

# 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, 8 NOVEMBER 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** (Pages 5 - 16)
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. **COUNCIL TAX ENERGY REBATE UPDATE** (Pages 17 - 20)  
Report of Director of Resources enclosed.
6. **WHISTLEBLOWING POLICY** (Pages 21 - 30)  
Report of Chief Executive enclosed.
7. **LOCAL TAXATION WRITE OFFS** (Pages 31 - 32)  
Report of Director of Resources enclosed.
8. **SUNDRY DEBTOR WRITE OFFS** (Pages 33 - 34)  
Report of Director of Resources enclosed.

## ITEMS FOR INFORMATION

9. **ELECTIONS ACT UPDATE** (Pages 35 - 38)  
Report of Chief Executive enclosed.
10. **CYBER SUPPORT FUND** (Pages 39 - 40)  
Report of Director of Resources enclosed.
11. **REVENUE MONITORING 2022/23** (Pages 41 - 54)  
Report of Director of Resources enclosed.
12. **OVERALL REVENUE MONITORING 2022/23** (Pages 55 - 60)  
Report of Director of Resources enclosed.
13. **CAPITAL MONITORING 2022/23** (Pages 61 - 80)  
Report of Director of Resources enclosed.
14. **OVERALL CAPITAL MONITORING 2022/23** (Pages 81 - 90)  
Report of Director of Resources enclosed.
15. **INSURANCE RENEWALS 2022/23** (Pages 91 - 94)  
Report of Director of Resources enclosed.
16. **TREASURY MANAGEMENT MONITORING 2022/23** (Pages 95 - 106)  
Report of Director of Resources enclosed.
17. **REVENUES AND BENEFITS GENERAL REPORT** (Pages 107 - 110)  
Report of Director of Resources enclosed.
18. **MINUTES OF WORKING GROUPS**  
None.
19. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**  
None.
20. **EXCLUSION OF PRESS AND PUBLIC**

## ITEMS FOR DECISION

21. **RECRUITMENT OF DIRECTOR OF COMMUNITY SERVICES** (Pages 111 - 118)  
1  
Report of Chief Executive enclosed.

22. **RURAL SHARED PROSPERITY FUND** (Pages 119 - 146)  
3  
Report of Director of Economic Development and Planning enclosed.
23. **HOUSEHOLD SUPPORT FUND** (Pages 147 - 176)  
2  
Report of Director of Economic Development and Planning enclosed.
24. **LOCAL TAXATION WRITE OFFS** (Pages 177 - 178)  
1  
Report of Director of Resources enclosed.
25. **SUNDRY DEBTOR WRITE OFFS** (Pages 179 - 180)  
1  
Report of Director of Resources enclosed.

Electronic agendas sent to members of Policy and Finance – Councillor Stephen Atkinson (Chair), Councillor David Berryman, Councillor Susan Bibby, Councillor Alison Brown, Councillor 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 OBE 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, 27 September 2022, starting at 6.30 pm  
Present: Councillor S Atkinson (Chair)

Councillors:

D Berryman	J Hill
S Bibby	M Hindle
A Brown	S Hore
S Fletcher	K Horkin
M French	R Newmark
G Hibbert	D Peat

In attendance: Chief Executive, Director of Resources, Director of Community Services, Director of Economic Development and Planning, Head of Revenues and Benefits, Head of Financial Services, Head of Legal and Democratic Services and Head of HR.

Also in attendance: Councillors T Austin, G Mirfin and R Sherras

### 309 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors L Edge and R Thompson

### 310 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AND OF EMERGENCY COMMITTEE DATED 3 AUGUST 2022

The minutes of the meeting held on 21 June 2022 and the Emergency committee held on 3 August 2022 were approved as a correct record and signed by the Chairman.

The Director of Economic Development and Planning gave an update on Minute 130 – Household Support Fund informing committee that the £90 payments to pensioners in receipt of Council Tax Support (as of 1<sup>st</sup> September 2022) had been paid out and the remaining allocation had been used for families with children on Council Tax Support who had been offered a £50 food voucher.

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

Councillor D Peat declared an interest in Agenda Items 6 and 9 – Armed Forces Covenant and Concurrent Functions Grants.

Councillor S Fletcher declared an interest in Agenda item 27 – Review of Voluntary Organisation Grants.

Councillor K Horkin declared ownership of businesses in Clitheroe.

### 312 PUBLIC PARTICIPATION

There was no public participation.

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

In preparing the budget forecast both national and local circumstances are considered. The forecast would be particularly challenging because of major issues such as the Covid pandemic, a new Prime Minister and team, changes to Government and major funding streams, cost-of-living impact on demand for services, fast moving inflation and the potential recession and impact on income.

The Director of Resources reminded members that the forecast was based on many assumptions that were difficult to predict. Though expected, no information had been received regarding a two year finance settlement and it was highlighted that almost half the budget was funded from uncertain streams, namely Business Rate Retention, New Homes Bonus and other Government grants.

The election of Liz Truss to Prime Minister and changes to her team had already produced a mini budget with tax cuts, a turnaround on National Insurance payments, and changes to stamp duty. Since the mini budget there had been much volatility with the value of the pound falling significantly against the dollar and an increase in interest rates, with further increases mooted.

There is also to be a re-evaluation of all Business Rated premises from April 2023, the outcome of which is currently unknown.

She informed members that the impact of inflation was already having a serious impact on the current year's budget with a significant increase in council expenditure. This was currently projected to be £737k over the base budget which included the impact of the pay award offer which adds £370k to the base budget. After allowing for the contingency of £140k which had been added to our budget at the beginning of the year the net impact of inflation so far was £600k. However, the Director of Resources stressed that the position was fast moving and had just been notified of higher gas cost which would push this figure even higher.

As part of the process to prepare our budget for next year an exercise to review each budget head was currently being undertaken.

The Director of Resources reminded members that we currently rely on £795k from Business Rate Growth to fund the revenue budget plus £296k this year to fund the cost of the new pay-line. Some was also used to finance the capital programme. The Council had recently been asked by DHLUC to inform them of its preferred pooling preferences for next year.

She informed members of the New Homes Bonus allocation in 2022/23 of £1.2m, however the future of the scheme was under consultation, although the assumption was that it would continue for 2023/24 and 2024/25 but with no legacy payments for previous years so £420k had been included for those years.

An assumption had also been made that core government funding would continue for the next 2 years with a 5% increase to reflect inflation along with a transition grant in some form to reflect reduced New Homes Bonus.

Other assumptions made in the latest forecast included the use of balances and the Government raising the cap on Council Tax increases to £10 in 2023/24 and thereafter £5pa.

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

	£
2023/24	1,040,966
2024/25	1,394,296
2025/26	2,412,914

The Director of Resources informed committee that the Budget Working Group had met to consider the latest forecast in detail and recognised that it needed to be kept under close review. They had made a number of recommendations for the committee to consider.

Members thanked the Director for her report and recognised that careful monitoring would be required. They supported the move to remain in the Lancashire Business Rate Pool.

RESOLVED THAT COMMITTEE:

1. Agree the Budget working groups recommendations to
  - Council tax - increase the council tax by the maximum permissible
  - Expenditure - advise committees to examine their budgets carefully to see if any savings can be identified
  - Income - increase fees and charges by the rate of CPI in September and present reports to service committees alongside their budget reports in January
  - Capital – recommend that the Council prepares a 5-year capital programme that asks committees to review their existing approved capital schemes in line with inflation; review the capital bids put on hold last year in line with inflation and analyse between essential and other categories; ask committees to identify any new bids and analyse between essential and other categories
  - Reserves – recognise that it was likely that reserves would be needed to fund the budget shortfall next year before decisions could be made to produce a sustainable base budget going forward based on projected inflation etc
2. Agree that the pooling preference for 2023/24 was to remain a member of the Lancashire Business Rate Pool.

314

#### ARMED FORCES COVENANT

The Chief Executive submitted a report seeking committee's endorsement of the updated Ribble Valley Borough Council Armed Forces Covenant for it's referral to Council for approval.

The updated version was of a simpler format but still required a commitment from the Council to support the Armed Forces community, both past and present wherever possible.

Section 2.1 of the Covenant would be a 'live' section and updated as and when the Council adds further measures to support the Armed Forces community in the Ribble Valley.

The Defence Employer Recognition Scheme was also highlighted as something the Council could work towards achieving.

Councillor R Sherras, as the Council's Armed Forces Champion was given permission to speak on this item and highlighted the great work of the Lancashire Armed Forces Hub whose meetings he attended regularly.

\*\*\* RESOLVED THAT COMMITTEE:

1. Endorse the Armed Forces Covenant as outlined and refer it to Council for approval;
2. Authorise the Head of Legal and Democratic Services to update Section 2.1 of the Covenant to include any amendments to the measures which the Council takes to support the Armed Forces in the future; and
3. Authorise the Head of Legal and Democratic Services to explore recognition for the Council under the Defence Employer Recognition Scheme and report back to committee upon this.

315

#### COUNTER FRAUD, BRIBERY AND CORRUPTION POLICY

The Director of Resources submitted a report seeking committee approval for the fully reviewed and revised Counter Fraud, Bribery and Corruption Policy Statement and Strategy.

The document covered both operational activity to detect and investigate fraud, bribery and corruption and proactive deterrence and prevention of fraud, bribery and corruption through to the development of a counter fraud, bribery and corruption culture.

Once approved, the policy would be circulated to all staff, and there would be training covering the policy. It would be reviewed on an annual basis.

RESOLVED THAT COMMITTEE:

Approve the new Counter Fraud, Bribery and Corruption Policy Statement and Strategy.

316

#### CORPORATE DEBT WRITE OFF POLICY

The Director of Resources submitted a report seeking committee's approval for the reviewed and updated Corporate Debt Write Off Policy.

The policy must be followed in respect of all debts which are to be considered for write off and compliments the Council's Financial Regulations and the Corporate Debt Policy. The review had been undertaken, with few changes other than to clarify detail. It would be reviewed on an annual basis.

RESOLVED THAT COMMITTEE:

Approve the reviewed Corporate Debt Write Off Policy.

(Councillor D Peat declared an interest in the next item of business and left the meeting)

317

#### CONCURRENT FUNCTIONS GRANTS 2022/2023

The Director of Resources submitted a report for committee to consider the allocation of concurrent function grants for 2022/23.

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

RESOLVED THAT COMMITTEE:

Approve the payment of grants to parish and town councils under the grant scheme conditions and totalling £19,195.

(Councillor D Peat returned to the meeting)

318

#### COVID19 ADDITIONAL RELIEF (CARF) UPDATE

The Director of Resources submitted a report updating members on the Covid 19 Additional Relief Fund (CARF) and asking for a decision on what to do with the remaining funding.

