional support.

RESOLVED THAT COMMITTEE:

Agree the changes to the Revenues Discretionary Discount/Relief policy for 2022/23.

Councillors Fletcher, Hindle and Hore declared an interest in the next item of business and left the meeting.

Councillor S Hirst was voted in to take the chair for this item of business in the absence of both the Chair and Vice Chair.

## VOLUNTARY ORGANISATION GRANTS 2022/23

The Director of Resources submitted a report asking committee to approve the allocation of voluntary organisation grants for 2022/23 as recommended by the working group and consider the amendments to the grant scheme criteria as suggested.

The Director of Resources outlined the scheme to committee and the recommendations the member working group were making having considered the applications made and ways in which to improve the scheme.

This included

- Making clear in the grant criteria that the scheme is available to support Voluntary Organisations only, and that this excludes parish and town councils unless they are acting as an accountable body for a voluntary organisation, and
- That the grant criteria be updated to include a condition that no single organisation would be allocated more than one third of the total grant fund available for that financial year.

With this in mind, the working group had recommended that transitional grant aid be applied to the Citizens Advice Bureau grant for 2022/23, equating to 50% of the difference between next year's grant and the value of the award given in 2021/22. The requirement for them to provide quarterly monitoring information would also be removed.

The Director of Resources also informed members that the working group recommended that they should meet again in September to review the 2022/23 grant allocations in light of the remaining budget available and the current economic pressures facing organisations such as high inflation and rising fuel costs.

Committee discussed the recommended grant allocations and expressed some concern about the cut to the grant for the Citizens Advice Bureau and the long term affect this might have on the essential service they provide.

RESOLVED THAT COMMITTEE:

1. Approve the allocation of grants as proposed by the voluntary organisation grants working group as set out in the report totalling £93,100.
2. Approve the amendments to the grant scheme criteria as set out in the report, and
3. Ask the working group when they meet again in September to reconsider the balance of monies for grant allocations that they look closely at the needs of the Citizens Advice Bureau.

Councillors Fletcher, Hindle and Hore returned to the meeting. Councillor Hore returned to the Chair.

## TREASURY MANAGEMENT POLICIES AND PRACTICES

The Director of Resources submitted a report asking committee to approve and adopt the Treasury Management Policy Statement and Practices for 2022/23 that had been reviewed for approval by Council.

The document is reviewed on an annual basis to comply with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code. The Code identifies twelve areas where statements of treasury management practices should be developed to implement the full requirements of the Code. A number of updates in the document were highlighted accordingly.

\*\*\* RESOLVED THAT COMMITTEE:

1. Approve and formally adopt the Treasury Management Policies and Practices as outlined incorporating the
  - a. Treasury Management Key Principles
  - b. Treasury Management Policy Statement
  - c. Treasury Management Clauses
  - d. Treasury Management Practices and Schedules, and
2. Recommend to Council the Treasury Management Policies and Practices 2022/23

777

QUEEN'S JUBILEE

The Chief Executive submitted a report outlining the progress with the selection of projects to commemorate the Queen's Platinum Jubilee.

He reminded committee that they had already agreed to a Beacon Lighting on the Castle, to giving grants of £500 to each parish and a parade through Clitheroe.

He informed the committee that other schemes suggested included the creation of a walking trail around the Ribble Valley with appropriate way markers, planting 70 trees across the Ribble Valley on Council owned land and a commemorative rock in the Centre of the Kingdom (Dunsop Bridge).

Committee discussed the suggestions as well as highlighting the events some of the individual parishes were planning and asked that the idea of creating a Jubilee garden might continue to be pursued. It was also reported that an impressive avenue of trees had been planted on the Whitewell Estate.

RESOLVED THAT COMMITTEE:

1. Approve the recommendations of the task and finish group as outlined to commemorate the Queen's Platinum Jubilee.
2. Agree to increase the budget to £20,000.

778

CAPITAL AND TREASURY MANAGEMENT STRATEGY

The Director of Resources submitted a report seeking approval for the Council's Capital and Treasury Management Strategy for the 2022/23 financial year.

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

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

\*\*\* RESOLVED THAT COMMITTEE:

Recommend to Council the Capital and Treasury Management Strategy as set out in the report.

779 CHANGES TO STANDING ORDERS

The Chief Executive submitted a report asking committee to approve the review of the Council's Standing Orders to ensure clarity.

A review takes place annually to ensure that the document is up to date as it contains the rules which govern the conduct and proceedings of the Council's meetings.

An amendment was proposed to Standing Order 13.9 to make clear that the effect of an amendment cannot be to negate the motion. This would be applied to both Council and committee meetings.

\*\*\* RESOLVED THAT COMMITTEE:

1. Approve the changes to Standing Orders as outlined in the report, and
2. Refer the proposed changes to the Council with a recommendation for approval.

780 LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report seeking committee's approval to write off business rates debts relating to seven businesses that had been dissolved.

RESOLVED THAT COMMITTEE:

Approve writing off £120,030.44 in Business Rates and £1,860.00 costs where it has not been possible to collect the amounts due.

781 DRAFT MEETING CYCLE 2022 - 23

The Chief Executive submitted a report outlining the proposed meeting cycle for the forthcoming municipal year 2022/23.

He informed committee that the date of the annual meeting in 2023 had been put back by two weeks to accommodate borough and parish elections in May 2023.

RESOLVED THAT COMMITTEE:

Approve the draft meeting cycle as outlined for ratification at the Annual meeting on 10 May 2022.

782 REFERENCE FROM HEALTH AND HOUSING COMMITTEE – PROPOSED REVISED LANDLORD TENANT GRANT POLICY AND INTRODUCTION OF A NEW GRANT FOR FIRST TIME BUYERS

The Director of Resources submitted a report asking committee to consider a recommendation from Health and Housing committee in respect of a proposed new First Time Buyers capital grant scheme, utilising resources from the existing Landlord/Tenant grant scheme.

A copy of the report considered by Health and Housing committee was included for members information, that gave details of the proposals to introduce an additional grant scheme available for first time buyers towards improvement of the energy efficiency of the property which includes a wide range of improvements and would be determined by the dwelling's Energy Performance Certificate.

RESOLVED THAT COMMITTEE:

Approve the request for a new capital scheme budget of £118,370 in respect of a new First Time Buyers capital grant scheme to be enabled by reducing the Landlord/Tenant Grant scheme by this amount.

783

REFERENCE FROM HEALTH AND HOUSING COMMITTEE - AFFORDABLE HOUSING COMMUTED SUMS

The Director of Resources submitted a report asking committee to consider a recommendation from Health and Housing committee in respect of an equity share option to enable residents of the borough to get a first step on the housing ladder which was similar to schemes provided by Central Government.

A copy of the report considered by Health and Housing committee was included for members information, that gave details of the options that were available to the Council in developing a scheme on equity share and gave principles of a proposed scheme policy.

RESOLVED THAT COMMITTEE:

Approve the request for a new capital scheme budget of £2,048,080 in respect of an equity share option to enable residents of the borough to get a first step on the housing ladder, funded from Section 106 monies (commuted sums).

784

FINANCIAL REGULATIONS AND CONTRACT PROCEDURE RULES

The Director of Resources submitted a report informing committee that the Financial Regulations and Contract Procedure Rules had been reviewed. On this occasion there had been no changes or updates required

785

REVENUE MONITORING 2021/22

The Director of Resources submitted a report informing committee of the position for the period April to February 2022 of this year's revised revenue budget as far as this committee was concerned.

The comparison between the actual and budgeted expenditure shows a total underspend of £588,209 to February 2022 of the financial year 2021/22. After allowing for transfers to/from earmarked reserves there was an underspend of £591,816. The majority of the variance is attributable to coronavirus response budgets which would be largely resolved by the end of the financial year as part of the year-end closedown period.

786

CAPITAL PROGRAMME 2022/23

The Director of Resources submitted a report informing members of the schemes approved for inclusion in this committee's 2022/23 capital programme. There were six schemes approved totalling £335,480. Any slippage on the schemes in the 2021/22 capital programme would be reported to this committee.

- 787 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 members on benefits performance, including benefits processing times and overpayment recovery.
- 788 LEVELLING UP WHITE PAPER
- The Chief Executive submitted a report for information covering the main elements of the recently published Levelling Up White Paper which sets out how the Government plans to devolve powers and funding to improve economic social health and wellbeing of residents across the County.
- 789 BWG MINS 29 NOVEMBER 2021 AND 24 JANUARY 2022
- The minutes of the Budget working group meetings held on 29 November 2021 and 24 January 2022 were submitted for committee's information.
- 790 MINUTES OF ARG TASK AND FINISH GROUP - 1 FEBRUARY 2022 AND 28 FEBRUARY 2022
- The minutes of the ARG task and finish group meetings held on 1 February 2022 and 28 February 2022 were submitted for committee's information.
- 791 MINUTES OF LONGRIDGE ASSETS WORKING GROUP - 23 AUGUST 2021 AND 3 MARCH 2022
- The minutes of the Longridge Assets working group meetings held on 23 August 2021 and 3 March 2022 were submitted for committee's information.
- 792 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES
- There were no reports from representatives on outside bodies.
- 793 EXCLUSION OF PRESS AND PUBLIC
- RESOLVED: That by virtue of the next items of business being exempt information under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.
- 794 LOCAL TAXATION WRITE OFFS
- The Director of Resources submitted a report requesting committee's approval to write off two cases of council tax debt one of which had been declared bankrupt and the other had received a debt relief order.
- RESOLVED THAT COMMITTEE:
- Approve writing off £3,021.46 of Council Tax debts where it has not been possible to collect the amount due.
- The Chief Executive, Directors and committee clerk left the meeting.

## REFERENCE FROM PERSONNEL COMMITTEE - PAY STRUCTURE WORKING GROUP DISCUSSIONS

The Director of Resources submitted a request from Personnel committee in respect of changes to the pay structure for the Chief Executive and Chief Officers. The request also asked committee to consider issues regarding outstanding annual leave and outstanding excess flexi that had been accrued by staff.

### RESOLVED THAT COMMITTEE:

1. Approve the request for the additional budget in 2022/23 and 2023/24 in respect of Chief Executive and Chief Officer pay of £10,060 per annum, to be funded from the business rates growth earmarked reserve, in line with the recommendations from the initial pay line review. The costs in 2021/22 (£5,030) to be accommodated within overall staff turnover savings in that year, and
2. Approve the proposed expenditure in respect of leave and flexi-time balances, with this to be funded from Covid monies that the Council has received.

The meeting closed at 8.12 pm

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

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## Minutes of Emergency

Meeting Date: Tuesday, 8 March 2022, starting at 6.00 pm  
Present: Councillor S Atkinson

Councillors:

S Hore

J Alcock  
S Fletcher

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

Also in attendance: Councillors T Austin, J Clark, S Farmer, R Sherras and R Thompson

### 686 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 687 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE OR NON-REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

### 688 PROPOSED CHANGE TO DATE OF LICENSING COMMITTEE

The Chief Executive submitted a report seeking committee's approval to move the date of licensing committee from 22 March 2022 to 12 April 2022.

He reminded members that following the agreement of committee to postpone the date of Council from 14 December 2021 to 25 January 2022, licensing committee had been displaced to 1 February 2022.

At the meeting of licensing committee on 1 February 2022, committee had agreed to approve the draft renewal of the cumulative impact policy for Whalley and Painterwood to be used for consultation. The consultation was currently taking place, but there was insufficient time for it to be completed in time for the next scheduled meeting of licensing committee on 22 March 2022.

He therefore suggested to members that the date of the next licensing committee be rearranged for 12 April 2022 as the policy, if approved, would need to also be approved by Council before it expires at the end of April.

RESOLVED THAT COMMITTEE:

Approve the rescheduling of the meeting of Licensing Committee from 22 March 2022 to 12 April 2022.

### 689 EXCLUSION OF PRESS AND PUBLIC

There were no items under this heading.

The meeting closed at 6.04 pm

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

## Minutes of Emergency

Meeting Date: Thursday, 5 May 2022, starting at 9.30 am  
Present: Councillor S Atkinson

Councillors:

S Hore

S Hirst  
S Fletcher

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

Also in attendance: Councillor D Birtwhistle

### 844 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of the Director of Resources.

### 845 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE OR NON-REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

### 846 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

### 847 LEVELLING UP FUND

The Director of Economic Development and Planning submitted a report updating members on the Levelling Up Fund.

She reminded members that the Council had been unsuccessful in the first round of bids and that a second round had been announced on 23 March 2022 with a deadline for applications of 6 July 2022.

Following the last round of bids there had been some changes made to categories that authorities were in. However, Ribble Valley was still in category 3 which was the least likely category to be supported in respect of a bid. Within round one only 8 of the 105 successful bids had been in category 3. In total 305 applications were submitted as part of round one.

The Director of Economic Development and Planning explained what would be required to submit a bid including changes that would need to be made to the first bid as Longridge Civic Hall could no longer be included.

Members discussed the likelihood of success and appropriate use of officer time and budget.

Councillor D Birtwhistle was given permission to speak on this item.

RESOLVED THAT COMMITTEE:

Advise officers not to submit a bid in round two of the Levelling Up Fund but explore options for use of the Shared Prosperity Fund across the Borough and main service centres.

The meeting closed at 10.00 am

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

## Minutes of Emergency

Meeting Date: Monday, 6 June 2022, starting at 12.00 pm  
Present: Councillor S Atkinson

Councillors:

S Hore

S Fletcher

L Edge

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

Also in attendance: Councillor G Mirfin

### 55 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 56 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE OR NON-REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

### 57 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

### 58 UK SHARED PROSPERITY FUND

The Director of Economic Development and Planning submitted a report updating members on the UK Shared Prosperity Fund which was launched by the Department for Levelling Up, Housing and Communities on 13 April 2022. The conditional allocation was £1,967,754 over a three-year funding period.

She informed committee that there were three investment priorities – Communities and Place, Supporting Local Business and People and Skills. To assess the allocation, measurable outcomes that reflected local needs and opportunities would need to be set out. There was also a requirement to work with local and regional stakeholders, civil society organisations, employer bodies responsible for identifying local skills plans, and businesses or business representative groups to achieve Fund outcomes in their areas.

The investment plan would need approval from the UK government following which the local authority would be responsible for its delivery. The DLUHC would make £20,000 available per lead authority to undertake initial preparatory work for submission of the plan in the summer.