Members were reminded that the fund was intended to be available to support businesses adversely affected by the pandemic that were ineligible for the existing support linked to business rates. Ribble Valley Borough Council's allocation totalled £1,239,191.

Three application windows had taken place with 52 grant payments of 50% of the net rates payable for 2021/22 being made. Any balance on the relief monies would need to be returned to the Government.

Members discussed the options available to make use of the remaining fund monies.

RESOLVED THAT COMMITTEE:

1. Agree to award 100% of the net rates payable for the eligible applicants detailed in appendices 1,2 and 3 to the report;
2. Agree to write to DLUHC requesting that the balance of the relief be retained to help businesses adversely impacted by the cost-of-living crisis.

319

#### REPORT FROM OMBUDSMAN

The Chief Executive submitted a report informing committee of the Annual Review letter from the Local Ombudsman and its report following an investigation.

The letter related to the year ending 31 March 2022 where the Ombudsman had investigated 4 complaints, one of which had been upheld. The report found fault in that the Council had not provided evidence that it had carried out all the recommendations it had agreed with the Ombudsman in April 2021 regarding a new policy on Reasonable Adjustments for disabled people, keeping adequate records and training of officers.

The evidence requested had now been provided and the Council could demonstrate that two of the recommendations had been complied with. Details of refresher training had also been provided to the LGO with regard to the 3<sup>rd</sup> recommendation, and once this had taken place full compliance would be confirmed.

It was suggested that for the Council to ensure its equality duties were embraced at all levels of the organisation further actions should take place.

Members felt it was important that the Council had acknowledged its failure in this issue and that appropriate measures were now in place. A better focus on strategic risks was requested.

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

RESOLVED THAT COMMITTEE:

Approve the proposed actions set out in the report to

- Include training on the Equalities Act 2010 in the induction training for new officers – to be reviewed annually or whenever amendments are made to the Act
- Include training on the Equalities Act 2010 in the induction programme for new members – to be reviewed annually or whenever amendments are made to the Act
- Present a report to committee setting out how the Council meets the steps for promoting good practice set out in the LGO guidance and /or how it proposes to ensure that it does
- Set up an Equalities working group consisting of Councillors S Bibby, A Brown, S Fletcher, S Hore, G Mirfin, S O'Rourke and R Thompson to carry out a comprehensive review of all aspects of the Council's Equality Act duties and make recommendations to committee

320 REFERENCES FROM COMMITTEES

321 COMMUNITY SERVICES - RIBBLESDALE POOL FILTERS

The Director of Resources submitted a report asking committee to consider a request from Community Services committee to amend the Ribblesdale Pool Filter and Pipework Replacement capital scheme to enable filter refurbishment and tiling work to take place.

RESOLVED THAT COMMITTEE:

1. Approve the £44,000 budget on the Ribblesdale Pool Filter and Pipework Replacement capital scheme to be used for the replacement of pool filter media and refurbishing pool tiles at Ribblesdale Pool, and
2. Change the capital scheme title to 'Ribblesdale Pool Filter and Tile work'.

322

#### HEALTH AND HOUSING - REPLACEMENT OF PEST CONTROL VAN AND DOG WARDEN VAN

The Director of Resources submitted a report asking committee to consider a request from Health and Housing committee to approve additional budget for the Pest Control Van and Dog Warden Van replacement capital schemes.

The request was for budget amendments for updated specification diesel vehicles, however the Health and Housing committee had discussed other options including for replacement electric vehicles (including installation of charging points and a power supply).

#### RESOLVED THAT COMMITTEE

Approve the additional capital budget, funded from Capital Earmarked Reserve for the purchase of:

- Electric replacement of the Pest Control van PK13 FJP = £21,890
- Electric replacement of Dog Warden van PE64 EYC = £22,110

323

#### LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report seeking committee's approval to write off Business Rates debts.

There was one case where the company was dissolved and one where the company had been liquidated.

#### RESOLVED THAT COMMITTEE

Approve the writing off total £17,325.92 in business rates with £180.00 costs where it has not been possible collect the amount due.

324

#### COUNCIL TAX ENERGY REBATE UPDATE

The Director of Resources submitted a report for information updating members regarding progress with the Council Tax Energy Rebate payments.

The £150 non-repayable rebate for households in England in council tax bands A to D with a deadline of 30 September had now been paid either by request to bank accounts or directly to council tax accounts.

The discretionary fund payment of £150 to those council taxpayers in receipt of Local Council Tax Support in band E to H was underway with a deadline of 30 November 2022.

The discretionary fund payment to those council taxpayers in receipt of Local Council Tax Support of a top up of £30 was also being done.

325 REVENUE OUTTURN 2021/22

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

There had been a number of variations in both income and expenditure during the year, that had given rise to an overall overspend of £68,980 on the net cost of services. After transfers to and from reserves the overall overspend was £94,792.

326 OVERALL REVENUE OUTTURN 2021/22

The Director of Resources submitted a report for information on the overall revenue outturn for the year ending 31 March 2022.

There had been a final outturn of a surplus of £426,993 rather than the £198k surplus forecast at the revised estimate.

There had also been £483k more (revenue only) added to earmarked reserves than forecast at revised estimate, which was largely due to the accounting treatment required for grants received but yet to be spent. There was also a large movement in earmarked reserves due to the setting aside of funding for the Local Plan (£270k).

The large movements in the earmarked reserves in respect of Covid were expected to be held in the short term, particularly the £1.641m in respect of the Business Rates S31 funding which would offset the collection fund deficit in 2022/23.

327 REVENUE MONITORING 2022/23

The Director of Resources submitted a report for information on the position for the period April to July 2022 of this year's revenue budget for this committee.

The comparison between actual and budgeted expenditure showed an underspend of £279,683 for the April to July period of the financial year 2022/23. After allowing for transfers to and from earmarked reserves there was an underspend of £278,997.

328 CAPITAL MONITORING 2022/23

The Director of Resources submitted a report for information on the progress on this committee's capital programme for the period to the end of July 2022.

At the end of July 2022 £17,474 had been spent or committed. This was 4.9% of the total approved capital programme budget for this committee.

Of the eight schemes in the capital programme at the end of July 2022, four schemes were currently on-track to be completed in-year and it was unclear whether four of the schemes would be completed in-year.

329 OVERALL CAPITAL MONITORING 2022/23

The Director of Resources submitted a report for information on the progress on the Council's approved 2022/23 capital programme for the period to the end of July 2022.

At the end of July 2022 £696,433 had been spent or committed. This was 10.9% of the overall capital programme budget for 2022/23.

A summary of progress on the thirty-nine schemes in the capital programme at the end of July 2022 was as follows:

- Three schemes were complete
- Twenty schemes were currently expected to be completed in-year
- There was no certainty that ten of the schemes would be completed in-year
- One scheme was on hold
- Two schemes would not be completed in-year
- Three schemes were on-going Housing related grants schemes.

### 330 TREASURY MANAGEMENT MONITORING 2022/23

The Director of Resources submitted a monitoring report for information on the treasury management activities for the period 1 April 2022 to 31 July 2022. This included temporary investments, interest on investments, prospects on interest rates, local government bonds agency, borrowing, borrowing requirements, prudential indicators, approved organisations, recent events and exposure to risk.

### 331 TREASURY MANAGEMENT ACTIVITIES AND PRUDENTIAL INDICATORS 2021/22

The Director of Resources submitted a report for information on the 2021/22 treasury management operations and the outturn calculations of the council's capital and treasury management prudential indicators.

Through careful investment of sums in line with the council's treasury management strategy the level of risk in the investments has been kept to a minimum.

The base rate remained at 0.10% throughout the majority of the financial year, resulting in a decrease to the amount of income received from investments when compared to the original revenue budget estimate.

Debt and investment transactions undertaken during the 2021/22 financial year were within authorised prudential limits and approved treasury management policies and practices.

### 332 TIMETABLE FOR BUDGET SETTING

The Director of Resources submitted a report informing committee of the timetable for setting the 2023/24 budget. The timetable was considerably detailed and clearly indicated who was responsible for which actions. This would be monitored in order to hit deadlines required.

### 333 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.

Committee was informed that the Council ranked 4/270 authorities in England for its collections rates of council tax and 13/270 for business rates.

334 MINUTES OF WORKING GROUPS

335 BUDGET WORKING GROUP 18 MAY 2022

The minutes of the Budget working group held on 18 May 2022 were submitted for committee's information.

336 LONGRIDGE ASSETS WORKING GROUP - 5 JULY 2022

The minutes of the Longridge Assets working group held on 5 July 2022 were submitted for committee's information.

337 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

338 EXCLUSION OF PRESS AND PUBLIC

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

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

339 REVIEW OF VOLUNTARY ORGANISATION GRANTS 2022/23

The Director of Resources submitted a report asking committee to consider the allocation of remaining voluntary organisation grants funds for the 2022/23 financial year.

Following the allocation of grants in March 2022 there had been a balance of £22,710 remaining in the budget.

Since then, an approach had been made from the Ribble Valley Citizens Advice Bureau asking for additional financial assistance for them to be able to continue operating beyond December 2022. The Voluntary Organisation Grant working group had considered this request and made several recommendations to Policy and Finance committee.

RESOLVED THAT COMMITTEE:

1. Agree to award the remaining unallocated funding for this financial year (£22,710) to the RV Citizen's Advice Bureau as a one-off grant subject to the following conditions:
  - That the RVCAB investigate a merger with other providers in the region;
  - That the RVCAB investigate additional funding from other bodies;
  - That the service provided by the RVCAB continues at the same level through to the end of March 2023;

- That the Council's policy that no more than 1/3<sup>rd</sup> of the grant fund will be awarded to any single organisation will continue to apply from the 2023/24 financial year onwards.
2. That a letter be sent to the Manager and Trustees of the RVCAB setting out clearly the conditions of any grant allocation that is approved by this committee.

(Councillor Fletcher returned to the meeting)

340

#### UK SHARED PROSPERITY FUND

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

She reminded members of the background to this fund and the various stages already completed. She advised that whilst waiting for confirmation from DLHUC that the Investment Plan was acceptable, members should consider which projects they would like to utilise the UKSPF allocation for. Given the short timescales involved with procurement requirements there would be a lead in time for delivering projects so it was important to determine the projects members wished to support.

RESOLVED THAT COMMITTEE:

1. A working group consisting of Councillors L Edge, S Atkinson, B Buller, K Horkin, S Fletcher, D Peat and R Thompson be set up to consider project options for the UKSPF allocation, and make recommendations back to the Policy and Finance committee, and
2. The suggestions of the working group be shared with the Partnership group to seek their input to the suggested projects.