The Director of Economic Development and Planning outlined the interventions that could be targeted based upon the nature of the Valley and previous work done in respect of identifying possible improvements. She also set out a suggested list of groups/people who could be involved to work with in the Partnership Group.

Members discussed the various aspects of the Fund, including frameworks, deliverability, priorities for Ribble Valley, possible schemes that could be supported and match funding for specific projects.

Councillor G Mirfin was given permission to speak on this item. He declared he was a Director on Lancashire County Developments.

RESOLVED THAT COMMITTEE:

1. Agree to targeting the interventions as listed in the report for use of the UK Shared prosperity Fund to deliver local projects including capital schemes;
2. Agree to the partnership groups attendees as outlined in the report, and
3. Instruct officers to appoint consultants to undertake the initial work and engagement work in preparation of the Investment Plan.

The meeting closed at 12.43 pm

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

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

DECISION
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meeting date: 21 June 2022  
 title: APPOINTMENT TO WORKING GROUPS 2022/23  
 submitted by: Chief Executive  
 principal author: Olwen Heap

### 1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities

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

### 2 BACKGROUND

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

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

### 3 ISSUES

3.1 The following working groups have been active in the past twelve months. Committee should consider if they wish all working groups to be continued with the same or different political representation.

Voluntary Organisation Grants	3 Conservatives + 1 Lib Dem
Budget Working Group	5 Conservatives + 2 Lib Dems + 1 Ind
Longridge Assets	3 Conservatives + 1 Lib Dem + 2 Ind
Climate Change	4 Conservatives + 2 Lib Dems + 1 Ind

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

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

#### 4 RISK ASSESSMENT

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

- Resources – the costs associated with working groups is included in the budget for 2022/23.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

#### 5 RECOMMENDED THAT

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

Marshal Scott  
CHIEF EXECUTIVE

Olwen Heap  
ADMINISTRATION OFFICER

#### BACKGROUND PAPERS

REF: CE/OMH/P&F/21.6.22

For further information please ask for Olwen Heap, extension 4408

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

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meeting date: 21 JUNE 2022  
title: COVID 19 ADDITIONAL RELIEF FUND - UPDATE  
submitted by: DIRECTOR OF RESOURCES  
principal author: MARK EDMONDSON, HEAD OF REVENUES AND BENEFITS

### 1. PURPOSE

- 1.1. To update Committee about the Covid 19 Additional Relief Fund (CARF) that was announced by the Chancellor on 21 December 2021.
- 1.2. To decide on the next steps regarding granting relief to eligible applicants and determining what to do with the remaining funding.

### 2. BACKGROUND

- 2.1. Liability for Business Rates is based upon the rateable value of the property. Rateable Values are set by the Valuation Office Agency (VOA) and appear in the Business Rates Valuation List.
- 2.2. Rateable Values are updated at revaluations – the most recent being 2017 when they were based on the rental market on 1 April 2015. The next revaluation is planned for 1 April 2023 with a valuation date of 1 April 2021.
- 2.3. The revaluations ensure that rateable values reflect changes in economic factors, market conditions or changes in the general level of rents.
- 2.4. Between revaluations rateable values can only be changed to reflect ‘material changes of circumstances’ including, for example, physical changes to the property or locality.
- 2.5. Since the start of the pandemic the VOA have received many checks arguing that interventions concerning the use of property (such as requirements to close businesses or maintain social distancing to comply with health and safety legislation) are a material change of circumstances. If successful, there would be a major impact on the level of rateable values across a wide range of properties.
- 2.6. The Government did not believe that the challenges to rateable values and the removal of properties from the rating list was the right mechanism to help businesses that needed support in the pandemic. On 25 March 2021 the Government announced that they would introduce primary legislation with retrospective effect to clarify that Coronavirus and the Government’s response to it are not an appropriate use of the material change of circumstances provision.
- 2.7. The Government introduced the Rating (Coronavirus) and Directors Disqualification (Dissolved Companies) Bill to give effect to their position and it received Royal assent on 15 December 2021.
- 2.8. On 25 March 2021 the Government announced a new Covid 19 Additional Relief Fund (CARF) of £1.5 billion. The fund is intended to be available to support businesses affected by the pandemic that are ineligible for the existing support linked to business rates, i.e., Small Business Rates Relief, Expand Retail Discount and Nursery Discount.

2.9. On 15 December 2021 the Government issued guidance to local authorities detailing how the scheme should operate and how much each authority has been allocated. Ribble Valley Borough Council's allocation totals £1,239,191.

### 3. ISSUES

3.1. The guidance states that billing authorities are responsible for designing a discretionary relief scheme in their area, however they must not award relief to ratepayers who have received Expanded Retail Discount or Nursery Discount, are liable for unoccupied properties (except where they are temporarily closed due to Government advice on Covid 19) and should direct support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to the impact.

3.2. The relief will be granted using powers contained in Section 47(8A) of the Local Government Finance Act 1988 which prevents awards to certain precepting authorities and prevents awards being made more than 6 months after the financial year that they relate to i.e., awards cannot now be made in respect of 2020/21.

3.3. It is for local authorities to determine how much relief shall be awarded to each eligible business subject to subsidy control rules detailed in the guidance.

3.4. The funding is limited to the allocation referred to at 2.9.

3.5. This committee agreed to open an initial application window for eligible businesses to apply for CARF which closed on 28 February 2022.

3.6. We received 33 applications, 5 of which were rejected as the ratepayer was not eligible as they already received full Small Business Rates Relief or the Expanded Retail Discount. Relief was awarded totalling £161,043.68.

3.7. A second application window was opened and all potentially eligible businesses were invited to apply. A further 17 applications have been received, three of which have been rejected as the ratepayer was not eligible as they already received full Small Business Rate Relief or was a duplication application. (Appendix 1)

3.8. The number of applications has been very disappointing, but each eligible business has been contacted on several occasions and invited to apply. A key requirement of the Government is that the business has been adversely affected by the pandemic and this may have an impact on the number of applications received.

### 4. SUGGESTED APPROACH

4.1. Awarding each of the applicants relief at an initial rate of 50% of the net rates payable for 2021/22 as we did for the first tranche of applications, will result in a total of £42,670.39 of CARF being granted.

4.2. A third application window could be opened with the view to bringing a final report to this committee on 13 September 2022 to determine how to allocate the balance of funding.

5. RECOMMENDED THAT COMMITTEE

5.1. Agree to award CARF at the initial rate of 50% of the net rates payable for 2021/22 to the eligible applicants detailed in Appendix 1.

5.2. Agree to open another application round.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF29-22/ME/AC

9 June 2022

<b>Name of Business</b>	<b>Address</b>	<b>Nature of Business</b>	<b>RV</b>	<b>Rates Payable</b>	<b>50%</b>
Clitheroe Light Engineering Co Ltd	Unit A-D, Up Brooks, Clitheroe	Precision engineering	65,550	£33,536.00	£16,768.00
RV Pure Clean Ltd	Unit 46, Twin Brook Business Park, Clitheroe	Commercial laundry hospitality	12,000	£3,477.96	£1,738.98
Squashgoblin Ltd	Suite 1 Gisburn Business Park, Gisburn	Online and shows retailer	12,250	£509.40	£254.70
Driscolls Antiques Ltd	Unit 6 Deanfield Drive, Clitheroe	Restoration and sales of antique furniture	13,250	£2,754.90	£1,377.45
Hills Fine Food Limited	Unit B1, Shay Lane, Longridge	Foods to hospitality	1,550	£773.45	£386.73
Little Town Dairy Ltd	Chipping Road, Thornley	Dairy manufacture	26,500	£13,223.50	£6,611.75
Bowland Ecology Limited	2nd Floor, Unit 4 Holmes Mill, Clitheroe	Ecological Consultancy	1,050	£381.84	£190.92
H M Sowerbutts and Co Ltd	St John's Ambulance Hall, Church Brow, Clitheroe	Store for furniture retailer	3,150	£1,571.85	£755.93
Cheeky Monkey Co Ltd T/A Melt	Upper Open Barn, Back Ridge Farm Bashall Eaves	Manufacture candles etc	6,600	£3,293.40	£1,646.70
Primesight Limited	Adj Petrol Station, Whalley Road, Billington	Advertising right	900	£449.10	£224.55
Primesight Limited	Adj Roundabout Filling Station, Chatburn Road, Clitheroe	Advertising right	900	£449.10	£224.55
Monks Contractors Ltd	Myerscough Smithy Road, Mellor	Environmental and ecological services	23,000	£11,477.00	£5,738.50
The Grand at Clitheroe Ltd	Car park, Back York Street, Clitheroe	Car park separately rated	11,250	£1,152.00	£576.00
Forrest Joinery and Construction Contracts Ltd	Unit 1-4and 608 Ramsgreave Works, Blackburn	Joinery manufacture	24,750	£12,350.25	£6,175.13
			202,700	£85,399.75	£42,670.39

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

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meeting date: 21 JUNE 2022  
title: CAPITAL OUTTURN 2021/22  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To report the 2021/22 capital programme outturn for this Committee and to seek member approval for the slippage of some budget on one capital scheme from the 2021/22 financial year to the 2022/23 financial year.

1.2 Relevance to the Council's ambitions and priorities:

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

### 2 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 were made:

- 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, was 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 was £179,790.

2.4 The revised capital programme budget of £70,910 for five schemes was then approved by the Special Policy and Finance Committee in February 2022, following a review of progress on all schemes in the capital programme. This included moving £108,880 of budget on four schemes into the 2022/23 financial year. The revised estimate budget is shown at Annex 1.

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

### 3 CAPITAL OUTTURN 2021/22

- 3.1 Annex 1 shows this Committee's capital programme outturn position by scheme, including budget approvals, actual expenditure in-year and requested slippage into 2022/23. The table below summarises the final outturn position.

Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure 2021/22 £	Requested Slippage into 2022/23 £
0	105,510	34,280	40,000	179,790	70,910	108,880	63,822	7,020

- 3.2 Actual expenditure on this Committee's capital programme was £63,822, which is 90% of the revised estimate budget.

- 3.3 Four of the five schemes in the revised capital programme were completed in-year.

- 3.4 One scheme was not completed in-year, as follows:

- **Replacement IT Equipment for Councillors (-£7,025):** The replacement IT equipment for councillors has been purchased in 2021/22. The actual equipment costs were lower than the estimated costs included in the budget. In addition, at financial year-end there was still some Virtual Private Network (VPN) security work to be completed so that councillors can gain a protected network connection to the Council. Slippage of £7,020 into 2022/23 is requested to fund the VPN security work and any other final expenditure required on the scheme.

### 4 SLIPPAGE

- 4.1 Where capital schemes are not complete at year-end and budget is requested to be moved into the next financial year, this is known as slippage. For this Committee slippage of £7,020 is requested into 2022/23 for the Replacement IT Equipment for Councillors scheme.

- 4.2 Attached at Annex 2 is the individual "Request for slippage" form. This Committee is asked to consider and approve this request.

### 5 RISK ASSESSMENT

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

- Resources – There are no additional financing requirements needed for this Committee's 2021/22 capital programme. Capital resources are already in place to fund the £7,020 requested slippage to the 2022/23 financial year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

6 CONCLUSION

- 6.1 Actual expenditure on this Committee's capital programme was £63,822, which is 90% of the revised estimate budget.
- 6.2 Four of the five schemes in the revised capital programme were completed in-year.
- 6.3 One scheme was not completed in 2021/22. Slippage of £7,020 has been requested to fund expenditure on that scheme in 2022/23.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Approve the slippage of £7,020 budget into the 2022/23 capital programme for the Replacement IT Equipment for Councillors scheme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF23-22/AC/AC  
25 May 2022

For further information please ask for Andrew Cook.

BACKGROUND PAPERS: None

## POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME OUTTURN 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 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure 2021/22 £	Requested Slippage into 2022/23 £
DHRST	Dewhurst Road, Langho - Resurfacing Works	0	65,800	3,850	0	69,650	6,800	62,850	6,744	0
NTWRK	Network Infrastructure	0	30,000	0	0	30,000	0	30,000	0	0
COLFT	Lift replacement at Council Offices	0	2,110	0	0	2,110	2,110	0	2,103	0
COADM	Committee Administration IT System	0	7,600	0	0	7,600	0	7,600	0	0
COWEB	Re-design of Corporate Website	0	0	12,000	0	12,000	12,000	0	12,000	0
REPPC	Replacement PCs	0	0	10,000	0	10,000	10,000	0	10,000	0
CEPPG	Financial system upgrade	0	0	8,430	0	8,430	0	8,430	0	0
IT@QC	Replacement IT Equipment for Councillors	0	0	0	40,000	40,000	40,000	0	32,975	7,020
<b>30</b>	<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>70,910</b>	<b>108,880</b>	<b>63,822</b>	<b>7,020</b>

**ANNEX 2**

**POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME  
OUTTURN 2021/22**

**Request for slippage into 2022/23**

<b>Cost Centre and Scheme Title</b>	ITEQC: Replacement IT Equipment for Councillors
<b>Scheme Description</b>	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.
<b>Head of Service</b>	Lawson Oddie
<b>Year Originally Approved</b>	2021/22
<b>Revised Estimate 2021/22 for the Scheme</b>	£40,000
<b>Actual Expenditure in the Year 2021/22</b>	£32,975
<b>Variance - (Underspend) or Overspend</b>	(£7,025)
<b>Please provide full reasons for the (under) or over spend variance shown above?</b>	The replacement IT equipment for councillors has been purchased in 2021/22. The actual equipment costs were lower than the estimated costs included in the budget. In addition, at financial year-end there was still some Virtual Private Network (VPN) security work to be completed so that councillors can gain a protected network connection to the Council. This work had been ordered at a cost of £4,580.

**Slippage Request**

<b>Please grant the amount of Budget Slippage from 2021/22 to 2022/23 requested.</b>	£7,020
<b>Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.</b>	Slippage will fund the VPN security work and any other final expenditure required on the scheme in 2022/23.
<b>By what date would the work or services related to any requested slippage be completed, if it were to be approved.</b>	The VPN security work has been completed in May 2022 and financial completion of the scheme is expected in summer 2022.

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

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meeting date: 21 JUNE 2022  
 title: PROCUREMENT STRATEGY 2022/23 to 2024/25  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

### 1 PURPOSE

- 1.1 To seek approval from Committee for the new Procurement Strategy covering the period 2022/23 to 2024/25.
- 1.2 Relevance to the Council's ambitions and priorities:
  - This report contributes to the council's ambition to be a well-managed council providing efficient services based on identified customer needs.

### 2 BACKGROUND

- 2.1 The Council has previously had a Procurement Strategy in place, but this was produced many years ago and has since become outdated.
- 2.2 A new Procurement Strategy (Annex 1 - this is a full re-write of the strategy) has now been produced and covers the same themes as the National Procurement Strategy for Local Government.
  - Showing Leadership
  - Behaving Commercially
  - Achieving Community Benefits
- 2.3 The National Procurement Strategy for Local Government also includes further 'enablers', which we have also included within the attached draft Procurement Strategy.
  - Developing Talent
  - Exploiting digital Technology
  - Enabling Innovation
  - Embedding change

### 3 ACTION PLAN AND FUTURE REVIEW

- 3.1 The strategy sets out a series of statements with regard to our approach to procurement under the above themes and how this relates to other policies (i.e. the Climate Change Strategy).
- 3.2 Also included is a detailed action plan which spans the life of the strategy.
- 3.3 The strategy will be reviewed on an annual basis and this offers the opportunity to further review the action plan. Any changes to the National Procurement Strategy for Local Government would also be reflected in any such reviews.

### 4 CONCLUSION

- 4.1 A full review of the Procurement Strategy has been undertaken and includes a detailed action plan covering the next three years but will be reviewed annually. This covers the same themes as the National Procurement Strategy for Local Government.

## 5 RISK ASSESSMENT

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

- Resources – The approval of the strategy itself does not carry any resource implications. However, a number of the actions have been flagged as holding the potential to result in increased costs, such as obtaining Social Value, but such actions should result in wider better Value for Money. Any other actions where budget has not already been approved, would need budget approval before they went ahead, or otherwise savings would need to be found.
- Technical, Environmental and Legal – The actions within the strategy would be undertaken considering other policies such as the council's Financial Regulations and Contract Procedure Rules and always in-line with procurement law. The consideration of Social Value themes will also help us meet wider requirements.
- Political – not applicable
- Reputation – Transparency in our procurement activities and a clear strategy of how we wish to develop our procurement activities can only enhance the council's reputation.
- Equality and Diversity – The strategy aims to widen opportunities for businesses to engage with the council through our procurement activities, and notably makes reference to local Small Medium Enterprises and Micro-businesses. Our grant support to the Voluntary, Community Social Enterprise organisations is also referenced. Specific Equality and Diversity issues are already addressed as part of our procurement activities, notably through our tendering arrangements.

## 6 RECOMMENDED THAT COMMITTEE

### 6.1 Approve the new Procurement Strategy 2022/23 to 2024/25 as attached at Annex 1

HEAD OF FINANCIAL SERVICES

PF31-22/LO/AC

10 June 2022

DIRECTOR OF RESOURCES

BACKGROUND WORKING PAPERS:

For further information please ask for Lawson Oddie, extension 4541

DRAFT

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# Procurement Strategy

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2022/23 to  
2024/25

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Ribble Valley  
Borough Council

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



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# Context

The purpose of this strategy is to clearly communicate to all stakeholders how we foresee the development of our Procurement activities over the medium term.

The strategy has been put together covering a three-year period and will be reviewed and refreshed on an annual basis.

The National Procurement Strategy for Local Government in England 2018 has been used as the framework for this strategy, following the same themes of:

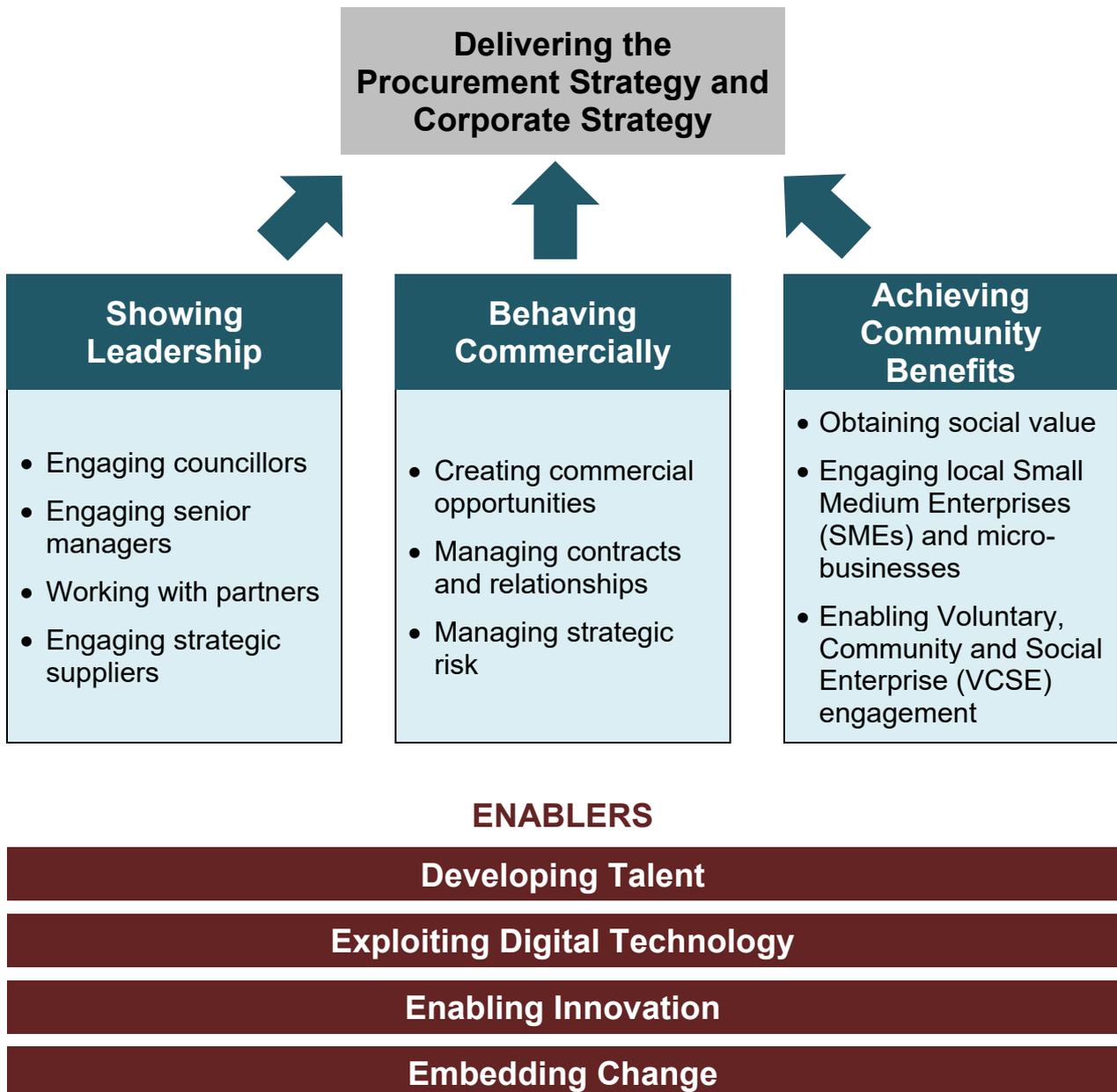
- Showing Leadership
- Behaving Commercially
- Achieving Community Benefits

There are also four cross-cutting issues that have been addressed which are seen as Enablers in helping us to achieve actions under the three themes.

- Developing Talent
- Exploiting digital Technology
- Enabling Innovation
- Embedding Change

In following the themes within this strategy document and also in undertaking the action plan, full consideration will be given to the Ambitions within the Council's Corporate Strategy, and this strategy document should be read in that context.

Ambition 1	Ambition 2	Ambition 3	Ambition 4	Ambition 5
To ensure a well-managed council providing efficient services based on identified customer needs.	To sustain a strong and prosperous Ribble Valley.	To help make people's lives safer and healthier.	To protect and enhance the existing environmental quality of our area	To match the supply of homes in our area with the identified housing needs



# Procurement Strategic Themes

## Showing Leadership

### Engaging Councillors and Senior Management

We will seek to ensure that the Corporate Management Team and Councillors are provided with the necessary level of procurement advice where needed.

This will be guided by our Financial Regulations and Contract Procedure Rules, both of which are reviewed on an annual basis.

Where necessary we will ensure key staff are trained to a level commensurate with their involvement in commercial and procurement activities.

Where projects are planned, we will ensure early engagement of Financial Services procurement staff.

As part of this work we will ensure that the council's Procurement Strategy is reviewed and updated on an annual basis.

We will ensure that members are able to make key decisions around major projects that are delivering on our Corporate Strategy and that they are in a position to maintain oversight of such contracts at committee meetings and working groups as necessary.

### Working with Partners

Whenever we undertake procurement activity, we will first look for any parity with the activities or requirements of other services within the council and look to undertake any procurement corporately and with the help of Financial Services procurement staff.

In undertaking such work, we will consider alternative methods of service provision/procurement and seek to learn from the experiences of others.

Wherever possible we will consider any opportunities to work together with other partners in our procurement activities, be that with other local authorities, health, fire, police, housing, VCSEs or any other partners.

### Engaging Strategic Suppliers

We will undertake regular analysis of our spend and identify our key strategic suppliers. We will build on these relationships and also look to potentially share this information with neighbouring authorities where this may be beneficial for joint procurement.

We will ensure close relationships with our strategic suppliers and wherever possible seek to increase efficiencies and savings and improve our contract management arrangements.

Where our needs and requirements change over time, or new areas of procurement activity are started, we will ensure an early engagement with suppliers through publication of our intentions to raise awareness prior to any formal tendering through the use of procurement portals such as the Crown Commercial Service website, Contracts Finder.

## Behaving Commercially

### Creating Commercial Opportunities (including income generation).

In reviewing our business options (in-house provision or outsourcing), appraising major acquisitions and how we engage with the market or potential suppliers, we will always seek to promote income generation and value creation.

This is particularly relevant as central government funding is reduced and innovative ways in which to reduce any funding deficits need to be identified.

We will continue to look at opportunities to work with others within this area of procurement.

### Managing Contracts and Relationships

We will ensure that all contracts are assigned an internal contract manager. This would normally be the relevant Head of Service. All contracts and any variations within them, will be managed effectively to control costs, secure the quality and timeliness of agreed outcomes and performance levels and minimise the occurrence of risks.

Such contract management will not be confined to project-based procurements.

Where formal contracts are to be awarded, it will be ensured that meaningful performance measures (where applicable) and adequate

management information provision are prerequisites. This will include regular contract management review meetings.

### Managing Strategic Risk

External providers of services will be proactively engaged with to help identify potential strategic risks to the continued provision of services.

Internally, such reviews of strategic procurement risks will include identification of key suppliers, reviews of their financial viability and any potential reputational issues such as quality issues or risks around association with a particular company.

There will be active management of such potential strategic risks and contingency plans will be developed where needed by services to help mitigate such risks.

## Achieving Community Benefits

### Obtaining Social Value

Where possible we will follow the national themes, outputs and measures (TOMs) in our procurement activity as the basis of measuring social value.

Any tender documentation method statements, formal specifications, or ad-hoc purchases will include, where relevant, consideration of the following 5 national themes

- Promoting Skills and Employment.

- Supporting the Growth of Responsible Regional Businesses.
- Creating Healthier, Safer and More Resilient Communities.
- Protecting and Improving our Environment.
- Promoting Social Innovation.

Where there is planned use of framework agreements for our procurement activity, we will endeavour to work with framework agreements that include such considerations.

Any inclusion of Social Value within the scoring mechanism for a tender will only be on the basis that it is fully transparent, measurable and directly correlated to the procurement in-hand. There will be regular monitoring and reporting on the achievement of such Social Value elements.

Embedding the procurement actions under the Ribble Valley Borough Council Climate Change Strategy will assist in directing some of the above actions.

### **Engaging Local Small Medium Enterprises (SMEs) and Micro-businesses**

We will actively encourage engagement with local SMEs and Micro-businesses, particularly within the borough boundary. This will include working with the council's Economic Development team.

Consideration will be given to the 'lotting' of procurements where it may be an option beneficial to the council to provide potentially more attractive smaller or alternative 'lots' within a procurement exercise.

Where incumbent suppliers are SMEs or Micro-businesses we will ensure that we provide extensive notice of plans to tender or re-tender.

We will also seek to ensure that our procurement timetables allow ample time for tender preparation by SMEs or Micro-businesses, who are likely to have fewer resources to hand for the preparation of such documents.

### **Enabling Voluntary, Community Social Enterprise (VCSE) Engagement**

Our various grant schemes will continue to offer the opportunity to support Voluntary, Community Social Enterprise (VCSE) organisations, where they meet the grant criteria, their aims and objectives meet those of the council and where their services supplement our own service provision.

## Enablers

### Developing Talent

We will seek to ensure that staff recruited to roles involved in the procurement process have the correct level of skills, or are provided with training, experience or put forward for professional training (where relevant) to allow them to undertake their full duties with the skills needed.

We will also ensure that those staff involved in procurement, contract management and project management are provided with the correct level of training for their role, as identified within the performance appraisal process.

Key skills around governance arrangements, particularly Financial Regulations, Contract Procedure Rules, Fraud Awareness and Whistleblowing Procedures will also be undertaken as part of our corporate training provision.

### Exploiting Digital Technology

We will maximise the use of our purchasing system and its integration

with our financial management system.

We will seek to invest in the Procure to Pay (P2P) process in order to enhance streamlining and efficiency.

As we move toward greater automation, the importance of robust internal controls becomes ever more important. We will ensure that we undertake full detailed regular reviews of the controls in place in order to provide assurance that they are working.

We will engage with key suppliers in order to enable better integration and improved functionality between systems.

Where possible we will minimise the use of paper resources and also seek to move to secure technology that may facilitate the submission of tenders and quotes by electronic means.

### Enabling Innovation

Prior to starting any tender procedure, we will look at alternative methods of service provision or delivery.

Heads of Service will ensure that timelines for procurements allow them to report their consideration of alternatives and recommendations to the council's Corporate Management Team and also the proposals will be reported to the relevant service committee in order to ensure they are able to provide scrutiny and leadership.

As part of our capital programme bidding process Heads of Service will

seek innovation in their proposals and consider the potential for income generation and value creation.

Prior to starting the tendering process we will ensure that we review any innovative, new or emerging alternative methods of delivering the outcomes we are seeking to procure.