341

#### COUNCIL OWNED ASSETS

The Director of Economic Development and Planning submitted a report informing committee of the current position regarding Council owned assets and seeking approval to dispose of these assets.

She outlined the assets that required action now they were back in the possession of the Council and the interest that had been shown in one of them.

Members discussed the assets and in particular how 16/18 Lowergate could be utilised in the future.

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

RESOLVED THAT COMMITTEE:

1. Agree to rent the former ticket office to the organisation in the report subject to negotiating a suitable rental value and a suitable rental agreement;
2. Authorise the Director of Development and Planning to obtain an updated valuation of the Over 60s club in Longridge and procure services to market it for rent;

3. Authorise the Director of Economic Development and Planning to obtain a valuation for rent, sale and cost of renovation for 16/18 Lowergate, Clitheroe; and
4. Authorise the Chief Executive to agree a suitable rental value for the Over 60s Club to take it to market and to agree to a reasonable offer for the property.

342

#### LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report seeking committee's approval to write off certain Council Tax and Housing Benefit debts relating to individuals.

#### RESOLVED THAT COMMITTEE:

Approve writing off £3,165.77 of Council Tax debts plus £120.00 costs and £1,074.94 of Housing Benefit debt where it had not been possible to collect the amount due.

The meeting closed at 8.55 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 AND FINANCE COMMITTEE**

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meeting date: 8 NOVEMBER 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 scheme.
- 1.2 To consider an amended eligibility date for the awarding of discretionary funding under this scheme.

### 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 proved to be extremely challenging and resource intensive, even more so than we anticipated.
- 3.2 This was 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 have now paid all eligible council taxpayers the £150 payment i.e., 18,580 taxpayers totalling £2,787,000.
- 3.4 17,352 taxpayers have been paid direct to their bank account totalling £2,602,800 (93.4%) and 1,228 totalling £184,200 have had £150 credited to their council tax account.

### Discretionary Scheme

- 3.5 Ribble Valley Borough Council has received funding totalling £88,500.
- 3.6 This Committee agreed our discretionary scheme on 29 March 2022. This was to provide a £150.00 payment to Local Council Tax Support recipients in bands E to H on 1 April 2022 and award a top up of £30.00 to Local Council Tax Support recipients in all council tax bands.
- 3.7 Based on the original decision with an eligibility date of 1 April 2022 there would be 2,108 eligible households, 109 of which were in bands E to H. However there have been many changes since April and if we were to use 1 October 2022 eligibility date instead that would result in 2,084 households 99 of which are in bands E to H. Using the revised date means that support will go to those households who are experiencing the greatest difficult at this time. It would also allow us to increase the top up payment from £30.00 to £35.00 i.e., £150 to 99 LCTS recipients in bands E to H totals £14,850 and £35.00 top up to all LCTS recipients totals £72,975. This would also be consistent with the approach taken with the Household Support Fund.

### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – the administration of these rebates is challenging and resource intensive. The Government has indicated that it will provide new burdens funding to cover the administration cost. So far we have been notified we will receive a new burdens down payment of £36,052. We are awaiting further details of the final allocations.
  - Technical, Environmental and Legal – these rebates have been paid via an additional module purchased from our revenues system supplier NEC.

- Political - none
- Reputation – Nationally there has been 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 – The Local Council Tax Support Scheme is means tested and takes into consideration age, sex, disability and household income. As such this council's approach to allocate the funding to households in receipt of Local Council Tax Support will result in it being targeted to those groups most disadvantaged by the impact of increased energy costs.

## 5 RECOMMENDATION

- 5.1 Policy and Finance Committee note that 100% of eligible households have received payment in relation to the core council tax energy rebate scheme.
- 5.2 Approve the change in the date for eligibility for the discretionary scheme from 1 April 2022 to 1 October 2022 and the increase in top up from £30.00 to £35.00 for eligible households.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

PF55-22/AC  
19 October 2022

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

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meeting date: TUESDAY 8 NOVEMBER 2022  
title: WHISTLEBLOWING POLICY  
submitted by: CHIEF EXECUTIVE  
principal author: HEAD OF LEGAL AND DEMOCRATIC SERVICES

### 1 PURPOSE

1.1 To seek Committee's approval of the Council's Whistleblowing Policy 2022.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – An effective whistleblowing policy forms part of the Council's risk management procedures and contributes to the Council objective of being a well-managed Council.
- Corporate Priorities – to seek to continually improve, ensuring that council services are fit for purpose and customer focused.
- Other Considerations – none identified.

### 2 BACKGROUND

2.1 CIPFA recommend that "leaders in public sector organisations have a responsibility to embed effective standards for countering fraud and corruption in their organisations. This supports good governance and demonstrates effective financial stewardship and strong public financial management".

2.2 To support this, it is recommended that a counter fraud strategy is required setting out our approach to managing risks and defining responsibilities for action. As a result, the Council has a Counter Fraud, Bribery and Corruption Policy and Whistleblowing Policy.

### ISSUES

2.3 As part of the Public Sector Internal Audit Standard (PSIAS) self-assessment undertaken by the Internal audit Manager, it was agreed that the Council update the Whistleblowing Policy to reflect up to date practices. A review has now taken place and the revised policy is enclosed as Appendix 1. The amendments are shown in track changes.

2.4 The amendments are intended to ensure that the Policy reflects best practice, and that there is clear oversight and recording by the Monitoring Officer. This ensures an additional level of oversight to ensure that investigations are undertaken correctly and in a timely way. The policy will be reviewed and approved annually going forward to ensure that it remains current and reflective of any changes to best practice.

2.5 The Monitoring Officer will report to Accounts and Audit Committee, details of any complaints received and the outcomes in accordance with the Council's obligations and best practice.

### 3 RISK ASSESSMENT

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

Resources –

Technical, Environmental and Legal – The Public Interest Disclosure Act 1998 provides protection to employees/workers who blow the whistle at work. The policy aims to make clear the nature of that protection and how disclosures can be made.

Political – none identified.

Reputation – Frequent review of the Council's Whistle blowing policy and procedures ensure confidence in its embedded standards and enhances its reputation.

Equality & Diversity – the Council's ensures that its services are accessible to all and that it is a diverse and inclusive employer.

## **5 RECOMMENDED THAT COMMITTEE**

- 5.1 Endorse the Whistleblowing Policy at Appendix 1 and recommend its adoption to Council.

MAIR HILL  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information please ask for Mair Hill, extension 4418

REF: MJH/P&F8.11.22



Ribble Valley  
Borough Council

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

# WHISTLEBLOWING POLICY

# WHISTLEBLOWING POLICY

## 1 PREAMBLE/INTRODUCTION

1.1. The council has a whistleblowing policy that provides the facility to come forward and voice serious concerns about aspects of the council's work. This policy also supports the council's Counter Fraud, Bribery and Corruption Policy Statement and Strategy

1.2. You can get advice on how matters of concern can be pursued from the:

- Head of Legal and Democratic Services
- Chief Executive
- Director of Resources
- Internal Audit Manager
- Chair of Accounts and Audit Committee

4.1.1.3. Employees are often the first to realise that there may be something seriously wrong within ~~the a~~ Council. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

4.2.1.4. The Council is committed to the highest possible standards of openness, probity and accountability. In line with that ~~commitment~~commitment, we encourage employees and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns.

4.3.1.5. Although in the large majority of cases staff with concerns should share those concerns with their immediate manager, it is recognised that in certain cases staff will havemay wish to proceed on a confidential basis. This policy document makes it clear that staff can do so without fear of reprisals and that the policy shall apply to all employees including those designated as temporary, agency, contractors, suppliers, and casuals.

1.6. This whistleblowing policy is intended to encourage and enable staff and staff of companies or other organisations providing goods and services to the council to raise serious concerns within/to the council rather than overlooking a problem or blowing the whistle outside.

4.4.1.7. The Head of Legal and Democratic Services in their capacity as Monitoring Officer has overall responsibility for the maintenance and operation of this policy. They maintain a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality) and will report as necessary to the Council.

4.5.1.8. This policy has been discussed with the relevant trade unions ~~and professional organisations~~ and has their support.

## 2. AIMS AND SCOPE OF THIS POLICY

2.1. This policy aims to:

- provide avenues for you to raise concerns and receive feedback on any action taken;
- allow you to take the matter further if you are dissatisfied with the Council's response; and
- reassure you that you will be protected from a possible detriment if you have a reasonable belief that you have made a qualifying disclosure in the public interest. ~~reprisals or victimisation for whistleblowing in good faith.~~

~~2.2 There are existing procedures in place to enable you to lodge a grievance relating to your own employment. This Whistleblowing Policy is intended to cover concerns that fall outside the scope of other procedures.~~

~~2.32.2~~ That concern may be about something that:

- ~~is unlawful;~~~~or~~
- is unethical conduct
- is against the Council's Standing Orders, Financial Regulations~~Regulations~~, or other policies;~~or~~
- falls below established standards or practice;~~or~~
- amounts to impropriety (for example, where a decision is proposed to be taken on the basis of personal friendship rather than on merit)
- ~~places the health or safety of any person at risk~~ (this may be to the public as well as employees)
- is damage to the environment

~~2.3 For employees of the council there are existing procedures in place to enable you to lodge a grievance relating to your own employment. This Whistleblowing Policy is intended to cover concerns that fall outside the scope of other procedures and is not intended to replace the Council's complaints or grievance procedures.~~

### 3 SAFEGUARDS

#### ***Harassment or victimisation***

- 3.1 The Council recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. The Council will not tolerate harassment or victimisation and will take action to protect you when you raise a concern in good faith.
- 3.2 This does not mean that if you are already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of your whistleblowing.

#### ***Confidentiality***

- 3.3 The Council will do its best to protect your identity when you raise a concern and do not want your name to be disclosed. It must be appreciated that ~~their an~~ investigation is conducted as a result of whistleblowing, the investigation process may reveal the source of the information and a statement by you may be required as part of the evidence. Your identity would not be disclosed without your consent or unless we are required to do so.

#### ***Anonymous Allegations***

3.4 This policy encourages you to put your name to your allegation. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of the Council.

3.5 In exercising the discretion, the factors to be taken into account would include the:

- seriousness of the issues raised;
- credibility of the concern; and
- likelihood of confirming the allegation from attributable sources.

3.6 Allegations which do not appear to be motivated by personal animosity and which, if true, would have serious implications for the council are more likely to be considered, even though made anonymously.

#### **Unfounded or Untrue Allegations**

3.7 If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however you make malicious or vexatious allegations, or make allegations for your own personal gain, disciplinary action may be taken against you and you may also leave yourself open to an action for defamation.

#### **Public Interest Disclosure Act**

3.8 The Public Interest Disclosure Act 1998 (PIDA) protects whistle-blowers from detrimental treatment by their employer (amending the Employment Rights Act 1996) as a result of making a public interest disclosure.

### 4 HOW TO RAISE A CONCERN

~~4.1 If you are an employee, as a first step, you should normally raise concerns with your immediate manager or their superior. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice.~~

~~4.2 For example, if you believe that management is involved, you should approach the Chief Executive, Director of Resources, Head of Legal and Democratic Services (who is the council's "Monitoring Officer") or the Internal Audit Manager, or any Director or a member of the internal audit section.~~

~~4.34.1 Concerns should in general be raised with the Head of Legal and Democratic Services using the details set out below, are better raised in writing, but if you do not feel able to put your concern in writing you may put forward a complaint by telephone or, in person at a meeting, through the Head of Legal and Democratic Services.~~

#### **Head of Legal and Democratic Services (Monitoring Officer)**

Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, BB7 2RA

Email: [whistleblowing@ribblevalley.gov.uk](mailto:whistleblowing@ribblevalley.gov.uk)

Telephone: 01200 425111 (Please ask for the Head of Legal and Democratic Services)

~~4.2 Where it is thought not to be appropriate to raise the concern with the Head of Legal and Democratic Services, a complaint may be raised with the Chief Executive, or any Director. Their contact details are as follows:~~

4.3 Chief Executive (Head of Paid Service) – [insert]

4.4 Director of Resources (Section 151 Officer) – [insert]

4.5 Director of Economic Development and Planning – [insert]

4.6 Director of Community Services – [insert]

4.7 ~~If the concern is expressed in writing, you should set out the background and history of the concern, giving names, dates and places (if known) when it would be helpful to do so to establish the truth of the complaint, and where possible and the reason why you are particularly concerned about the situation. If you do not feel able to put your concern in writing, you can telephone or meet the appropriate officer.~~ Complaints, can be made in writing, by telephone or in person. You are invited to set out the background and history of the concern, giving names, dates and places (if known) when it would be helpful to do so to establish the truth of the complaint, and where possible and the reason why you are particularly concerned about the situation.

4.8 ~~In order to ensure the confidentiality of your expression of concern it is suggested that you send your letter or written note in a sealed envelope addressed to the Head of Legal and Democratic Services and clearly mark it "Strictly Private and Confidential – To be Opened by Addressee Only".~~

4.9 ~~You do not have to sign or give your name although, as advised in the section above on "Anonymous Allegations". However, if you do so the Head of Legal and Democratic Services may exercise their discretion not to investigate an anonymous complaint (i.e. due to the level of seriousness of the issues raised or due to likelihood of being able to confirm the allegation).~~

4.44.10 ~~It is a serious disciplinary offence for any person to seek to prevent a communication of concern reaching the Head of Legal and Democratic Services or to impede any investigation which they or anyone on their behalf may make.~~

4.54.11 ~~The earlier you express the concern, the easier it is to take action.~~

4.64.12 ~~Although you are not expected to prove the truth of an allegation, you will need to demonstrate to the person contacted Head of Legal and Democratic Services or the person they appoint to investigate the matter that there are sufficient grounds for your concern.~~

4.7 ~~Advice and guidance on how matters of concern may be pursued can be obtained from:~~

- ~~Head of Legal and Democratic Services~~
- ~~Chief Executive~~
- ~~Director of Community Services~~
- ~~Director of Resources~~
- ~~Principal Auditor~~ Internal Audit Manager
- ~~Chairman of Accounts and Audit Committee~~

4.84.13 ~~You may invite your trade union or professional association to raise a matter on your behalf.~~

## 5 HOW THE COUNCIL WILL RESPOND

5.1 ~~The action taken by the Council will depend on the nature of the concern. The matters raised may:~~

- be investigated internally;
- be referred to the Police;
- be referred to the External Auditor;
- form the subject of an independent inquiry.

5.2 In order to protect individuals and the Council, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Should the need for an investigation be progressed, the Head of Legal and Democratic Services will discuss this with the Director of Resources. The Director of Resources will then designate the Head of Financial Services, the Head of HR, the Internal Audit Manager or such other appropriate officer to make initial enquiries and to conduct subsequent investigation (unless it is inappropriate for them to do so).

5.3 Concerns or allegations which fall within the scope of specific procedures (for example, child protection/safeguarding or discrimination issues) will normally be referred for consideration under those procedures.

5.4 Some concerns may be resolved by agreed action without the need for investigation.

5.5 The Head of Legal and Democratic Services or the person they have designated to investigate the complaint will write to you (save where the disclosure is submitted anonymously) wherever practicable. Within ten working days of the concern being received, the Council will write to you:

- acknowledging that the concern has been received;
- indicating how it proposes to deal with the matter;
- giving an estimate of how long it will take to provide a final response;
- telling you whether any initial enquiries have been made; and
- telling you whether further investigations will take place, and if not, why not.
- Asking you for further information if required

~~5.6~~ The amount of contact between the officers considering the issues and will depend on the nature of the matters raised, the potential difficulties ~~involved and the clarity of the information provided.~~ If necessary, further information will be sought from you.

~~5.85.6~~ When any meeting is arranged, you have the right, if you so wish, to be accompanied by a union or professional association representative or a friend who is not involved in the area of work to which the concern relates.

~~5.95.7~~ The council will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the Council will advise you about the procedure.

The Council accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, you will receive information about the outcomes of any investigations.

5.8 We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation, an outcome or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

5.9 Where any whistleblowing allegation/complaint is upheld, such matters, if appropriate, would be reported to the Council's Accounts and Audit Committee and would also be reported as part of the Annual Governance Statement review.

## 6 HOW THE MATTER CAN BE TAKEN FURTHER

6.1 This policy is intended to provide you with an avenue to raise concerns within the Council. The Council hopes you will be satisfied that the Whistleblowing Procedure is a satisfactory way of dealing with concerns. If you are not, and if you feel it is right to take the matter outside the Council, the following are possible contact points:

- the External Auditor
- relevant professional bodies or regulatory organisations (including the Ombudsman)
- your solicitor
- the Police (if there is a belief that a criminal offence has been committed)
- Trade Union

6.2 The disclosure of confidential information will be taken seriously and may result in disciplinary action leading to dismissal. would normally constitute a grave disciplinary offence which would result in dismissal or other disciplinary action. Accordingly, if you do take the matter outside the Council, you need to ensure that you do not disclose either no confidential information is disclosed or that there are wholly exceptional circumstances which the council would consider justified the disclosure. or that disclosure would be privileged. Check with the contact point about that.

6.26.3 Due regard should be given to the Data Protection Act 2018 and the Council's Codes of Conduct if you propose to disclose any information outside of the Council.

## ~~7 THE RESPONSIBLE OFFICER~~

~~7.1 The Council's Monitoring Officer has overall responsibility for the maintenance and operation of this policy. That officer maintains a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality) and will report as necessary to the Council.~~

Signatures:

..... Chief Executive

..... Head of HR

..... Unison Branch Secretary

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

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meeting date: 8 NOVEMBER 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 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.

### 3 CURRENT POSITION

3.1 There is one case where the company has been liquidated. The Annex attached shows details of the debt we are seeking approval to write off – these total £8,182.13 in business rates with £60.00 costs.

### 4 FINANCIAL IMPLICATIONS

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

### 5 RECOMMENDED THAT COMMITTEE

5.1 Approve writing off total £8,182.13 in business rates with £60.00 costs where it has not been possible to collect the amount due.

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES

**ANNEX 1**  
**Write offs – NNDR**

<b>Year</b>	<b>Name</b>	<b>Amount £</b>
<b>LIQUIDATION</b>		
Liquidation is the process by which a company (or part of a company) is brought to an end, and the assets and property of the company are redistributed. It is unlikely in these cases that, as an unsecured creditor, we will receive any funds but if we do an adjustment will be made to the amount written off.		
2019/20	Whitney Woods Ltd	Unit 5, Time Technology Park, Blackburn Road,
2020/21		Simonstone
<b>Total</b>		<b>8,242.13</b>

**\*Inclusive of £60.00 costs**

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

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meeting date: 8 NOVEMBER 2022  
title: SUNDRY DEBTOR WRITE-OFFS  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

### 1 PURPOSE

- 1.1 To obtain committee approval to write off a sundry debtor invoice where the debt is considered irrecoverable.
- 1.2 Relevance to the Council's Corporate Ambitions
  - To be a well-managed council providing efficient services based on identified customer needs:
    - To maintain critical financial management and controls, and ensure the authority provides council taxpayers with value for money, within the current financial constraints.

### 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 remains but legal action cannot be taken.

### 3 SUNDRY DEBTS

- 2.1 In accordance with the Council's Corporate Debt Write Off Policy, in all cases where we have recommended write off, all recovery action has been explored. In this case the debtor is insolvent.
- 2.2 Attached at Annex 1 is the detail of the debt which requires Committee's approval for write off, together with details of the reason for the write off request.
- 2.3 In this instance the company has been dissolved. The original debt was for £785.00. There have also been court costs/warrant costs added to this totalling £437.02.

### 3 FINANCIAL IMPLICATIONS

- 3.1 The debt now requested to be written off will be written off back to the relevant service code.

### 3 RECOMMENDED THAT COMMITTEE

- 4.1 Approve the write off of a sundry debt of £785.00 plus costs of £437.02 totalling £1,222.02.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF58-22/LO/AC  
28 October 2022

## Policy and Finance Committee

## Write Offs

Debtor Name and Address	Debtor Account Number	Invoice Number	Debt in Respect of	Original Invoice Date	Original Debt Amount £	Amount Requested for Write Off £	Reason for Recommendation to Write Off
Holt Group Ltd T/A Choice Funeral Service 52 Broadway Accrington BB5 1EW	00176486	sdebt89813	Exclusive Burial Rights and Interment	21 August 2017	785.00	1,222.02	<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

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

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meeting date: TUESDAY, 8 NOVEMBER 2022  
title: ELECTIONS ACT 2022  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: MAIR HILL – HEAD OF LEGAL AND DEMOCRATIC SERVICES

### 1 PURPOSE

1.1 To information Committee of the provisions of the Elections Bill 2021.

1.2 Relevance to the Council’s ambitions and priorities:

- Community Objectives – } The Council aims to be a well-managed Council. An
- Corporate Priorities – } early understanding of the changes to the electoral
- Other Considerations – } process will assist in this.