In considering innovative alternatives, particular reference will be given as to how added social value can be obtained, examining the national themes, outputs and measures (TOMs):

- Promoting Skills and Employment.
- Supporting the Growth of Responsible Regional Businesses.
- Creating Healthier, Safer and More Resilient Communities.
- Protecting and Improving our Environment.
- Promoting Social Innovation.

## Embedding Change

Our Procurement Strategy will be communicated to all staff and it will be made clear to key staff what their roles are in achieving the action plan.

Where our processes are developed and best practice is identified, we will ensure that this is documented within our procedures.

As our systems and processes change we will ensure that staff are informed and briefed on new practices.

In encouraging good contract management, we will ensure that the benefits of such monitoring information is maximised and the data is acted on and also utilised in the review of any further tendering opportunities or reviews of alternative service delivery methods.

Action Plan

<b>ACTION PLAN – SHOWING LEADERSHIP</b>					
<b>Action:</b>	<b>Responsible officer:</b>	<b>Potential Target Date:</b>	<b>Resources needed if approved:</b>	<b>Potential barriers/risks</b>	<b>Financial Resources Already Approved?</b>
<b>Engaging Councillors and Senior Management</b> Annual Review of Financial Regulations and Contract Procedure Rules	Head of Financial Services	Annually in March each year to Policy and Finance Committee	No additional financial resources required	Implications of changes to domestic and international law.	<b>Not Applicable</b>
<b>Engaging Councillors and Senior Management</b> General training of staff on Financial Regulations and Contract Procedure Rules	Head of Financial Services	Ongoing. Targeted for any specific changes following the annual review.	No additional financial resources required. However, where external providers are able to be used, this should be able to be funded from existing budgets	Staffing Resources within Financial Services	<b>Not Applicable</b>
<b>Developing Talent</b> Identification of specialist procurement and/or project management training needs	All Directors and Heads of Service	To be identified as part of the Performance Appraisal Process	Within Existing Training Budgets	Prohibitive costs Fast paced changes to legislation	<b>YES:</b> Within Existing Training Budgets

<b>ACTION PLAN – SHOWING LEADERSHIP</b>					
<b>Action:</b>	<b>Responsible officer:</b>	<b>Potential Target Date:</b>	<b>Resources needed if approved:</b>	<b>Potential barriers/risks</b>	<b>Financial Resources Already Approved?</b>
<b>Engaging Councillors and Senior Management</b> Annual Review of Procurement Strategy	Head of Financial Services	Annually in March/April each year to Policy and Finance Committee	No additional financial resources required	Implications of changes to domestic and international law	<b>Not Applicable</b>
<b>Working with Partners</b> Engage with other local authorities to gauge any appetite for a procurement group.	Head of Financial Services	December 2022	No additional financial resources required	Level of interest from other bodies	<b>Not Applicable</b>
<b>Engaging Strategic Suppliers</b> Undertake an up-to-date spend analysis – notably looking at spend, volume of invoices and location. Where possible include SME information.	Head of Financial Services	March 2023 and reviewed annually	No additional financial resources required identified as needed at this stage.	Level of detailed information available without charge - particularly around SME classification.	<b>Not Applicable</b>

Action Plan

<b>ACTION PLAN – BEHAVING COMMERCIALY</b>					
<b>Action:</b>	<b>Responsible officer:</b>	<b>Potential Target Date:</b>	<b>Resources needed if approved:</b>	<b>Potential barriers/risks</b>	<b>Financial Resources Already Approved?</b>
<p><b>Managing Contracts and Relationships</b>                      Include contract manager details on the council’s internal copy of the Contracts Register and help Heads of Service in forging stronger relationships with our suppliers, perhaps assisted with additional training.</p>	<p>All Heads of Service                       Procurement Assistant</p>	<p>Ongoing</p>	<p>No additional financial resources required</p>	<p>Engagement in the process by suppliers.                       Apathy if advantages are not immediately realised</p>	<p><b>Not Applicable</b></p>
<p><b>Managing Strategic Risk</b>                      As part of the spend analysis work, and discussions with Heads of Service, our key suppliers will be identified.</p>	<p>All Heads of Service</p>	<p>March 2023 and reviewed annually</p>	<p>No additional financial resources required</p>		<p><b>Not Applicable</b></p>
<p><b>Managing Strategic Risk</b>                      As part of the contract management meetings there will be discussions around risk. Any strategic risks will be documented on the risk management software and planned for within services.</p>	<p>All Heads of Service</p>	<p>Ongoing</p>	<p>No additional financial resources required.                       However, it may be that there are costs associated with implementing any actions to mitigate identified risks.</p>		<p><b>Not Applicable</b></p>

## ACTION PLAN – ACHIEVING COMMUNITY BENEFITS

Action:	Responsible officer:	Potential Target Date:	Resources needed if approved:	Potential barriers/risks	Financial Resources Already Approved?
<p><b>Obtaining Social Value</b>                      Review the council’s standard tender documentation to ensure inclusion of the national themes, outputs and measures (TOMs) in our procurement activity – be this as general questions, management information measures, or as part of the scoring mechanism where applicable.</p>	<p>Head of Financial Services                       Senior Accountant                       Procurement Assistant</p>	<p>December 2022</p>	<p>No additional financial resources required</p>	<p>Implications of potential additional costs.                       Expectation of ‘implementation at any cost’.</p>	<p><b>Potential for increased costs</b></p>

Action Plan

**ACTION PLAN – ACHIEVING COMMUNITY BENEFITS**

Action:	Responsible officer:	Potential Target Date:	Resources needed if approved:	Potential barriers/risks	Financial Resources Already Approved?
<p><b>Obtaining Social Value</b> Embed the procurement actions under the Ribble Valley Borough Council Climate Change Strategy. This is intrinsically linked to the above action on inclusion of the national themes, outputs and measures (TOMs) in our procurement activity.</p>	<p>All Heads of Service</p>	<p>Ongoing</p>	<p>No additional financial resources required</p>	<p>Implications of potential additional costs. Expectation of 'implementation at any cost'.</p>	<p><b>Potential for increased costs</b></p>
<p><b>Engaging Local Small Medium Enterprises (SMEs) and Micro-businesses</b> In undertaking an up-to-date spend analysis, where possible include SME information by working together with the council's Economic Development team.</p>	<p>Senior Accountant Procurement Assistant Economic Development Team</p>	<p>March 2023</p>	<p>No additional financial resources required</p>	<p>Level of detailed information available without charge - particularly around SME classification.</p>	<p><b>Not Applicable</b></p>

**ACTION PLAN – ACHIEVING COMMUNITY BENEFITS**

Action:	Responsible officer:	Potential Target Date:	Resources needed if approved:	Potential barriers/risks	Financial Resources Already Approved?
<p><b>Engaging Local Small Medium Enterprises (SMEs) and Micro-businesses</b> Produce a ‘How to do Business with the Council’ Guide.</p>	<p>Senior Accountant Procurement Assistant Economic Development Team</p>	<p>December 2022</p>	<p>No additional financial resources required</p>		<p><b>Not Applicable</b></p>
<p><b>Engaging Local Small Medium Enterprises (SMEs) and Micro-businesses</b> Where possible provide 14-day payment terms for any business identified as a Ribble Valley based SME or Micro-business.</p>	<p>Senior Accountant Procurement Assistant Systems and Payments Manager</p>	<p>Driven by supplier analysis work March 2023</p>	<p>No additional financial resources required. There will be minimal financial impact from the loss of potential investment income due to early payment.</p>	<p>Speed at which invoices are processed for payment.</p>	<p><b>Not Applicable</b></p>

Action Plan

<b>ACTION PLAN – ENABLERS</b>					
<b>Action:</b>	<b>Responsible officer:</b>	<b>Potential Target Date:</b>	<b>Resources needed if approved:</b>	<b>Potential barriers/risks</b>	<b>Financial Resources Already Approved?</b>
<b>Developing Talent</b> <i>(See also under ‘Showing Leadership’)</i> General training of staff on Financial Regulations and Contract Procedure Rules	Head of Financial Services  Senior Accountants	Ongoing.  Targeted for any specific changes following the annual review.	No additional financial resources required	Staffing Resources within Financial Services	<b>Not Applicable</b>
<b>Developing Talent</b> <i>(See also under ‘Showing Leadership’)</i> Identification of specialist procurement and/or project management training needs	All Directors and Heads of Service	To be identified as part of the Performance Appraisal Process	Within Existing Training Budgets	Prohibitive costs  Fast paced changes to legislation  Implications of BREXIT	<b>YES:</b> Within Existing Training Budgets
<b>Exploiting Digital Technology</b> Explore options for the use of technology in the secure submission, and restricted internal access, to tenders.	Head of Financial Services  Head of Legal & Democratic Services	December 2022	May require the purchase of systems or subscription to online services. Costs yet to be explored.	Costs	<b>NO</b>

<b>ACTION PLAN – ENABLERS</b>					
<b>Action:</b>	<b>Responsible officer:</b>	<b>Potential Target Date:</b>	<b>Resources needed if approved:</b>	<b>Potential barriers/risks</b>	<b>Financial Resources Already Approved?</b>
<b>Exploiting Digital Technology</b> Review the feasibility of Intelligent Scanning in the Procure to Pay (P2P) process.	Head of Financial Services	August 2022	Ongoing discussions with software provider	Cost of the infrastructure needed.	<b>NO</b>
<b>Exploiting Digital Technology</b> Work with targeted suppliers to take advantage where possible of 'PunchOut' technology within our purchasing system.	Head of Financial Services	December 2022	No additional financial resources required	Resistance from suppliers. Any hidden costs in establishing 'PunchOut' links	<b>Likely Not Applicable</b>
<b>Enabling Innovation</b> Amend the Contract Procedure Rules to make it a requirement that Heads of Service first take proposals to tender <u>services</u> to Corporate Management Team to consider alternative methods of service provision that may have the potential to provide better Value for Money.	Head of Financial Services  All Directors and Heads of Service	March 2023	No additional financial resources required		<b>Not Applicable</b>

Action Plan

**ACTION PLAN – ENABLERS**

Action:	Responsible officer:	Potential Target Date:	Resources needed if approved:	Potential barriers/risks	Financial Resources Already Approved?
<p><b>Embedding Change</b> Utilise information from Contract Management meetings and reviews to help inform service provision, and any proposed changes when goods or services are next procured/contracted.</p>	<p>All Directors and Heads of Service</p>	<p>Ongoing</p>	<p>Heads of Service need to ensure that regular contract management meetings are held</p>		<p><b>Not Applicable</b></p>

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

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meeting date: 21 JUNE 2022  
title: LOCAL TAXATION WRITE OFFS  
submitted by: DIRECTOR OF RESOURCES  
principal author: MARK EDMONDSON

### 1 PURPOSE

1.1 To obtain Committee's approval to write off Council Tax and Business Rates debts.

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 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. Any debt for which recovery action has not been taken within six years still remains but legal action cannot be taken.

#### **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.

#### **Council Tax**

2.4 As a matter of law, we are under an obligation to take reasonable steps to collect council tax debts. We do this by various means, including summonses, Attachment of Earnings, Attachment of Benefits, Attachment of Allowances, distraint of goods, bankruptcy, Charging orders and committal warrants. However, there are some cases where debtors simply leave their property with arrears and where we have no forwarding address, declared bankrupt or are deceased with insufficient funds in the estate.

### 3 CURRENT POSITION

3.1 There is one case where the company has dissolved. The Annex attached shows details of the debts we are seeking approval to write off – these total £3,463.36 in business rates with £60.00 costs and £2,988.59 in Council Tax and £60.00.

### 4 FINANCIAL IMPLICATIONS

4.1 Where Council Tax debts are written off the costs are borne by the Council Tax Collection Fund and therefore fall on local Council Taxpayers.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve writing off £3,463.36 in business rates with £60.00 costs and £2,988.59 of Council Tax debts and £60.00 costs where it has not been possible to collect the amount due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF26-22/ME/AC  
9 June 2022

## Write offs – Council Tax

## 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.		
2019/20	Lodge Inns (Pendle)	Pendle View Fisheries, A59 Bypass,
2020/21	Ltd	Clitheroe
		*1,924.80
		1,598.56
<b>TOTAL</b>		<b>3,523.36</b>

\*including £60.00 costs

## Write offs – Council Tax

Year	Name	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.		
2019/20	Lodge Inns (Pendle)	Pendle View Fisheries, A59 Bypass,
2020/21	Ltd	Clitheroe
		*1,652.19
		1,396.40
<b>TOTAL</b>		<b>3,048.59</b>

\*including £60.00 costs

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

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meeting date: 21<sup>st</sup> JUNE 2022  
title: REMODELLING OF RECEPTION AREA IN COUNCIL OFFICES -  
EXEMPTION TO CONTRACT PROCEDURE RULES  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES

### 1 PURPOSE

- 1.1 To report an approval to make an exception to contract procedure rules.
- 1.2 To request approval of a new capital scheme in respect of the reception area in the council offices.
- 1.3 Relevance to the Council's ambitions and priorities  
  
Corporate Priorities -
  - To ensure the health and safety of all staff in their place of work.
  - To ensure best use of council resources in commissioning services.

### 2 BACKGROUND

- 2.1 The Council's standard approach to capital works is to plan expenditure ahead (for up to 5 years) and to ensure that resources are available to fund those schemes at the time of delivery.
- 2.2 No significant work to the reception area is included in the current capital programme, following a substantial redesign award six years ago.

### 3 ISSUES

- 3.1 During the various lockdown periods since March 2020, the Council offices have been closed to the public. In line with most other service providers, however, we have moved towards "business as usual" and reopened for public access.
- 3.2 Although there is a lower level of personal visits to the offices than pre-pandemic, our staff do handle a variety of enquiries each day. Most visitors to the offices are responsible and well-behaved.
- 3.3 Occasionally, visitors to the offices can become frustrated or angry and staff are sometimes subjected to verbal abuse. This is never taken lightly, and over the years the Police have been called to attend in the more extreme cases.
- 3.4 Earlier this year, one visitor (with a known history of violence) became so angry in the reception area that the staff on duty behind the reception counter became concerned for their safety.
- 3.5 In the course of the debrief after that situation had been resolved, the staff involved explained their concerns to their Head of Service, suggesting that it would be possible for an assailant to access easily the area behind the counter.