### 2 BACKGROUND

2.1 Members will recall receiving an information report in September 2021, outlining the Government’s proposals for reform of electoral law. Those proposals have been encompassed in the Elections Act 2022 (“Act”). The full copy of the Act can be found at <https://www.legislation.gov.uk/ukpga/2022/37/contents/enacted>

### 3 ISSUES

3.1 The Act introduces several significant changes which will apply at the following election types:

- UK parliamentary elections in Great Britain
- Local elections in England – including mayoral elections
- Police and Crime Commissioner elections in England and Wales

3.2 The following provisions are expected to be in place for the May 2023 elections:

- Making it easier for people with disabilities to vote
  - Disabled voters can choose anyone who is over 18 to accompany them in the polling station, to help them vote
  - Requirement for Returning Officers to take all reasonable steps to provide equipment to support disabled voters to vote independently and in secret at the polling station, and in doing so to have regard to any relevant guidance issued by the Electoral Commission
- Requirement for voters at polling stations to show photographic identification before they receive their ballot paper. Anyone who does not have one of the required forms of photographic identification will be able to apply for a Voter Authority Certificate, to be issued for free by the Council.

- Change to the coting system for mayoral elections from supplementary vote to First Past the Post.

3.3 Members will appreciate that the time scales in which to implement these changes are extremely tight and in order to provide Returning Officers with some guidance prior to the Regulations being laid, the Electoral Commission have published a document entitled “Planning for Elections Act changes: early preparations. The Council’s Elections team including the Returning Officer and Deputy Returning Officers have utilised this document to commence planning and programme works to be completed.

Make it easier for people with disabilities to vote

3.4 When considering what action to take in this respect the Council is to have regard to any relevant guidance issued by the Electoral Commission. The Electoral Commission has produced draft guidance. A copy of that draft guidance can be found at <https://www.electoralcommission.org.uk/who-we-are-and-what-we-do/our-views-and-research/our-consultations/consultation-draft-guidance-returning-officers-assistance-voting-persons-disabilities/draft-guidance-returning-officers-assistance-voting-persons-disabilities> A statutory consultation will be take place on this guidance from 28 November 2022 to 10 January 2023.

3.5 The Council will use this draft guidance to inform its early preparations. This will need to be reviewed if there are changes to the guidance following the consultation.

Voter Authority Certificate

3.6 The Council has outline information currently on how this system is to be administered. It is liaising with its electoral system software provider to ensure that the system will integrate with the government’s centralised systems. Once full details are available it will also need to procure equipment to produce VAC where an application is made directly to the Council and also in polling stations to ensure privacy for voters who do not wish to reveal their face in public,

3.7 The provisions in respect to both accessibility and voter authority certificates will involve significant additional resources in the planning the May 2023 elections. In particular:

- Additional staffing will be required to process and assist the public in their application for Voter Authority Certificates and to check these in polling stations
- ,Staff will require additional training on these issues to ensure that they are properly implemented.
- All venues and equipment will need to be assessed to ensure they are appropriate in terms of accessibility; voters taking more time to progress through the voting process and that they can accommodate the necessary number of staff to provide a good service for voters.
- A communications plan and engagement strategy to ensure that the public have timely information about the new provisions.
- Working with suppliers to ensure that the changes to size and content of the poll card can be accommodated.

A further report will be brought to this committee once the Regulations are available.

## 4 RISK ASSESSMENT

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

- Resources – Significant additional resources will be required in order to implement the provisions of the Act. The Government has indicated that New Burdens funding will be available, but it is not yet clear the level of this or when it will be received.
- Technical, Environmental and Legal – Incorporated in the body of the report.
- Political – No implications identified.
- Reputation – Proper implementation of the provisions will enhance the Council's reputation.
- Equality & Diversity – The Government has completed an Equality Impact Assessment for the implications of the proposed amendments to the voting process. The provisions on accessibility are intended to enhance disabled voters experiences and to ensure that they are no disadvantaged.

## 6 CONCLUSION

6.1 Note the content of this report.

MAIR HILL  
HEAD OF LEGAL & DEMOCRATIC SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

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

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

---

meeting date: 8 NOVEMBER 2022  
title: CYBER SUPPORT FUND  
submitted by: DIRECTOR OF RESOURCES  
principal author: LAWSON ODDIE

## 1 PURPOSE

- 1.1 To inform Committee of funding that has been secured from the Department for Levelling Up, Housing and Communities (DLUHC) in respect of Cyber Security.
- 1.2 Relevance to the Council's ambitions and priorities:
  - To be a well-managed council providing efficient services based on identified customer needs

## 2 BACKGROUND

- 2.1 The Local Digital Declaration (a declaration by DLUHC, Government Digital Service, and a collection of local authorities and public sector bodies) includes a commitment to the continuous improvement of cyber security practice, to support the security, resilience and integrity of digital services and systems.
- 2.2 In the Autumn 2021 Budget Local Digital were awarded £37.8 million of additional funding to tackle cyber security challenges facing councils and invest in local authority cyber resilience, protecting vital services and data.
- 2.3 As part of this, the Local Digital Cyber team is conducting two programmes of work with local authorities (Cyber Support and Cyber Health) to reduce the incidence and impact of cyber attacks, and support sustainable cyber health.

## 3 APPLICATION FOR FUNDING

- 3.1 To reduce the impact of cyber risk on the delivery of services, the DLUHC Cyber Support team has made support funding available to councils.
- 3.2 An initial response was submitted at the end of September to the DLUHC's 'Mitigating Malware and Ransomware survey'. As a result of this we have been contacted to say that we would be eligible for funding to help build cyber resilience.
- 3.3 A meeting and also a workshop was then held with Local Digital (DLUHC) at the beginning of October and an application for funding was submitted.
- 3.4 We have been successful in securing funding of £125,000 which will now be used to further support our cyber resilience.
- 3.5 The funding **cannot** be used to:
  - support ongoing per annum maintenance and licensing costs
  - support active projects or already approved spend
- 3.6 As such, the funding will be used for new projects as agreed through the application process. The projects under this funding will be brought in under the revised estimate and may result in a mix of both additional revenue spend and capital schemes.

#### 4 TIMELINES

- 4.1 The work required as a result of this award of funding will add pressure to the council's ICT team in undertaking further additional projects above the normal operations, and in addition to other ICT capital projects that are underway or have yet to be undertaken.
- 4.2 Work planned under this funding will be undertaken in the coming months and due to existing workloads it is acknowledged that third party assistance may be required. This funding is available to help fund such costs. Workshops, guidance, and best practice sharing is also available through Local Digital during the project.

#### 5 CONCLUSION

- 5.1 The council has been successful in securing funding of £125,000 towards further enhancing cyber resilience from Local Digital (DLUHC), which is part of a national scheme.
- 5.2 Spend under the funding will be brought in under the revised estimate and may result in a mix of both additional revenue spend and capital schemes.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF64-22/LO/AC  
31 October 2022

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

meeting date: 8 NOVEMBER 2022  
 title: REVENUE MONITORING 2022/23  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: VALERIE TAYLOR

### 1 PURPOSE

1.1 To let you know the position for the period April to September 2022 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

Community Objectives – none identified

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

Other Considerations – none identified.

### 2 FINANCIAL INFORMATION

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

2.2 You will see an overall underspend of £321,055 after accounting for service specific movements in reserve and variances within coronavirus response cost centres:

Cost area	Variances		
	Variance £	Earmarked Reserves £	After Movements in Earmarked Reserves £
Service Cost Centres	-276,241	4,413	-271,828
Covid-19 Response	-90,107	40,880	-49,227
<b>Total</b>	<b>-366,348</b>	<b>45,293</b>	<b>-321,055</b>

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitm ents to the end of the period	Variance	
CEXEC	Chief Executives Department	2,920	635,126	570,116	-65,010	R
CINTR	Clitheroe Interchange	8,100	2,976	222	-2,754	A
CIVCF	Civic Functions	64,980	33,703	36,569	2,866	A
CIVST	Civic Suite	3,500	23,174	20,617	-2,557	A
CLOFF	Council Offices	-4,500	125,314	123,074	-2,240	A
CLTAX	Council Tax	408,820	36,831	36,581	-250	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year	Net Budget to the end of period	Actual including Commitments to the end of the period	Variance	
COMPR	Computer Services	0	60,468	46,558	-13,910	R
CORPM	Corporate Management	365,530	0	0	0	G
COSDM	Cost of Democracy	550,920	151,584	144,885	-6,699	R
CSERV	Corporate services	185,140	16,760	9,464	-7,296	R
CTENP	Council Tax Energy Rebates - Acting as Principal	0	0	-124,552	-124,552	R
DISTC	District Elections	0	4,470	5,595	1,125	G
ELADM	Election Administration	36,960	0	0	0	G
ELECT	Register of Electors	97,320	39,350	39,083	-267	G
EMERG	Community Safety	68,450	3,546	3,453	-93	G
ESTAT	Estates	68,530	-12,701	-10,331	2,370	A
FGSUB	Grants & Subscriptions - Policy and Fin	170,390	106,140	106,665	525	G
FMISC	Policy & Finance Miscellaneous	160,830	29,851	34,991	5,140	R
FREED	Freedom of the Borough	7,880	7,880	9,122	1,242	G
HSUPF	Household Support Fund	0	0	-16,934	-16,934	R
LANDC	Land Charges	10,640	-31,378	-22,756	8,622	R
LICSE	Licensing	48,480	-45,638	-41,976	3,662	A
LUNCH	Luncheon Clubs	16,450	4,860	2,095	-2,765	A
NNDRC	National Non Domestic Rates	61,490	-115,206	-115,223	-17	G
QPJUB	Queen's Platinum Jubilee	20,000	20,000	15,587	-4,413	A
RESOR	Resources Department	3,420	1,190,423	1,138,050	-52,373	R
SUPDF	Superannuation Deficiency Payments	88,520	31,648	31,986	338	G
<b>Service cost centre variances</b>		<b>2,444,770</b>	<b>2,319,181</b>	<b>2,042,940</b>	<b>-276,241</b>	
<b>Associated Movements in earmarked reserves</b>	Election Fund	30,000	0	0	0	
	Revaluation Reserve	2,420	0	0	0	
	Cyber Resilience Grant Reserve	-13,600	0	0	0	
	Invest to Save Fund	2,000	2,000	2,000	0	
	Performance Reward Grants	-20,000	-20,000	-13,587	6,413	
	Parish Grants Reserve	0	0	-2,000	-2,000	
<b>Service cost centre variances after movements in reserves</b>		<b>2,445,590</b>	<b>2,301,181</b>	<b>2,029,353</b>	<b>-271,828</b>	
<b>Coronavirus cost centre variances</b>		<b>-12,400</b>	<b>0</b>	<b>-90,107</b>	<b>-90,107</b>	
<b>Associated Movements in earmarked reserves</b>		<b>12,400</b>	<b>0</b>	<b>40,880</b>	<b>40,880</b>	
<b>Total Policy and Finance Committee Variances</b>		<b>2,445,590</b>	<b>2,301,181</b>	<b>1,980,126</b>	<b>-321,055</b>	

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

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

- 2.4 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.
- 2.5 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.
- 2.6 A summary of coronavirus cost centre variances is included for information at Annex 3.
- 2.7 The **main** areas of variances that are **unlikely** to rectify themselves by the end of the financial year are shown below:

Description	Variance to end September 2022 £
<b>Chief Executive Department (CEXEC)</b>	
Council staffing budgets assume an average vacancy saving of 4% across the authority on estimated costs and a pay award of 2%. Vacancies throughout the April to September period, mainly within the environmental health section, have generated salary, superannuation and national insurance underspends above that estimated. Whilst some of this variance will resolve following the completion of national pay negotiations and the payroll processing of any backpay due, the salary forecasts will need to be reviewed and updated at revised estimate to incorporate both vacancy underspends and the national pay award.	-109,985
The council has engaged consultancy support to ensure continuation of the environmental health service during the period of reduced staffing. Costs are being met from the salary underspends detailed above.	41,374
<b>Resources Department (RESOR)</b>	
There have also been salary underspends within the Resources Department that are partly due to the outstanding pay award for 2022/23 and partly due to vacancies during the period, mainly within the Human Resources and Corporate Services section. All salary costs will be reviewed and budgets updated to the latest position at revised estimate.	-52,171

Description	Variance to end September 2022 £
<p align="center"><b>Council Tax Energy Rebates – Principal (CTENP)</b></p> <p>The council has received new burdens grant funding to help with the cost of administering the Council Tax Energy Rebate scheme which has been carried out by staff in the revenues and IT sections.</p>	-36,052
<p align="center"><b>Computer Services (COMPR)</b></p> <p>The cost of the council's internet connection to support the current hybrid arrangements of home and office-based working has been charged to coronavirus response budgets for the current financial year (to be met from an associated release from earmarked reserves).</p>	-14,464

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £366,348 for the April to September period of the financial year 2022/23. After allowing for transfers to/from earmarked reserves there is an underspend of £321,055.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF65-22/VT/AC  
28 October 2022

## Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HSUPF/8982z	Household Support Fund/ LCC - Household Support Fund Grant to Distribute	0	0	-111,000	-111,000	Household support grant received from Lancashire County Council following extension of the scheme to September 2022. To provide consistency across districts a fixed amount of £90 has been paid to pensioners in receipt of Council Tax Support as requested by LCC. The remaining allocation will be used to adopt other priorities identified by LCC.	Regular information reports are being submitted to committee to update members regarding progress of payments and a budget will be established at revised estimate for the income and expenditure.
HSUPF/4691	Household Support Fund/ Grants to Individuals - Gift Vouchers	0	0	25,000	25,000	Allocation of funds to pay for food vouchers for families with children on Council Tax Support (£17,900 of which had been claimed by mid-October).	
HSUPF/4694	Household Support Fund/ Grants Payments - Pensioners in receipt	0	0	76,410	76,410	Total of £90 payments to pensioners in receipt of Council Tax Support to the end of September.	
HSUPF/8983z	Covid-19 Response/ LCC - Household Support Fund-Admin Support	0	0	-9,000	-9,000	Allocation of administration grant in respect of the Household Support fund.	To be brought into the budgets at revised estimate.
CTENP/8384z	Council Tax Energy Rebates - Acting as Principal/ DLUHC - Council Tax Energy Rebate Grant	0	0	-88,500	-88,500	Grant income in respect of the discretionary element of the Council Tax Energy Rebate scheme.	A report is being considered elsewhere on the agenda which sets out the proposed timings for payments of the discretionary element of the Council Tax Energy Rebate scheme.

## Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CTENP/8433z	Council Tax Energy Rebates - Acting as Principal/ DLUHC - Council Tax Energy Rebate Admin	0	0	-36,052	-36,052	New burdens grant funding received to help the council with the cost of administering the Council Tax Energy Rebate scheme.	The budget will be updated at revised estimate. The administration of the Council Tax Energy Rebate scheme has been carried out by staff in the revenues and IT section.
CEEXEC/0100	Chief Executives Department /Salaries	926,600	463,486	378,713	-84,773	Costs through the April to September period within the Chief Executive Department salary, superannuation and national insurance budgets are £109k lower than the budget estimate.	Salary budgets will be updated at revised estimate to reflect the latest position in terms of both vacancy underspends and the annual pay award which has yet to be agreed.
CEEXEC/0109	Chief Executives Department/ Superannuation Salaries	148,290	74,178	58,957	-15,221	This variance is mainly due to vacancies within the environmental health section and partly due to the late implementation of the pay award which is yet to be agreed. These underspends have been partially offset by expenditure on consultancy support of £41k (CEEXEC/3085) and recruitment advertising costs of £3k (CEEXEC/1020).	
CEEXEC/0108	Chief Executives Department/ National Insurance Salaries	96,270	48,156	38,165	-9,991	Salary costs through the April to September period within the Resources Department are £41k lower than the budget estimate. The variance is partly due to the outstanding pay award for 2022/23 which is yet to be agreed, and partly due to a number of departmental vacancies throughout the period, particularly within the Human Resources and Corporate services section. These underspends have been partially offset by recruitment advertising costs of £2k (see RESOR/1020).	
RESOR/0100	Resources Department/ Salaries	1,583,600	792,116	750,546	-41,570	Salary costs through the April to September period within the Resources Department are £41k lower than the budget estimate. The variance is partly due to the outstanding pay award for 2022/23 which is yet to be agreed, and partly due to a number of departmental vacancies throughout the period, particularly within the Human Resources and Corporate services section. These underspends have been partially offset by recruitment advertising costs of £2k (see RESOR/1020).	Salary budgets will be updated at revised estimate to reflect the latest position.

## Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
RESOR/0109	Resources Department/ Superannuation Salaries	264,320	132,214	126,463	-5,751	Underspend on employer national insurance costs within the Resources department due to the reasons set out above.	Budgets will be updated at revised estimate to reflect the latest position.
COMPR/2991	Computer Services /Communication Equipment	18,800	15,000	107	-14,893	The variance is mainly because the cost of remote access to support the current hybrid arrangement of home and office based working has been charged to the coronavirus response for the 2022/23 financial year.	Budgets will be updated at revised estimate.
CLOFF/2458	Council Offices/ Sewerage & Environmental Supplies	8,650	8,650	63	-8,587	The invoice has not yet been received for the annual surface water and highway drainage charge at the council offices.	The council's supplier has been contacted and the invoice will be processed in due course.
QPJUB/3277	Queen's Platinum Jubilee/ Promotional Activities	20,000	20,000	13,587	-6,413	The cost of promotional activities to commemorate the Queen's Platinum Jubilee were lower than the budget available for the period.	The budget will be updated at revised estimate once all costs have been finalised.
ESTAT/8804u	Estates /Building Rents	-10,300	0	-5,729	-5,729	Backdated rental income due over a two-year period at one of the council's properties following a rent review per the lease agreement.	The budget will be updated at revised estimate.
CSERV/3264	Corporate services/ Ribble Valley News	10,710	5,356	0	-5,356	Preparation for the Ribble Valley News has been put on hold as recent quotations indicate that the cost of printing, producing and delivery of the publication are around 30% higher than the original estimate.	Work is currently underway to reassess the communications function including a possible switch to digital communications. Costings are currently being sought and the position will be reassessed at revised estimate.
CIVST/8520I	Civic Suite /Function Hire (exempt code)	-2,420	-2,056	-7,142	-5,086	Income received for hire of the Civic Suite and Committee rooms is higher than estimated.	The budget will be updated at revised estimate.

## Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
LANDC/8408n	Land Charges/ Search Fee (Vatable)	-64,300	-30,280	-24,986	5,294	Land charges income, which is driven by the housing market and the timing of release of new build properties, was lower than estimated during the period.	Income will continue to be monitored and the budget updated to reflect the current position at revised estimate.
ESTAT/2451	Estates/ National Non Domestic Rates	0	0	5,632	5,632	Business rates now payable by the council in respect of previously leased out properties.	Two properties are currently being marketed and the liability will reduce once vacant properties are re-let.
CLOFF/2432	Council Offices/ Electricity	43,600	14,402	20,261	5,859	Higher than estimated electricity costs for the period April-July at the council offices due to higher than expected inflationary increases.	Work is currently underway to estimate outturn and budgets will be updated at revised estimate.
CLOFF/2433	Council Offices/ Gas	12,200	2,771	9,101	6,330	<p>April to August gas invoices that were processed during the period are significantly higher than the budget estimate. Whilst this is partly attributable to higher than estimated usage, the overspend is mainly due to the price volatility experienced in gas markets in recent months and the associated inflationary increases.</p> <p>The council participates in a framework agreement along with other councils in order to obtain value for money in its gas supply. Following a mid-year reconciliation exercise under the framework the council has recently been notified that prices will be increasing again in October.</p>	Approximately 80% of the gas usage at the council offices occurs during the Oct-Mar period. Work is currently underway to calculate estimated outturn which will be significantly higher than the original estimate.

## Policy and Finance Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
FMISC/3085	Policy & Finance Miscellaneous/ Consultants	15,240	0	7,000	7,000	As a result of requirements stipulated by the Council's insurer's we were required to have all of the council's properties formally valued for insurance purposes. This was originally included as a growth request but has now been undertaken in order for our insurance renewal for 2022/23 to be completed.	The budget will be updated at revised estimate.
CEXEC/3085	Chief Executives Department/ Consultants	0	0	41,374	41,374	Consultancy support during a period of reduced staffing within the Environmental Health section, to be funded from vacancy underspends as set out at CEXEC/0100.	A budget will be established at revised estimate.

## Policy and Finance Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
RESOR/0108	Resources Department/ National Insurance Salaries	156,440	78,253	73,403	-4,850	Lower national insurance costs due to salary underspends as set out at RESOR/0100.
RESOR/6002	Resources Department/ Car Leasing Repayments	16,920	11,970	9,259	-2,711	Underspend mainly due to a credit that has been received following termination of a lease car contract.
LUNCH/4678	Luncheon Clubs/ Grants to Voluntary, Comm & Soc Ent Orgs	13,970	4,860	2,095	-2,765	Requests for financial support from luncheon clubs is lower than allowed for within the budget estimate for the period to September.
CEXEC/2643	Chief Executives Department/ Mileage Allowances	10,030	5,028	2,634	-2,394	Lower mileage claims than allowed for within the budget for the period to September due to vacancies within the Environmental Health section. The budget will be updated at revised estimate.
CLOFF/86941	Council Offices/ DWP Licence Fee	-28,610	-28,610	-30,876	-2,266	The licence fee is uplifted annually in line with CPI which is higher than the estimated standard inflation that was built into the budget estimate.
CINTR/2402	Clitheroe Interchange/ Repair & Maintenance - Buildings	4,470	2,238	0	-2,238	No expenditure on repairs and maintenance at the old ticket office during the period. Future expenditure will depend on the nature of the lease agreed with a future tenant.
QPJUB/4677	Queen`s Platinum Jubilee/ Grants to Precepting Bodies	0	0	2,000	2,000	Four of the grants awarded to Parish councils to help them commemorate the Jubilee that were budgeted for at revised estimate 2021/22 were processed in the current financial year.