- 3.6 The Head of Service (and subsequently Corporate Management Team) took those concerns seriously and put in place a temporary arrangement where staff on Reception operate from the cash office, which is secure. This arrangement is unsustainable in the long term because of the limited space in that office, so alternatives were explored.
- 3.7 The longer-term solution agreed by CMT was to adapt and improve the security screens in the reception area, so quotes were invited, and a contractor appointed to carry out the work. At the time of writing, the work is under way.
- 3.8 Post-lockdown, some contractors have cut back their workloads and there appears to be a lot of work available. In addition, some of the materials needed are in short supply. For these reasons, only one firm offer was received for this project.
- 3.9 Because of the importance (and growing urgency, given the cramped conditions in the cash office) of this piece of work, an application was made for an exemption from normal contract procedure rules (CPR) under CPR 5 to waive the requirement to get at least two written quotes. The exemption to CPR was approved by the Director of Resources and the Head of Legal Services as required.

#### 4 RISK ASSESSMENT

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

- Resources – Whilst only one quote was received, your technical staff have assessed the process as representing reasonable value for money, considering the work involved.  
The total cost of the scheme is anticipated to be £13,500 and it is recommended that this is added to the 2022/23 capital programme. It is recommended that this is funded from the repairs and maintenance earmarked reserve which currently has a balance of £17.7k at 1 April 2022.
- Political – There are no direct implications, other than a clear message that the Council takes seriously the welfare and safety of staff.
- Reputation – This measure should enhance the Council's reputation as a good employer.
- Equality & Diversity – There are no major risks identified.

#### 5 CONCLUSION

- 5.1 The order was placed, and the work is being carried out to the high standard expected. The reception area will soon be able to revert to operating in the way it is intended to and this will ease the pressure on the cash office, possibly reducing waiting times for some visitors back to previous levels.

#### 6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the new capital scheme for the remodelling of the reception area in the council offices at a cost of £13,500 to be funded from the repairs and maintenance earmarked reserve.

JOHN HEAP  
DIRECTOR OF COMMUNITY SERVICES

For further information please ask for John Heap, extension 4461.

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

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meeting date: 21 JUNE 2022  
title: COVID 19 BUSINESS GRANTS PAID  
submitted by: DIRECTOR OF RESOURCES  
principal author: JANE PEARSON

### 1 PURPOSE

- 1.1 To inform members of the total of covid 19 business grants paid by this council following the closure of the final grant scheme.

### 2 BACKGROUND

- 2.1 In response to Coronavirus (Covid-19) the Government announced time limited Grant Schemes to support businesses. Funds were provided to Local Authorities across England under Section 31 of the Local Government Act 2003 which were then distributed by local authorities to eligible businesses and/or activity within their geographic area in line with published Scheme Guidance.

- 2.2 The first grant schemes known as the Small Business Grant Fund and the Retail, Hospitality and Leisure Grant Fund were announced in March 2020 shortly after the start of the pandemic. The final grant schemes were required to close on 31 March 2022

### 3 GRANT SCHEMES AND PAYMENTS MADE BY RIBBLE VALLEY BOROUGH COUNCIL

- 3.1 **Small Business Grant Fund (SBGF)** was established to support small and rural businesses with their business costs during coronavirus. Guidance was first published on the 1 April 2020

- 3.2 **Retail Hospitality and Leisure Grant Fund (RHLCF)** was established to support businesses in the retail, hospitality and leisure sectors with their business costs during coronavirus. Guidance was first published on the 1 April 2020

- 3.3 **Local Authority Discretionary Grant Fund (LADGF)** was announced on the 1 May 2020 to support small businesses that were out of scope of the Small Business Grants Fund (SBGF) and the Retail, Hospitality and Leisure Grants Fund (RHLCF). Guidance was first published on the 29 May 2020

- 3.4 **Local Restrictions Support Grant (Open) (LRSG)** for businesses that were still open but severely impacted by Local Covid Alert Level 'High' (LCAL 2) and 'Very High' (LCAL 3) restrictions. This support was announced on 22 October 2020 for businesses that were not legally required to close but were severely impacted by the restrictions under LCAL 2 and 3. Guidance was first published 12 November 2020

- 3.5 **Local Restrictions Support Grant (Closed) (LRSG)** for businesses that were required to close under Local Covid Alert Level 'High' (LCAL 2) and 'Very High' restrictions (LCAL 3). This support was announced on 9 September and 9 October 2020 for Businesses that were legally required to close due to formal publication of local restrictions guidance by central Government that resulted in a first full day of

closures on or after the 9 September. Guidance was first published on the 3 November 2020.

- 3.6 **Local Restrictions Support Grant (Sector) (LRSB)** for businesses that were required to close nationally on a sector basis in all 314 business rate billing Local Authorities. This strand of LRSB support was announced on 9 October 2020 and applied from 1 November 2020.
- 3.7 **Local Restrictions Support Grant (Closed) Addendum** was announced on 31 October and covers a 28-day period of national lockdown from 5 November.
- 3.8 **Local Restrictions Support Grants (Closed) Addendum: Tier 4** support was to provide support to businesses mandated to close under Tier 4 restrictions from 19 December 2020.
- 3.9 **Local Restrictions Support Grant (Open) Version 2** was announced on 22 October and was applicable from 2 December 2020 when revised Tiers were introduced across England. This support was for businesses who were not mandated to close but are severely impacted by local restrictions.
- 3.10 **Local Restrictions Support Grant (Closed) Version 2** was announced on 22 October and was applicable from 2 December 2020 when revised Tiers were introduced across England. This support was for businesses who were mandated to close by Government.
- 3.11 **Local Restrictions Support Grant (Closed) Addendum: 5 January onwards** was part of the Business Support Scheme for January 2021 lockdown. This support was announced on 5 January 2021 and was available until 31 March 2021.
- 3.12 **Christmas Support Package for Wet led Pubs (CSP)** was for Wet Led pubs who were severely impacted by local restrictions in December 2020. This support was announced on 1 December 2020 and covered the period from 2 – 29 December 2020 inclusive for eligible pubs in Tier 2, 3 and 4.
- 3.13 **Closed Businesses Lockdown Payment** was part of the Business Support package for January 2021 lockdown and was announced on 5 January 2021.
- 3.14 **Restart Grant** was announced on 3 March 2021 and was available for businesses from 1 April 2021. This was a one off payment of up to £18,000 for eligible sectors as set out in the fund guidance.
- 3.15 **Additional Restrictions Grant (ARG)** to support businesses in their local economies and to provide additional support to grant funding under the Local Restrictions Support Grant. This support was announced on the 31 October 2020 and published guidance applies from 14 October 2020 - prior to that date ARG was negotiated on an individual Local Authority basis.
- 3.16 **Omicron Hospitality and Leisure Grant** was announced on 21 December 2021 to support hospitality, leisure and accommodation businesses that have been impacted by the Omicron variant. Local Authorities will receive funding to be allocated in one-off grants to businesses. Grants of up to £6,000 per premises, will be paid to hospitality, leisure and accommodation businesses in England.

<b>Additional Restrictions Grants paid</b>	<b>Paid in 2020/21</b>	<b>Paid in 2021/22</b>	<b>Total ARG paid</b>		
Period 1 - Additional Restrictions Support Grant	66,954.00	4,404.00	71,358.00		
Period 2 - Additional Restrictions Support Grant	171,100.00	14,936.00	186,036.00		
Period 3 - ARG Closed	25,690.00	267.00	25,957.00		
Period 3 - ARG Open	44,176.00	3,569.00	47,745.00		
Period 4a - ARG Closed	177,761.00	4,500.00	182,261.00		
Period 4a - ARG Open	350,722.00	40,876.00	391,598.00		
ARG Top Up		547,000.00	547,000.00		
Restart Grant Top Ups		316,125.00	316,125.00		
ARG - LRSO (Open) Overspend		8,029.00	8,029.00	1,776,109	ARG spent as at end of July 21
ARG - Recovery Scheme		34,384.00	34,384.00		
ARG - Travel Agents		32,900.00	32,900.00		
ARG - Growth Scheme		262,772.00	262,772.00		
Omicron Hospitality & Leisure Grant Top-up Only		138,767.00	138,767.00		
Omicron Additional Restrictions Grant (OARG)		226,811.00	226,811.00		
ARG Overspend moved to CDFCO		-17.31	-17.31	695,634	ARG spent Jan-March 22
	<b>836,403.00</b>	<b>1,635,322.69</b>	<b>2,471,725.69</b>	<b>2,471,726</b>	

Payment of all Covid Business Support Grants  
as at 31/03/22

Local Restrictions Support Grants/Additional Restrictions Support Grants	<15k	£	15k-51k	£	>51k	£	Total Grants Nos.	Total £ Grants Paid
<b>Business Support Grants since LCAL from 22 September</b>								
Additional Restrictions Support Grant (ARG) total							932	2,471,725.69
Local Restrictions Grant - Sectors							2	3,930.00
Local Restrictions Grant (Open)							311	594,562.00
Local Restrictions Grant (Closed) pre 5 November	28	23,244	16	21,355	0	0	44	44,599.00
Local Restrictions Grant (Closed) Addendum 5 November - 2 December	530	707,020	93	186,000	44	132,000	667	1,025,020.00
Local Restrictions Grant (Closed) 2 December - 30 December	179	247,378	57	117,376	39	121,173	275	485,927.00
Local Restrictions Grant (Closed) Tier 4 31 December - 4 January	533	126,854	94	33,558	45	24,120	672	184,532.00
Christmas Support Payment for wet-led pubs							37	37,000.00
Local Restrictions Grant (Closed) Addendum 5 January - 31 March	536	2,181,605	94	577,442	45	414,630	675	3,173,677.00
Closed Business Lockdown Payment	533	2,132,000	94	564,000	45	405,000	672	3,101,000.00
Restart Grant	523	3,240,059	94	912,000	44	756,000	661	4,908,059.00
Omicron Hospitality & Leisure Grant	151	402,717	48	192,000	33	198,000	232	792,717.00
							<b>5,180</b>	<b>16,822,748.69</b>

**Grant Schemes in Operation April-August 2020**

Small Business Grants							1544	12,960,000.00
Retail, Hospitality & Leisure Grants								4,300,000.00
LA Discretionary Grants							135	867,000.00
							<b>1679</b>	<b>18,127,000.00</b>
<b>Grand Total</b>								<b>34,949,748.69</b>

#### 4 OPERATION OF THE VARIOUS SCHEMES

- 4.1 All of the grant schemes have been administered on behalf of BEIS – the Department for Business, Energy and Innovation. Guidance surrounding how each scheme should operate was issued by them at the start of each scheme. Frustratingly there were many changes to the guidance even after we had started to pay out grants.
- 4.2 At the beginning of the schemes all local authorities were placed under huge pressure to pay out the grants as soon as possible with few if any detailed checks being required. League tables comparing the performance of local authorities were published in the national press frequently adding to the pressure to pay out grants speedily. As the grant schemes progressed however BEIS did somewhat of a U turn and issued retrospective instructions for authorities to carry out numerous pre and post payment assurance checks.
- 4.3 We are currently carrying out the post payment assurance work (PPAS) for sample grants notified to us by BEIS.

#### 5 CONCLUSION

- 5.1 Almost £35m of covid business support grants have been paid to Ribble Valley businesses since the start of the pandemic.

DIRECTOR OF RESOURCES

PF30-22/JP/AC  
9 JUNE 2022

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

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meeting date: 21JUNE 2022  
title: COUNCIL TAX ENERGY REBATE UPDATE  
submitted by: DIRECTOR OF RESOURCES  
principal author: MARK EDMONDSON

### 1 PURPOSE

1.1 To update members regarding progress with the Council Tax Energy Rebate.

### 2 BACKGROUND

- 2.1 In February the Government announced a package of support in recognition of the growing cost of living pressures.
- 2.2 The Council Tax Energy Rebate scheme was part of this package. The scheme is a £150 non-repayable rebate for households in England in council tax bands A to D. Payments must be made by 30 September 2022.
- 2.3 The Government published guidance to billing authorities on how to administer the scheme.
- 2.4 Funding totalling £2,911,350 (£2,822,850 core scheme and £88,500 discretionary scheme) has been allocated to Ribble Valley Borough Council.
- 2.5 A one off £150 payment is payable to all council taxpayers for every household that occupies a property which meets all of the following criteria on 1 April 2022.
- i. It is valued in council tax bands A to D. this includes properties in band E that have a disabled band reduction.
  - ii. It is someone's sole or main residence.
  - iii. It is a chargeable dwelling, or in exempt classes N, S, V or W; and
  - iv. The person who is liable to pay the council tax (or would be were the property not exempt) is not a local authority, a corporate body or other body such as a housing association, the government or governmental body.
- 2.6 The Government stated that where councils hold live direct debit instructions for a liable council taxpayer payment should be made automatically, unless the name on the bank details does not match the name of a liable party.
- 2.7 Where Councils do not hold live direct debit instructions the government expects them to make all reasonable efforts to contact the households as early as possible to make them aware and invite them to make a claim.
- 2.8 Claimants will self-certify that they are the liable taxpayer and meet the eligibility criteria and ultimately where it has not been possible to make a direct payment councils can credit £150 to an eligible council tax account.

### The Discretionary Fund

2.9 The Government recognised that billing authorities may also wish to provide support to other energy bill payers who are not eligible under the core scheme, or to provide carefully targeted 'top up' payments to the most vulnerable households. It therefore has provided a £144 million Discretionary Fund and Ribble Valley Borough Council has been allocated £88,500.

### 3 ISSUES

3.1 The administration of this rebate is proving to be extremely challenging and resource intensive, even more so than we anticipated.

3.2 This has been further complicated by the Government mandate that significant checks are required by local authorities to reduce the risk of fraud and error.

### Core Scheme

3.3 We now anticipate approximately 18,600 properties in Bands A to D will be eligible for the energy rebate.

3.4 On the 28 April we processed payments via BACS to 12,381 bank accounts totalling £1,857,150. A week later on 6 May we processed a further 489 payments totalling £73,350. These were to residents where we were confident we hold up to date direct debit instructions and a direct debit had previously been taken for an instalment of their council tax.

3.5 There are a number of instances where we were not able to make payment to direct debit payers, these include.

- Where a direct debit has only recently been set up and a council tax instalment has not yet been paid from their account
- Where there is a mismatch between the name of the liable party and the name of the bank account holder for the direct debit
- Where the direct debit holder has recently made a payment by another payment method
- Where there has been on a change on their account since 1 April

3.6 On 24 May 2022 we issued 5,726 letters to Taxpayers who we had not been able to pay automatically, inviting them to make an application for the rebate by completing an online form.