## Policy and Finance Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
NNDRC/2809	National Non Domestic Rates/ Non Recurring Purchases of Equipment etc	0	0	2,075	2,075	The cost of implementing software updates that are required in order to process the business rates measures that were announced in the Autumn Budget and that are effective for 2022/23. The cost of the measures will be met from central government new burdens funding.
RESOR/1020	Resources Department/ Advertising	430	216	2,317	2,101	Recruitment costs to advertise for the vacant post of Head of Human Resources. The overspend has been met from departmental salary budget underspends (RESOR/0100).
RESOR/2998	Resources Department/ Software Maintenance	91,440	66,360	68,764	2,404	The main reason for the variance is due to the implementation of the Council's new risk management system. However, this increased cost in the current year will result in savings in future years.
CEXEC/89751	Chief Executives Department /Land and Property Legal Fees	-5,950	-2,976	-390	2,586	Demand for land and property related transactions is lower than the pre-pandemic average number of transactions upon which the estimate was based.
RESOR/2809	Resources Department/ Non Recurring Purchases of Equipment etc	0	0	3,000	3,000	Cost of a mandatory upgrade to the council's payment system that is required in order for the council to retain the functionality to continue to process remote payments.
CEXEC/1020	Chief Executives Department/ Advertising	150	78	3,117	3,039	Recruitment costs to advertise for the vacant post of Head of Environmental Health. The overspend has been met from departmental salary budget underspends (CEXEC/0100).

## Policy and Finance Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
CEXEC/8402z	Chief Executives Department /Legal Fees	-8,750	-4,376	-894	3,482	S106 legal work has temporarily been outsourced due to a vacancy within the legal services section. The resulting under achievement of income has been offset by departmental salary underspends.
LICSE/8438u	Licensing/ Taxi Licences	-46,670	-20,270	-16,430	3,840	Taxi licensing income has not yet returned to pre-pandemic levels and is likely being impacted by the cost of living crisis. Income will continue to be monitored and budgets updated to reflect the latest position at revised estimate.
CIVCF/3040	Civic Functions/ Civic Regalia & Plaques	270	270	4,252	3,982	The approved revised estimate for 2021/22 included a budget for the purchase of mayoral medals. As the order wasn't received during the year the expenditure has now fallen into 2022/23.

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

Cost Centre	Cost Centre Name	Actual including Commitments to the end of the period	Comments
CDCUL	Covid 19 Response - Culture and Other	321	General coronavirus response net expenditure allocated to various activities to September 2022. To be funded from local authority un-ringfenced funding held in earmarked reserves.
CDFCO	Covid 19 Response - Finance and Corporate	1,006	
CDICT	Covid 19 Response - ICT	20,775	
<b>Expenditure - Coronavirus Response</b>		<b>22,102</b>	
CDHUB	Covid 19 Response - Hub	1,825	Expenditure to September on Contain Outbreak Management activities, to be funded from the Contain Outbreak Management Fund (COMF).
CDLRO	Covid 19 Response - Economy and Lockdown Enforce	7,159	
CMCPM	COMF - Compliance Measures	3,498	
CMTST	COMF - Testing	2,048	
COVID	Contain Outbreak Management Fund - grant funding income	-63,757	Contain Outbreak Management Fund grant income allocated to the 2022/23 financial year.
<b>Contain Outbreak Management Fund Balance</b>		<b>-49,227</b>	
COVID	Covid-19 self-isolation payments	-62,982	Grant funding received for the cost of administering the test and trace support scheme (now closed). To be transferred to the covid-19 earmarked reserve.
<b>Grant Income for the cost of the coronavirus response</b>		<b>-62,982</b>	
<b>Coronavirus cost centre variances</b>		<b>-90,107</b>	

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

meeting date: 8 NOVEMBER 2022  
 title: OVERALL REVENUE MONITORING 2022/23  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To report the overall revenue position for the current financial year for the half year position up to the end of September 2022.

2 ORIGINAL REVENUE BUDGET 2022/23

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

	Original Estimate 2022/23 £
Committee Net Requirements	9,077,160
Additional Approvals	20,060
<b>New Committee Net Requirements</b>	<b>9,097,220</b>
Capital Charges Adjustment	-846,430
<b>Committee Expenditure After Adjustments</b>	<b>8,250,790</b>
Other Items - Interest Payable	5,010
- Interest on balances	-50,000
- New Homes Bonus	-1,205,836
- Lower Tier Services Grant	-61,960
- Rural Services Delivery Grant	-113,250
- Services Grant	-93,368
- Contingency for Further Inflationary Increases Above Those Allowed For	140,000
- Contingency for Edisford Car Park Extension Feasibility Study	10,000
- Contingency for Potential Uncompensated Lost Income due to Covid-19	50,000
- Retained Business Rates Income	503,075
- Renewable Energy Business Rates	-95,687
- Section 31 Grant for Business Rates	-2,478,285
- 10% of Retained Levy – Payable to LCC under Pooling Arrangements	82,429

	Original Estimate 2022/23 £
- Share of Business Rates Deficit on Collection Fund	1,749,431
<b>Expenditure After Other Items</b>	<b>6,692,349</b>
Less Added to/(taken from) Earmarked Reserves	-844,508
Further amounts taken from Earmarked Reserves for Additional Approvals	-20,060
Less Taken from Revenue Balances	-412,422
<b>Net Expenditure</b>	<b>5,415,359</b>

### 3 BUDGET VARIANCES

- 3.1 Our budget monitoring to service committees focuses on the value shown above against Committee Net Requirements of £9,097,220.
- 3.2 Within this report, this amount is broken down subjectively and monitored against the profiled budget up to the end of September 2022. As at this date, there shows a net underspend/over recovery of income of £457,281. This position is skewed by movements in respect of Covid-19 (see *budget monitoring report for this committee elsewhere on the agenda for more details*), and as such this variance can be restated as shown below.

Cost Area	Original Estimate for the Year £	Original Estimate to the end of September £	Actual to end of September £	Variance to end of September £
Usual Service Cost Centres	9,109,620	4,214,058	3,846,884	-367,174
Covid-19 Response Cost Centres	-12,400	0	-90,107	-90,107
<b>Overall Net Total Variance</b>	<b>9,097,220</b>	<b>4,214,058</b>	<b>3,756,777</b>	<b>-457,281</b>

- 3.3 The variances are shown subjectively below:

	Variance on Covid-19 Response Cost Centres £	Variance on Usual Service Cost Centres £	Total Variance £
Employee Related	13,415	-184,880	-171,465
Premises Related	0	125,351	125,351
Transport Related	223	-38,563	-38,340
Supplies and Services	22,994	10,957	33,951
Third Party Payments	0	4,333	4,333
Transfer Payments	0	130,943	130,943

	Variance on Covid-19 Response Cost Centres £	Variance on Usual Service Cost Centres £	Total Variance £
Support Services	0	-310	-310
Depreciation and Impairment	0	-7,454	-7,454
<b>Total Expenditure Variances</b>	<b>36,632</b>	<b>40,377</b>	<b>77,009</b>
Government grants	-126,739	-265,649	-392,388
Other Grants, Reimbursements and Contributions	0	-180,186	-180,186
Customer and Client Receipts	0	68,182	68,182
Oncosts and Recharges	0	-29,898	-29,898
<b>Total Income Variances</b>	<b>-126,739</b>	<b>-407,551</b>	<b>-534,290</b>
<b>Net Variance</b>	<b>-90,107</b>	<b>-367,174</b>	<b>-457,281</b>

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

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

Description	Amount £	Variance Reasons
<b>Employee Related Expenditure</b>	-184,880	<p>This is largely due to staff vacancies within the Chief Executives and Resources departments (-£159,759)</p> <p>Part of this underspend is offset by consultant costs which are shown below under the Supplies and Services heading.</p> <p>It should also be noted that at this stage the pay award for staff has yet to be processed. The budget allowed for a 2% increase to pay, but overall the impact is likely to be 7%.</p>
<b>Premises Related Expenditure</b>	125,351	<p>Increased energy costs have been the main area of concern here, with the variance mainly relating to the Council Offices, Civic Suite (£12,573) and Ribblesdale Pool (£62,242). At Ribblesdale Pool there are concerns around the reported usage (on top of the price rises) as this has increased substantially. The meter has been sent for testing as a result.</p> <p>There has also been an increase in the level of costs charged to services from the Grounds Maintenance service, mainly due to the high level of rechargeable hours worked compared to the estimate. (£35,723). This should level off as the year progresses.</p> <p>Other variances here relate to increases in the number of tree surveys, partly due to ash dieback issues.</p>

Description	Amount £	Variance Reasons
<b>Transport Related Expenditure</b>	-38,563	<p>There have been low levels of employee mileage claims to date. (-£10,312)</p> <p>As the sweeper hire contract was not fulfilled in full last time it was tendered, there have been savings experienced on this budget (-£19,464).</p> <p>The level of specialist external vehicle repairs needed has been lower than anticipated, particularly on Grounds Maintenance (-£8,843) and there have been savings through the lower need for replacement tyres (-£6,652)</p> <p>Offsetting part of these savings in the increase seen in transport related insurance (£13,464).</p>
<b>Supplies and Services Expenditure</b>	10,957	<p>The main variance here is the use of consultants with the Environmental Health service (see associated savings on salaries under Employee Costs) (£43,803).</p> <p>This has been partly offset by smaller savings around the non-production of the Ribble Valley News (-£5k) and underspends to date on a number of grants, which in some instances should resolve by the end of the financial year (-£13,557).</p>
<b>Third Party Payments Expenditure</b>	4,333	No major variances in this area
<b>Transfer Payments Expenditure</b>	130,943	This variance is mainly due to "Thank You" payments to sponsors of Ukrainian refugees under the DLUHC Homes for Ukraine scheme (£34,759). This scheme was set up in Spring 2022, after the Original Estimate budget was set.
<b>Support Services</b>	-310	No major variances in this area
<b>Depreciation and Impairment</b>	-7,454	No major variances in this area
<b>Government Grants Income</b>	-265,649	<p>Partly due to grant income received for distribution in respect of the discretionary element of the Council Tax Energy Rebate scheme (£88.5k) and the new burdens funding to help with the administrative costs (£36k)</p> <p>Additionally, it is as a result of funding the Council has received from LCC to provide community integration support and homelessness/housing support to Ukrainian refugees under the DLUHC Homes for Ukraine scheme (-£115,500) and also due to additional Domestic Abuse Support new burdens funding received in-year from DHULC (-£33,379).</p>