3.7 As of 9 June 2022 we have successfully paid a further 1,887 cases totalling £283,050 and have a further 1,500 cases that are in the process of being verified before making payment.

3.8 We are still receiving applications and are providing assistance over the telephone and in person to those who are unable to apply online.

3.9 The checks required by the Government and the SPOTLIGHT system are extremely labour intensive. This is compounded as approximately 15% to 20% of bank accounts are not included in the SPOTLIGHT system and in such cases Government guidance requires us to obtain a copy of a bank statement before making payment.

3.10 Reminder letters will be sent to those cases that haven't submitted an application later this month offering further help and assistance. Ultimately a credit of £150 will be paid to the Council Tax account, before the deadline for payments of 30 September 2022, for those

taxpayers who have not submitted a claim, or we have not been able to verify the bank details submitted.

#### Discretionary Scheme

- 3.11 Ribble Valley Borough Council has received funding totalling £88,500 which equates to 590 payments of £150.
- 3.12 In March there were 109 council taxpayers in receipt of Local Council Tax Support in band E to H, therefore paying each of them £150 would total £16,350.
- 3.13 There were 2,108 council taxpayers in receipt of Local Council Tax Support and giving each one a top up of £30 would total £63,240. This is the government's preferred option as per the FAQ's issued on 16 March 2022.

#### 4 RISK ASSESSMENT

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

- Resources – the administration of these rebates is proving to be very challenging and resource intensive. The Government has indicated that it will provide new burdens funding to cover the cost. So far we have been notified we will receive a new burdens down payment of £36,052. Hopefully this will cover the extra costs incurred by the Council on software, printing, postages. Obviously this is not enough to cover the staff time working on this project
- Technical, Environmental and Legal – these rebates will be paid via an additional module purchased from our revenues system supplier NEC.
- Political - none
- Reputation – Nationally there has significant press interest in progress with the payments. However there seems to be little understanding of the size and complexity of what councils have been asked to deliver.
- Equality and Diversity - none

#### 5 CONCLUSION

5.1 Policy and Finance Committee note the progress being made with this important support for our residents.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF28-22/AC  
9 June 2022

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

INFORMATION
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meeting date: 21 JUNE 2022  
 title: OVERALL CAPITAL OUTTURN 2021/22  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

### 1 PURPOSE

1.1 To provide members with details of the capital programme outturn for all committees for the 2021/22 financial year.

### 2 CAPITAL PROGRAMME 2021/22 BACKGROUND

2.1 The 2021/22 original capital programme for the Council consisted of sixteen schemes, including some schemes where budget had been moved from the 2020/21 capital programme. Eight further schemes were added to the capital programme following the approval of budget slippage from the 2020/21 financial year and seven new schemes were approved in-year by this Committee. This resulted in a capital programme of thirty-one schemes with a total approved budget of £3,453,420.

2.2 At revised estimate stage, eight schemes were moved to the 2022/23 financial year. This meant that the 2021/22 revised estimate capital programme consisted of twenty-three schemes with a budget of £1,761,370.

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

### 3 CAPITAL PROGRAMME 2021/22 OUTTURN

3.1 The table below summarises the 2021/22 capital programme outturn for all committees. It shows the budget and expenditure for the year and highlights the slippage into 2022/23 that has been requested.

Committee	Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure 2021/22 £	Slippage Requested into 2022/23 £
Community Services	285,000	1,270,000	60,320	193,580	1,808,900	<b>591,360</b>	1,215,000	<b>430,510</b>	<b>153,240</b>
Planning and Development	0	26,420	0	0	26,420	<b>0</b>	26,420	<b>0</b>	<b>0</b>
Policy and Finance	0	105,510	34,280	40,000	179,790	<b>70,910</b>	108,880	<b>63,822</b>	<b>7,020</b>
Health and Housing	424,300	215,340	595,170	101,750	1,336,560	<b>1,049,100</b>	334,840	<b>391,039</b>	<b>657,620</b>
Economic Development	0	66,750	35,000	0	101,750	<b>50,000</b>	51,750	<b>7,950</b>	<b>3,000</b>
<b>OVERALL TOTAL</b>	<b>709,300</b>	<b>1,684,020</b>	<b>724,770</b>	<b>335,330</b>	<b>3,453,420</b>	<b>1,761,370</b>	<b>1,736,890</b>	<b>893,321</b>	<b>820,880</b>

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

- 3.2 Actual expenditure on the Council's capital programme in 2021/22 was £893,321, which was 50.7% of the revised estimate budget and means that £868,049 budget was unspent in 2021/22.
- 3.3 The £868,049 unspent budget in 2021/22 was made up of:
- £847,158 unspent budget on schemes not completed at year-end; and
  - £20,891 net underspends on schemes completed in-year.
- 3.4 Of the twenty-three schemes in the 2021/22 revised capital programme:
- fourteen were completed in-year; and
  - nine were not completed by year-end, including one on-going Housing grant scheme.
- 3.5 Budget slippage of £820,880 into 2022/23 has been requested on the nine schemes not completed at year-end, including the one on-going Housing grant scheme.
- 3.6 The schemes not completed by year-end are as follows:
- **Play Area Improvements 2021/22 (-£79,860) and Play Area Improvements 2020/21 (-£40,000):** The budgets on these two schemes totalled £160,600. £40,000 budget was to be spent on regular in-year improvements across the Borough's eighteen play areas and £120,600 budget was to be spent on specific improvement schemes for the play areas at Kestor Lane, Clitheroe Castle, Highfield Road and Highmoor Park. £40,740 was spent on the regular in-year play areas improvement works, resulting in a minor £740 overspend in that area of work.

The specific improvement schemes, with a budget of £120,600, were put out to competition simultaneously in March 2022, so no work was completed on the schemes in-year. Contracts will be awarded in May 2022 for the schemes at Kestor Lane and Clitheroe Castle. However, the prices received for the works at Highfield Road and Highmoor Park were higher than the £17,940 budget available for these play areas, so a further round of quotes will be sought for installation of a revised set of play equipment to match the budget available.

At this stage, it is expected that the specific improvement schemes will be completed in 2022/23, but actual dates are to be confirmed, subject to contractor and materials availability matching preferred times in-year for completing works in play areas (outside school holidays and avoiding bad weather months).

- **Clitheroe Town Centre Car Park Scheme (-£15,000):** There was no initial feasibility spend on the scheme in 2021/22, but work was on-going on the site assessment.  
***NOTE - This scheme was included in the capital programme on the basis that a feasibility study is undertaken to prove the need for additional car parking spaces, and that this be reported to Policy and Finance Committee for further consideration before the capital scheme and any associated expenditure can go ahead.***
- **Refurbishment of Bowling Green Café – Castle Grounds (-£2,157):** The work on the café and surrounding area was substantially completed in-year and the café has been let. There are still some minor external works to be completed on the café and it is proposed to fit a handrail on the steps adjacent to the café. These works are expected to be completed in Summer 2022, dependent on supply of materials.
- **Edisford Playing Pitches Drainage Works (-£15,494):** This scheme included main pitch drainage works and installation of a cut off drain. Initial work on the cut off drain has been completed in 2021/22 but further works are required on the cut off drain and these are still to be programmed.

The main pitch drainage works have not been undertaken yet because these will be specified and procured once the cut off drain works are completed and the remaining budget available is confirmed. The remaining sum will likely provide for some drainage works but may not cover drainage works for the full pitch. The further work required is expected to be undertaken in 2022/23, but actual dates are to be confirmed, subject to completion of the cut off drain work and availability of contractors and favourable weather conditions for the main pitch drainage works.

- **Replacement IT Equipment for Councillors (-£7,025):** The replacement IT equipment for councillors was purchased in 2021/22 and actual equipment costs were lower than the estimated costs included in the budget. In addition, at financial year-end there was still some Virtual Private Network (VPN) security work to be completed so that councillors can gain a protected network connection to the Council. The VPN security work has subsequently been completed in May 2022 and financial completion of the scheme is expected in summer 2022.
- **Disabled Facilities Grants (-£645,852):** A reduced number of DFGs schemes were approved and completed in-year. This was due to continuing concerns around the Pandemic for the first threequarters of the year, a vacancy in the Surveyors' team for part of the year and reduced contractor availability to complete works all year.  
***NOTE - The underspent budget is financed by ring-fenced funding from DLUHC, so any underspend from 2021/22 must be allocated to Disabled Facilities Grants in 2022/23.***
- **Clitheroe Affordable Housing Scheme (-£11,770):** The property was purchased in 2020/21 and some of the planned refurbishment work was completed in that year also. However, this scheme was put on-hold in January 2021 whilst the property was temporarily used as a homeless unit. Use as a homeless unit has continued throughout 2021/22 and into 2022/23 to cover initially for Flats 1 and 2 at Joiners Arms being out of service and most recently because of an increased demand for temporary accommodation for larger families. As a result of this the final refurbishment works on this scheme were not completed in 2021/22.

The latest plan is for this property to be used as a homeless unit until November 2022, at which point the refurbishment can be completed and the property leased to the registered provider for affordable rent.

- **Economic Development Initiatives (-£30,000):** Appraisal work on a piece of land along the A59 with a budget of £30,000 was the one scheme identified as appropriate for funding from this capital budget in 2021/22. The total estimated cost of the A59 land appraisal work at financial year-end was £27,000, with £16,528 related to work completed in 2021/22. Based on the work undertaken by the external consultants up to financial year-end, there was no certainty at that stage that the A59 land appraisal expenditure would result in the development of a capital asset.

Given the above, the A59 land appraisal estimated costs of £27,000 and associated funding from earmarked reserves are to be accounted for through the Council's revenue accounts rather than the capital programme, because at 31/3/2022 there was no certainty that the A59 land appraisal expenditure would result in the development of a capital asset. Therefore, the £16,528 actual expenditure on A59 land appraisal work in 2021/22 was charged to the Economic Development revenue cost centre and the expenditure on this capital scheme was nil.

Slippage of the remaining £3,000 capital budget into 2022/23 was requested to help fund expenditure on any appropriate economic development schemes in the future.

***NOTE – Economic Development Committee members will make the final decision on whether to further consider the land potential along the A59, based on the external consultants' final report presented to that Committee's 16 June 2022 meeting.***

3.7 Annex 1 shows the full capital programme by scheme, including the budget and expenditure for the year and highlights schemes where slippage into 2022/23 was requested.

#### 4 CONCLUSION

4.1 Actual expenditure on the Council's capital programme in 2021/22 was £893,321, which was 50.7% of the revised estimate budget.

4.2 Of the twenty-three schemes in the 2021/22 revised capital programme:

- fourteen were completed in-year; and
- nine were not completed by year-end, including one on-going Housing grant scheme.

4.3 Budget slippage of £820,880 into 2022/23 has been requested on the nine schemes not completed at year-end, including the one on-going Housing grant scheme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF24-22/AC/AC  
30 May 2022

For further information please ask for Andrew Cook

BACKGROUND PAPERS: None

## Overall Capital Programme Outturn 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 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure 2021/22 £	Slippage Requested into 2022/23 £
	<b>Community Services Committee</b>									
PLAYV	Play Area Improvements 2021/22	40,000	0	0	80,600	120,600	120,600	0	40,740	80,600
PLAYU	Play Area Improvements 2020/21	0	40,000	0	0	40,000	40,000	0	0	40,000
PLAYT	Play Area Improvements 2019/20	0	0	16,500	0	16,500	16,500	0	16,500	0
REPWB	Replacement of Refuse Wheelie Bins	13,000	0	0	0	13,000	13,000	0	13,000	0
RVVUH	Replacement of Refuse Collection Vehicle VU62 HXK	232,000	0	0	0	232,000	229,150	0	229,150	0
PDECK	Clitheroe Town Centre Car Park Scheme	0	1,230,000	0	0	1,230,000	15,000	1,215,000	0	15,000
WVHKN	Replacement of Pickup Ford Ranger PK60 HKN	0	0	25,250	0	25,250	25,560	0	25,558	0
RCCTV	Replacement of CCTV System	0	0	18,570	0	18,570	18,570	0	18,556	0
BGCAF	Refurbishment of Bowling Green Café – Castle Grounds	0	0	0	45,000	45,000	45,000	0	42,843	2,150
CONCR	Concreting Works to Transfer Station	0	0	0	24,000	24,000	24,000	0	24,135	0
BPSTP	Brungerley Park Rebuild Steps	0	0	0	25,200	25,200	25,200	0	16,742	0
EDPDR	Edisford Playing Pitches Drainage Works	0	0	0	18,780	18,780	18,780	0	3,286	15,490
	<b>Total Community Services Committee</b>	<b>285,000</b>	<b>1,270,000</b>	<b>60,320</b>	<b>193,580</b>	<b>1,808,900</b>	<b>591,360</b>	<b>1,215,000</b>	<b>430,510</b>	<b>153,240</b>

## Overall Capital Programme Outturn 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 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure 2021/22 £	Slippage Requested into 2022/23 £
<b><u>Planning and Development Committee</u></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	0	0
<b>Total Planning and 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>	<b>0</b>	<b>0</b>
<b><u>Policy and Finance Committee</u></b>										
DHRST	Dewhurst Road, Langho - Resurfacing Works	0	65,800	3,850	0	69,650	6,800	62,850	6,744	0
NTWRK	Network Infrastructure	0	30,000	0	0	30,000	0	30,000	0	0
COLFT	Lift replacement at Council Offices	0	2,110	0	0	2,110	2,110	0	2,103	0
COADM	Committee Administration IT System	0	7,600	0	0	7,600	0	7,600	0	0
COWEB	Re-design of Corporate Website	0	0	12,000	0	12,000	12,000	0	12,000	0
REPPC	Replacement PCs	0	0	10,000	0	10,000	10,000	0	10,000	0
CFUPG	Financial system upgrade	0	0	8,430	0	8,430	0	8,430	0	0
ITEQC	Replacement IT Equipment for Councillors	0	0	0	40,000	40,000	40,000	0	32,975	7,020
<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>70,910</b>	<b>108,880</b>	<b>63,822</b>	<b>7,020</b>
<b><u>Health and Housing Committee</u></b>										
DISCP	Disabled Facilities Grants	347,000	0	567,500	46,010	960,510	1,007,890	0	362,038	645,850
LANGR	Landlord/Tenant Grants	50,000	136,740	15,900	0	202,640	15,900	186,740	15,900	0

## Overall Capital Programme Outturn 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 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure 2021/22 £	Slippage Requested into 2022/23 £
CMIMP	Clitheroe Market Improvements	0	78,600	0	0	78,600	0	78,600	0	0
PVFJP	Replacement of Pest Control Van PK13 FJP	13,800	0	0	0	13,800	0	13,800	0	0
PVEYC	Replacement of Dog Warden Van PE64 EYC	13,500	0	0	0	13,500	0	13,500	0	0
CLIAH	Clitheroe Affordable Housing Scheme	0	0	11,770	0	11,770	11,770	0	0	11,770
JROOF	Joiners Arms Roof Renewal	0	0	0	42,200	42,200	0	42,200	0	0
JRENO	Joiners Arms Flats 1 and 2 Renovation	0	0	0	13,540	13,540	13,540	0	13,101	0
	<b>Total Health and 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>1,049,100</b>	<b>334,840</b>	<b>391,039</b>	<b>657,620</b>
	<b><u>Economic Development Committee</u></b>									
ECDVI	Economic Development Initiatives	0	66,750	15,000	0	81,750	30,000	51,750	0	3,000
GWSGN	Gateway Signs for Whalley, Longridge and Clitheroe	0	0	20,000	0	20,000	20,000	0	7,950	0
	<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>50,000</b>	<b>51,750</b>	<b>7,950</b>	<b>3,000</b>
<b>OVERALL CAPITAL PROGRAMME 2021/22 - TOTAL</b>		<b>709,300</b>	<b>1,684,020</b>	<b>724,770</b>	<b>335,330</b>	<b>3,453,420</b>	<b>1,761,370</b>	<b>1,736,890</b>	<b>893,321</b>	<b>820,880</b>

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

INFORMATION
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meeting date: 21 JUNE 2022  
 title: REVENUES AND BENEFITS GENERAL REPORT  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: MARK EDMONDSON

### 1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

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

### 2 NATIONAL NON-DOMESTIC RATES (NNDR)

2.1 The following is a collection statement to 7 June 2022:

	£000	£000	2022/23 %	2021/22 %
Balance Outstanding 1 April 2022		340		
NNDR amounts due	22,028			
Plus costs	1			
Transitional surcharge	0			
Write ons	0			
	<b>22,029</b>			
Less				
- Transitional relief	-26			
- Exemptions	-401			
- Charity, Rural, Community Amateur Sports Clubs Relief	-1,286			
- Small Business Rate Relief	-3,780			
- Nursery Discount, Retail Discount, SSB, Flood Relief, Revaluation 2017, Pub, SSB and Other reliefs	-2,029			
- Interest Due	0			
- Write Offs	-123			
	<b>-7,645</b>	14,384		
<b>Total amount to recover</b>		<b>14,724</b>		
Less cash received to 7 June 2022		-2,629	17.9	18.9
<b>Amount Outstanding</b>		<b>12,095</b>	<b>82.1</b>	<b>81.1</b>

NB The figures included in the table include not only those charges for 2022/23 but also those relating to previous years, but we are required to report to the Ministry of Housing, Communities & Local Government (MHCLG) our in-year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 May 2022 is 18.34% compared with 20.61% at 31 May 2021.

### 3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 7 June 2022:

	£000	£000	2022/23 %	2021/22 %
Balance Outstanding 1 April 2022		1,277		
Council Tax amounts due	58,410			
Plus costs	39			
Transitional relief	1			
Write ons	0			
	<b>58,450</b>			
Less - Exemptions	-804			
- Discounts	-5,062			
- Disabled banding reduction	-67			
- Council Tax Benefit	0			
- Local Council Tax Support plus Hardship	-2,278			
- Write offs	-1			
	<b>-8,212</b>	50,238		
<b>Total amount to recover</b>		<b>51,515</b>		
Less cash received to 7 June 2022		-10,697	20.8	20.6
<b>Amount Outstanding</b>		<b>40,818</b>	<b>79.2</b>	<b>79.4</b>

NB The figures included in the table include not only those charges for 2022/23 but also those relating to previous years, but we are required to report our in year collection rate to the MHCLG. This figure is published by them and is used to compare our performance against other local authorities. On this measure our current in year collection rate at 31 May 2022 is 20.87% compared to 20.55% at 31 May 2021.

#### 4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 10 June 2022 is:

	£000	£000
Amount Outstanding 1 April 2022		1,181
Invoices Raised	1,133	
Plus costs	0	
		<b>1,133</b>
Less credit notes		-123
<b>Total amount to recover</b>		<b>2,191</b>
Less cash received to 10 June 2022		-1,145
<b>Amount outstanding</b>		<b>1,046</b>

Aged Debtors	000s	%
< 30 days	169	16.16
30 - 59 days	67	6.41
60 - 89 days	451	43.12
90 - 119 days	11	1.05
120 - 149 days	3	0.29
150+ days	345	32.98
	<b>1,046</b>	<b>100</b>

4.2 A large proportion of the balance of debt outstanding in the '60-89 days' includes debts raised on an annual basis at the start of the financial year, which are being paid by direct debit on a monthly basis throughout the year. The main balance of debt outstanding for '150+ days' 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 January 2022 – 31 March 2022	Average Performance
5 days	3.09 days	20 days per IRRV

*New claims performance*

Target for year	Actual Performance 1 January 2022 – 31 March 2022	Top grade 4 for all LA's 2007/08
15 days	24.50 days	Under 30 days

6 HOUSING BENEFIT OVERPAYMENTS

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

Performance for the period 1 January 2022 – 31 March 2022:

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.	104.40
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.	10.65
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	0.09

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

PF22-22/ME/AC  
8 June 2022

For further information please ask for Mark Edmondson.

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

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meeting date: 21 JUNE 2022  
 title: TREASURY MANAGEMENT MONITORING 2022/23  
 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 2022 to 31 May 2022.

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 2022/23 financial year and were approved by this committee in March 2022 prior to full council in April 2022.

### 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.

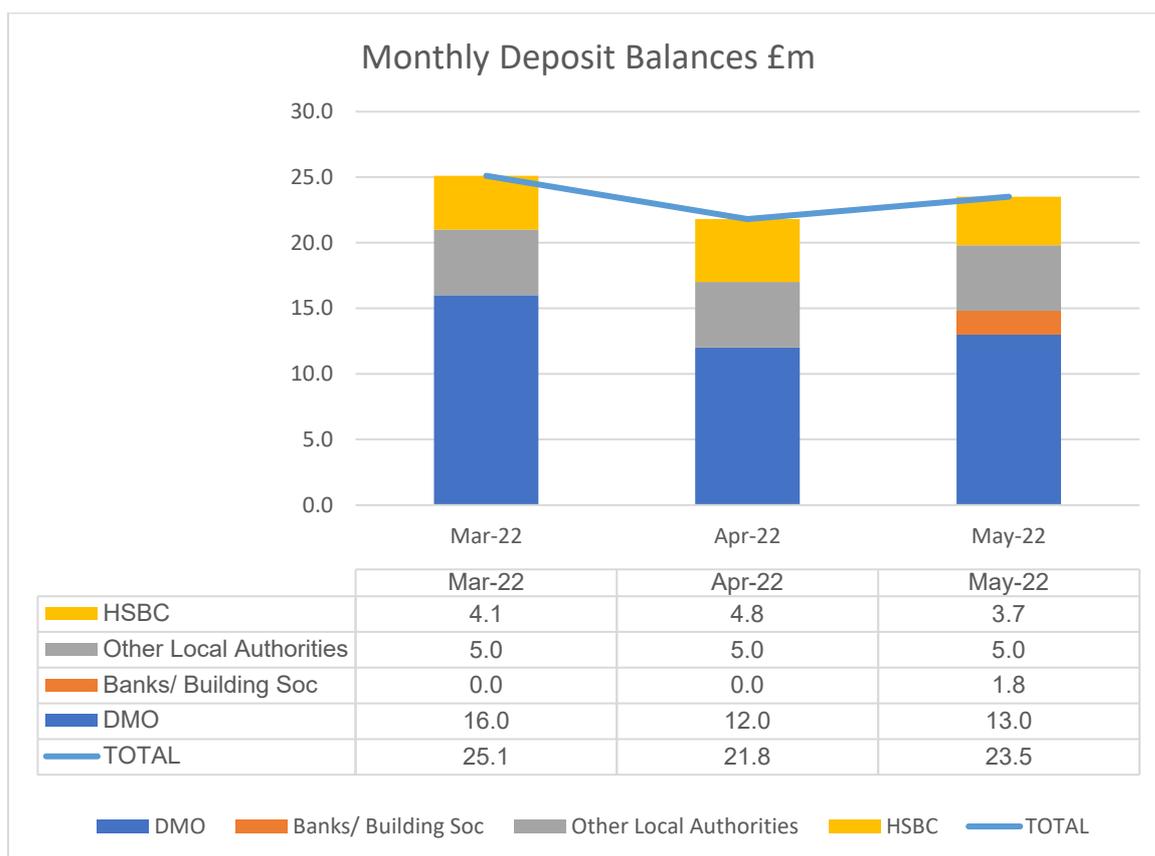
3.2 The movement in the Council's external investments during the reporting period are summarised below:

	<b>Banks/ Building Societies £000</b>	<b>DMO £000</b>	<b>Other Local Authorities £000</b>	<b>Total £000</b>
Monies Invested at 1 April 2022	0	16,000	5,000	21,000
Net Movement	1,750	-3,000	0	-1,250
<b>Fixed term deposits at 31 May 2022</b>	<b>1,750</b>	<b>13,000</b>	<b>5,000</b>	<b>19,750</b>
<b>Add funds held with HSBC</b>	<b>3,729</b>	<b>0</b>	<b>0</b>	<b>3,729</b>
<b>Sum of all funds invested</b>				<b>23,479</b>
<b>Interest earned April – May 2022</b>				<b>28</b>

3.3 Funds invested at 31<sup>st</sup> May were held with the following organisations:

<b>Borrower</b>	<b>Date Invested</b>	<b>Date of Repayment</b>	<b>Rate %</b>	<b>£'000</b>
Aberdeen City Council	22/03/2022	04/07/2022	0.75%	2,500
Thurrock Borough Council	23/03/2022	23/09/2022	1.00%	2,500
<b>Total funds invested with Other Local Authorities</b>				<b>5,000</b>
Leeds Building Society	11/05/2022	28/11/2022	1.32%	1,750
<b>Total funds invested with Banks and Building Societies</b>				<b>1,750</b>
Debt Management Office (DMO)	25/05/2022	06/06/2022	0.80%	9,000
Debt Management Office (DMO)	31/05/2022	06/06/2022	0.80%	4,000
<b>Total funds invested with the Debt Management Office</b>				<b>13,000</b>
<b>SUM of fixed term deposits</b>				<b>19,750</b>
<b>Add funds held with HSBC</b>				<b>3,729</b>
<b>SUM of all investments at 31<sup>st</sup> May 2022</b>				<b>23,479</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 has increased as follows over the previous twelve months:

<b>Official Bank Rate</b>	
Date of change	%
19 March 2020	0.10
16 December 2021	0.25
03 February 2022	0.50
17 March 2022	0.75
05 May 2022	1.00

4.2 The increases to the base rate this year have enabled the council to secure returns on investments for the April and May period of £27,747, which compares to £906 during the same period in 2021 when the base rate was at 0.10%.

4.3 Income received is higher than estimated in the budget forecast for the reporting period and is likely to exceed the total annual estimate for the year. An update to the estimated income will be proposed when the council's budgets are revised later on in the financial year:

Interest earned on investments April – May 2022*	Annual budget	April – May budget Original Estimate
-£27,747	-£50,000	-£8,333

\*Including interest earned on balances held with HSBC the council's banking provider

## 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 Changes to the Bank of England base rate only impact 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 an optional Certainty Rate return. Since 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 borrowing facility.

## 7 BORROWING REQUIREMENTS

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

	<b>Total £000</b>
External Debt at 1 April 2022	105
Transactions - New Loans	0
- Repayments	0
<b>External debt at 31 May 2022</b>	<b>105</b>

7.2 No temporary loans were taken out in the current financial period up to 31 May 2022, or in the same period in 2021.

## 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 2022 this Committee approved a combined Capital and Treasury Management Strategy for 2022/ 2023 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 31<sup>st</sup> May 2022 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 31<sup>st</sup> May 2022 £000's</b>
Borrowing	15,968	2,794	105
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 31 May 2022 is shown at Annex 3.

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

Name	Fitch Rating		
	Full Transaction Review Date	Long Term	Short Term
Nationwide	20/01/2022	A	F1
Coventry	17/11/2021	A-	F1
Yorkshire	17/11/2021	A-	F1
Skipton	17/11/2021	A-	F1
Leeds	17/11/2021	A-	F1
Principality	17/11/2021	BBB+	F2

- 9.4 The banks we use are reviewed annually as part of the Treasury Management Policies and 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 31<sup>st</sup> May 2022 are as follows:

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc	20/01/2022	A+	F1
Barclays Bank Plc	13/10/2021	A+	F1
Bank of Scotland Plc	19/01/2022	A+	F1
HSBC Bank Plc	12/10/2021	AA-	F1+
Lloyds Bank Plc	19/01/2022	A+	F1
National Westminster Bank Plc	19/01/2022	A+	F1
Royal Bank of Scotland Plc (The)	19/01/2022	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 The Bank of England's Monetary Policy Committee (MPC) sets monetary policy to meet a 2% inflation target.
- 10.2 At its meeting in May 2022 the MPC reported that '*Twelve-month CPI inflation rose to 7.0% in March, around 1 percentage points higher than expected in the February Report. The strength of inflation relative to the 2% target mainly reflects previous large increases in global energy and tradable goods prices.*'
- 10.3 To help inflation return to target the MPC voted by a majority of 6-3 to increase the Bank Rate by 0.25 percentage points to 1%. Those members in the minority preferred to increase the Bank Rate to 1.25%.

10.4 Inflation is expected to rise to around 10% this year, and the economy to slow. The MPC are projecting inflation to fall next year, and to be close to the 2% target in around two years time.

10.5 The MPC also reported in the May meeting that *'we may need to increase interest rates further in the coming months. But that all depends on what happens in the economy. In particular, we will be watching closely what is likely to happen to the rate of inflation in the next year or two.'*

## 11 EXPOSURE TO RISK

11.1 A prudent approach is adopted for all future cashflow projections, ensuring that cash commitments will not be underestimated during the current climate of rising inflation, and that sufficient liquidity is maintained to meet all commitments as they fall due.

11.2 To ensure that our exposure to all treasury management risk 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 continuing liquidity and security of the council's investments.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF27-22/LO/AC  
June 2022

For further information please ask for Valerie Taylor

**POLICY AND FINANCE COMMITTEE  
TEMPORARY INVESTMENT ACTIVITY – 2022/23**

**ANNEX 1**

Reference	Organisation	Invested £	Date invested	Interest rate	Date of maturity	Interest to 31/05/22 £	Principal Repaid £	Long Term Rating	Short Term Rating
<b>Investments brought forward into 2022/23</b>									
18_7	Aberdeen Council	2,500,000	22/03/2022	0.75%	04/07/2022	-3,595.89	Still invested	n/a	n/a
<i>Less interest accrued during 2021/22</i>						513.70			
67	Thurrock Borough Council	2,500,000	23/03/2022	1.00%	23/09/2022	-4,726.03	Still invested	n/a	n/a
<i>Less interest accrued during 2021/22</i>						616.44			
68	Debt Management Office	14,000,000	29/03/2022	0.55%	04/04/2022	-1,265.75	-14,000,000	n/a	n/a
<i>Less interest accrued during 2021/22</i>						632.88			
70	Debt Management Office	2,000,000	31/03/2022	0.52%	04/04/2022	-113.97	-2,000,000	n/a	n/a
						28.49			
<b>Investments placed April - May 2022</b>									
1	Debt Management Office	16,500,000	04/04/2022	0.55%	11/04/2022	-1,740.41	-16,500,000	n/a	n/a
2	Debt Management Office	5,000,000	11/04/2022	0.55%	14/04/2022	-226.03	-5,000,000	n/a	n/a
3	Debt Management Office	11,000,000	11/04/2022	0.55%	19/04/2022	-1,326.03	-11,000,000	n/a	n/a
4	Debt Management Office	11,000,000	19/04/2022	0.55%	25/04/2022	-994.52	-11,000,000	n/a	n/a
5	Debt Management Office	12,000,000	25/04/2022	0.55%	03/05/2022	-1,446.58	-12,000,000	n/a	n/a
6	Debt Management Office	16,000,000	03/05/2022	0.55%	04/05/2022	-241.10	-16,000,000	n/a	n/a
7	Debt Management Office	14,000,000	04/05/2022	0.84%	19/05/2022	-4,832.88	-14,000,000	n/a	n/a
8	Leeds Building Society	1,750,000	11/05/2022	1.32%	28/11/2022	-1,265.75	Still invested	A-	F1
9	Debt Management Office	12,000,000	19/05/2022	0.80%	25/05/2022	-1,578.08	-12,000,000	n/a	n/a
10	Debt Management Office	9,000,000	25/05/2022	0.80%	06/06/2022	-1,183.56	Still invested	n/a	n/a
11	Debt Management Office	4,000,000	31/05/2022	0.80%	06/06/2022	-87.67	Still invested	n/a	n/a
<b>Investments to May 2022</b>		<b>112,250,000</b>			<b>SUM</b>	<b>-14,922.61</b>	<b>-97,500,000</b>		
<b>Total Investments 2022/23 (including b/f from 2021/22)</b>		<b>133,250,000</b>			<b>SUM incl b/f</b>	<b>-22,832.74</b>	<b>-113,500,000</b>		
<b>Interest received on balances held at bank</b>						<b>-4,914.72</b>			
<b>Final Total</b>		<b>133,250,000</b>			<b>SUM</b>	<b>-27,747.46</b>	<b>-113,500,000</b>		

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## 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 31<sup>st</sup> May 2022

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	Stable	A1	P-1	Stable	20/01/2022	A	F1	Stable	£1m min
Yorkshire	-	-	-	A3	P-2	Stable	17/11/2021	A-	F1	Stable	
Coventry	-	-	-	A2	P-1	Stable	17/11/2021	A-	F1	Stable	Sterling Brokers
Skipton	-	-	-	A2	P-1	Stable	17/11/2021	A-	F1	Stable	
Leeds	-	-	-	A3	P-2	Stable	17/11/2021	A-	F1	Stable	3 Mnth
Principality	-	-	-	Baa2	P-2	Stable	17/11/2021	BBB+	F2	Stable	No Contact
<b>Banks</b>											
Santander UK Plc.	A	A-1	Stable	A1	P-1	Stable	20/01/2022	A+	F1	Stable	
Barclays Bank Plc.	A	A-1	Positive	A1	P-1	Stable	13/10/2021	A+	F1	Stable	
Bank of Scotland Plc.	A+	A-1	Stable	A1	P-1	Stable	19/01/2022	A+	F1	Stable	
HSBC Bank Plc.	A+	A-1	Stable	A1	P-1	Stable	12/10/2021	AA-	F1+	Negative	
Lloyds Bank Plc.	A+	A-1	Stable	A1	P-1	Stable	19/01/2022	A+	F1	Stable	£250k min
National Westminster Bank Plc.	A	A-1	Stable	A1	P-1	Stable	19/01/2022	A+	F1	Stable	Current a/c required
Royal Bank of Scotland Plc.	A	A-1	Stable	A1	P-1	Stable	19/01/2022	A+	F1	Stable	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)				Ba2	NP	Stable	25/03/2022	B+	B	Stable	£1m min

## MINUTES OF BUDGET WORKING GROUP MEETING

HELD 10 FEBRUARY 2022

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

### 1 **Apologies**

1.1 None

### 2 **Minutes of meeting held on 24 January 2022**

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

### 3 **Final Government Grant Settlement Core Spending Power and Transition**

3.1 A report on the final government grant settlement for 2022/23 was presented to members. The report included comparisons to the previous year's funding and also looked forward at the potential transition to the Local Government Fair Funding Review outcome system.

3.2 A number of scenarios were given for potential transition arrangements, assuming that the council may fair badly as funding is directed to support the levelling up agenda going forward.

3.3 The report highlighted the potential for significant reductions in Government funding.

3.4 Further comment was also given in the report around

- New Homes Bonus, and the impending Government response to the New Homes Bonus consultation
- Business Rates Growth, and how this would be outside any future transition system. The main impact would come from any baseline reset and any potential changes to the level of the District council share.

### 4 **Inflation and the Revenue Budget 2022/23**

4.1 Members were provided with a report on the inflationary increases that had been allowed for in the 2022/23 revenue budget and the potential impact of further inflationary increases above that already allowed for.

4.2 The report provided a backward look at CPI and also considered the current forecasts. A breakdown of the latest CPI increase was provided and the elements that mainly impacted on this council were highlighted.

4.3 Known increased costs for the council were provided, notably fuel costs and other contract price increases, together with details of additional budget that had been allowed for.

4.4 It was flagged that whilst additional budget had been allowed for in respect of some substantial inflationary increases, there were other areas where increased costs had yet to be seen, but were likely. To that end it was suggested that, as a minimum, a further 1% inflationary increase on top of the 2% allowed on pay and the 3% allowed on prices should be allowed for, equating to just over £140,000.

## **5 Revenue Budget 2022/23**

- 5.1 Members considered a report on the latest budget position in order to make recommendations to Special Policy and Finance Committee.
- 5.2 This included discussing the guiding principles for financing the budget, including the use of general fund balances, earmarked reserves and the proposed level of council tax for 2022/23.
- 5.3 An update on the revised budget for 2021/22 and the budget position for 2022/23 was provided to members by the Director of Resources. Overall, revised committee budgets were forecast to be £360,150 below the original estimate.
- 5.4 The net position on the revised estimate showed that it was now anticipated that £198k would be added to general fund balances rather than taking £400k.
- 5.5 It was highlighted that it was very difficult to predict beyond next year what the council's likely share of business rates would be given the significant changes that are expected – resetting of the business rates baseline, the future of pooling, and whether the existing shares would remain the same in two tier areas.
- 5.6 Looking forward to the 2022/23 original estimate, committee expenditure was set to increase by £698,870 compared to the original estimate for 2021/22. The main reasons for this were the cost of the new pay-line, changes to refuse drivers pay, inflation and depreciation.
- 5.7 Whilst inflationary increases had been allowed for within the budget, as inflation continues to increase it was highlighted that the council would likely need to allow extra within the budget to meet further increases. Every additional 1% rise equated to £140k, as referenced in the previous report.
- 5.8 The growth items that had been submitted were referred to, together with the potential option to fund the non-recurring items before the 31 March from the forecast savings on the revised estimate for 2021/22, however budget working group were not supportive of this.
- 5.9 A summary of the major sources of funding for the council was given within the report, covering:
- Income
  - Government Funding 2022/23
  - Business Rates
  - New Homes Bonus
  - Council Tax
  - General Fund Balances
- 5.10 The report then went on to look at the funding for the 2022/23 budget.
- 5.11 A number of recommendations were put to the Budget Working Group for consideration, in order to produce a balanced and affordable budget for 2022/23:
- **Inflation** The BWG considered the draft budget provision for inflation given the current position and predictions.  
***BWG Recommended that a contingency of £140k be added to the revenue budget and the BWG closely monitor the impact of inflation on the Council's budget throughout the year.***
  - **Income Losses** We have budgeted for income within service committees on the basis of no impacts from the covid pandemic. However we do expect the pandemic to continue to impact on our income into the next financial year. We therefore need to include a contingency for potential lost income.

**BWG Recommended that** a contingency be added to next year's budget of £50k for potential further income losses due to the covid pandemic

- **Growth Bids** The Budget Working Group considered the position regarding the growth bids which have been put forward for inclusion in our revenue budget

**BWG Recommended that** no growth bids are included at this stage in next year's budget but asked for due diligence work to be undertaken on all revenue bids for further consideration over the summer when we may know the impact of the pending key financial reforms

- **Business Rate Growth**

**BWG Recommended that** we use the same amount of Business Rate Growth £795k to fund our revenue budget as set out in our budget forecast plus £296k to fund the 2022/23 cost of the new pay-line as previously agreed

- **New Homes Bonus**

**BWG Recommended that** we use the same amount of New Homes Bonus £1.105m as set out in our budget forecast to fund our revenue budget

- **Council Tax** The Budget Working Group considered the extra income which would be brought in with a £5 increase in the band D tax which would be £123k.

**BWG Recommended** a £5 increase in our Band D tax to £160.69 for 2022/23. This was after having considered the level of our council tax at £155.69 for a Band D property and given the budget pressures

- **Use of Balances**

**BWG Recommended** using £250,000 from general fund balances as per the budget forecast. They also further recommend funding the budget gap for next year of £162k from general fund balances. This takes the total amount to be used to £412k.

## **6 Three Year Capital Programme 2022/23 to 2024/25**

- 6.1 Members were taken through the proposed Three-Year Capital Programme 2022/23 – 2024/25.
- 6.2 New bids had been sought and reported to service committees in order to produce a five-year capital programme, but in light of the uncertainty regarding local government funding beyond 2022/23 and the impending fair funding review it was proposed that these be set aside until later in the 2022/23 financial year for consideration once there was more certainty around local government funding.
- 6.3 The focus of this budget update process had been on a:
- Review of the 2022/23 capital schemes already in the capital programme to confirm that costings were correct and that they would be able to be completed in that year.
  - Review of the current year's (2021/22) capital schemes to identify whether any may need to be moved to the 2022/23 financial year.
- 6.4 A number of schemes/part schemes were moved from the 2021/22 financial year to the 2022/23 financial year, together with associated financing – a small amount of additional funding was needed in respect of 2 schemes.
- 6.5 A number of other adjustments were needed to other schemes in the three-year capital programme and these were funded from the Business Rates Growth Reserve, or in respect of Disabled Facilities Grant (DFG), from additional DFG funding.
- 6.6 Following concerns about being able to secure external funding for the Castle Keep scheme it was proposed to instead fund this from the Business Rates Growth Reserve.

6.7 Members agreed with the proposals outlined in the report.

**7 Any Other Business**

7.1 Members discussed the payment of the Council Tax Energy Rebates, capacity to undertake grant payments and other wider priorities.

7.2 It was agreed that a presentation on the budget would be arranged for all members on the 21 February at 5.30pm. This would be an 'in person' meeting rather than a virtual meeting.

**8 Date and Time of Next Meeting**

8.1 It was agreed that there was no need for a further meeting of the Budget Working Group prior to the Full Council meeting to approve the Council Tax.

**MINUTES OF LONGRIDGE ASSETS WORKING GROUP**  
**28 MARCH 2022 at 4.00pm**

## PRESENT

Cllr R Thompson (Chair)	Marshal Scott: Chief Executive
Cllr J Clark	Nicola Hopkins: Dir. of Economic Development and Planning
Cllr J Rogerson	John Heap: Director of Community Services
Cllr S Hirst	Mair Hill: Head of Legal and Democratic Services
Cllr S Fletcher	

## APOLOGIES

Received from Colin Hirst

## MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 3 March 2022 were approved as a correct record.

## DECLARATIONS OF INTEREST

Cllr Rogerson declared an interest as President of Longridge Band who use the Civic Hall occasionally.

## OVER 60's CLUB

The Head of Legal and Democratic Services reported that the Council were now satisfied that the lease had been properly surrendered by the trustees. The only issue in contention was the effective date, as this affected responsibility for payment of bills during the period whilst the surrender was being verified. This was still under discussion and was being followed up.

It was imperative that this aspect be finalised before consideration could be given of what to do with the building in the future.

## UPDATE ON ELSEC

The Head of Legal and Democratic Services reported that the 1 director was continuing to run the Civic Hall with the help of volunteers including

- Running the gym with an instructor
- Working on a new membership system
- Working on a new payment system
- Continuing with events

Works to the building had stalled for the moment, but all safety works had been carried out.

## ANY OTHER BUSINESS

None.

#### NEXT STEPS - ACTIONS:

1. Another ZOOM working group meeting be arranged for 5 weeks' time for an update on progress with the Over 60's club.
2. A watching brief be kept on the Civic Hall.
3. The Communications Officer to attend the next meeting to discuss positive publicity.

#### DATE AND TIME OF NEXT MEETING

To be arranged.

The meeting closed at 4.18pm.

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