Description	Amount £	Variance Reasons
<b>Other Grants, Reimbursements and Contributions Income</b>	-180,186	<p>Combination of -£41,315 additional grant from LCC to help fund affordable warmth grant payments to eligible residents in Winter 2022/23 (-£41,315), which was not anticipated at original estimate budget stage, and more housing benefits overpayments being invoiced for recovery in-year to date than budgeted for (-£23,952).</p> <p>The Council will make grant payments in-year up to the value of the affordable warmth grant funding received, so there is unlikely to be a significant net over-recovery of income at year-end. The level of housing benefits overpayments invoiced for recovery can fluctuate in-year and between years.</p>
<b>Customer and Client Receipts Income</b>	68,182	<p>This variance is as a result of a mix of positions on our income streams:</p> <ul style="list-style-type: none"> <li>- Planning Fees: income is down on (£135,512)</li> <li>- Building Control: income is slightly head of budget (-£24,445)</li> <li>- Sale of Recycled Paper and Card: higher than forecast rates per tonne (-£49,958)</li> <li>- Sale of Household Waste Bins: increase due to property numbers (-£25,002)</li> <li>- Car Parking Fees and Permits: hire of part of Edisford Car Park and higher demand for permits (-£10,682)</li> <li>- Ribble Valley Parks – extra income from filming rights, rentals and castle field hire (-£18,572)</li> <li>- Ribblesdale Pool income down, particularly on swimming lessons due to recruitment difficulties (£43,877)</li> </ul>
<b>Oncosts and Recharges Income</b>	-29,898	<p>Grounds Maintenance recoverable hours worked during this period are more than estimated resulting in a higher rate of oncost recovery</p>
<b>Net Variance on Usual Service Cost Centres</b>	<b>-367,174</b>	

#### 4 CONCLUSION

- 4.1 There is an overall net underspend to the end of September 2022 of £457,281. However, this is skewed by income and expenditure on covid Response cost centres, where this variance will resolve itself as the year progresses as grant funds are either paid out or allocated to specific Covid-19 response activities.

- 4.2 When the variance for our usual service cost centres are examined, then there is a net underspend of £367,174. The main contributors to this variance are the vacancies experienced to date in a number of service areas and also due to a number of grants that have been received but have yet to be distributed – or have since been distributed in October.
- 4.3 Members should note that at this stage the pay award for staff has yet to be processed. The budget allowed for a 2% increase to pay, but overall the impact is likely to be 7%.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF61-22/LO/AC  
28 October 2022

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

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meeting date: 8 NOVEMBER 2022  
title: CAPITAL MONITORING 2022/23  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To report the progress on this Committee's 2022/23 capital programme for the period to the end of September 2022.

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 2022/23 CAPITAL PROGRAMME BACKGROUND

2.1 Six capital schemes for this Committee's original estimate budget, totalling £335,480, were approved by the Policy and Finance Committee and Full Council at their meetings in February 2022 and March 2022 respectively. This included two new schemes for 2022/23 and four scheme budgets that had been moved from the 2021/22 capital programme to the 2022/23 capital programme.

2.2 In addition to the original estimate budget above, the following budget changes have been made so far in 2022/23:

- One capital scheme was not completed by 31 March 2022 and had unspent budget available at that date. The total unspent budget of £7,020, known as slippage, has been moved into the 2022/23 capital programme budget, after approval by this Committee in June 2022.
- One additional capital scheme with a budget of £13,500 was approved by this Committee in June 2022.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of eight schemes is £356,000. This is shown at Annex 1.

### 3 CAPITAL MONITORING 2022/23

3.1 The table overleaf summarises this Committee's capital programme budget, expenditure to date and remaining budget, as at the end of September 2022. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
226,600	108,880	7,020	13,500	356,000	19,558	336,442

3.2 At the end of September 2022 £19,558 had been spent or committed. This is 5.5% of the total approved capital programme budget for this Committee.

3.3 Progress on the eight schemes at the end of September 2022 is as follows:

- Four schemes are currently on-track to be completed in-year.
- One scheme will not be completed in-year.
- Three schemes are either uncertain of being completed or are unlikely to be completed in-year.

3.4 Progress on the schemes to date (remaining budgets shown in brackets) is as follows:

- **Brookfoot Footbridge, Ribchester – Replacement of Bridge (£110,000):** The general state of the bridge indicates that it will need to be replaced. However, the current defects do not make immediate replacement necessary in 2022/23. In addition, Engineers are still awaiting a response from the Environment Agency on whether they have any works planned on the brook to ensure this will not affect the bridge and the Environment Agency will have to approve the proposed works and design of the bridge. Therefore, there will be no work on the bridge in-year and the scheme budget will be moved to the 2023/24 capital programme when the 2022/23 revised estimate budget is set in January 2023. The need for the replacement works will then be re-considered in 2023/24, including the impact of any response received from the Environment Agency.
- **ICT Infrastructure Refresh (£116,600):** No progress has been made with this scheme due to pressures on the ICT service. ICT services expect to engage with suppliers in the near future. At this stage, it is very doubtful this scheme will be completed in this financial year.
- **Dewhurst Road, Langho – Resurfacing Works (£62,666):** The contractor completed work on the scheme in October 2022. Once the scheme is inspected and any remedial works completed the final account will be agreed and paid.
- **Network Infrastructure (£30,000):** Officers have met with suppliers to discuss requirements and a supplier is currently working on an initial design / recommendations which they hope to have with us week commencing 14<sup>th</sup> November. As this scheme now ties in with the funding received in regard to Cyber Resilience it is uncertain whether the scheme will be completed in this financial year.
- **Committee Administration IT System (£7,600):** The budget moved from 2021/22 was set aside to fund any IT hardware purchases required to support the use of the ModGov system (possibly some laptops). The Head of Legal and Democratic Services is waiting until all councillors are set up and using their replacement PCs before deciding whether any further IT hardware is required to support use of the

system. Therefore, at this stage it is uncertain whether the scheme expenditure will be completed in this financial year.

- **Financial System Upgrade (£8,430):** Currently awaiting quotes from the software company for further work to make the financial system Web Content Accessibility Guidelines (WCAG) compliant. It is anticipated that this work will be completed within the financial year.
- **Replacement IT Equipment for Councillors (£2,440):** Surface Pros have been trialled by two councillors. After initial feedback a number of policy changes have been made and we are now in the position to roll out to the remaining councillors. The roll out starts week beginning 31 October 2022 where committee chairs will be provided with a Surface Pro followed by the remaining councillors. The scheme should be fully completed within this next month.
- **Main Reception Adaptation Works (-£1,294):** The main reception works were completed in July 2022. The additional work required to reinstate cabinets and units that were removed as part of the main works, at an estimated cost of £2,080, has been agreed by CMT and ordered. The aim is for this work to be completed in-year. Funding for the additional £1,300 budget required will be identified at revised estimate budget stage.

#### 4 CONCLUSION

- 4.1 At the end of September 2022 £19,558 had been spent or committed. This is 5.5% of the total approved capital programme budget for this Committee.
- 4.2 Of the eight schemes in the capital programme at the end of September 2022, four schemes are currently on-track to be completed in-year, one scheme will not be completed in-year and three schemes are either uncertain of being completed or are unlikely to be completed in-year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF62-22/AC/AC  
28 October 2022

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

## Policy and Finance Committee - Capital Programme 2022/23

Cost Centre	Scheme	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
BRKFT	Brookfoot Footbridge, Ribchester – Replacement of Bridge	110,000				110,000	0	110,000
ITINF	ICT Infrastructure Refresh	116,600				116,600	0	116,600
DHRST	Dewhurst Road, Langho - Resurfacing Works		62,850			62,850	184	62,666
NTWRK	Network Infrastructure		30,000			30,000	0	30,000
COADM	Committee Administration IT System		7,600			7,600	0	7,600
CFUPG	Financial system upgrade		8,430			8,430	0	8,430
ITEQC	Replacement IT Equipment for Councillors			7,020		7,020	4,580	2,440
RECEP	Main Reception Adaptation Works				13,500	13,500	14,794	-1,294
<b>Total Policy and Finance Committee</b>		<b>226,600</b>	<b>108,880</b>	<b>7,020</b>	<b>13,500</b>	<b>356,000</b>	<b>19,558</b>	<b>336,442</b>

## Policy and Finance Committee – Capital Programme 2022/23

### Brookfoot Footbridge, Ribchester – Replacement of Bridge

Service Area: Estates

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

The Council are responsible for the maintenance of Brookfoot Footbridge in Ribchester. The bridge crosses Stydd Brook before it joins the River Ribble and connects Council owned land to a track leading to an adopted highway.

A large part of the land is currently leased to Ribchester Parish Council and is used as allotments. The remaining grassed area is maintained by Ribble Valley Borough Council. The land on both sides of the brook is susceptible to flooding and the bridge itself is at risk of damage when this occurs. The bridge is inspected by Engineering Services on a 3 monthly basis and whilst it is currently considered to be safe, defects have been identified which will need to continue to be monitored.

It is considered that due to the structural type and condition of the bridge, it would only be feasible to replace rather than repair the structure.

#### Revenue Implications:

None.

#### Timescale for Completion:

10 Weeks.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
Total Approved Budget 2022/23	110,000	0	110,000
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>110,000</b>		

#### Progress – Budget Holder Comments:

**September 2022:** The general state of the bridge indicates that it will need to be replaced. However, the current defects do not make immediate replacement necessary in 2022/23. In addition, Engineers are still awaiting a response from the Environment Agency on whether they have any works planned on the brook to ensure this will not affect the bridge and the Environment Agency will have to approve the proposed works and design of the bridge. Therefore, there will be no work on the bridge in-year and the scheme budget will be moved to the 2023/24 capital programme when the 2022/23 revised estimate budget is set in January 2023. The need for the replacement works will then be re-considered in 2023/24, including the impact of any response received from the Environment Agency.

**Policy and Finance Committee – Capital Programme 2022/23**

**July 2022:** The footbridge has been inspected recently. The current state of the defects mean that the bridge will need replacing but no defects were identified which make immediate replacement necessary. Engineers are currently awaiting a response from the Environment Agency on whether they have any works planned on the brook to ensure this will not affect the bridge. Also, the Environment Agency will have to approve the proposed works and the design of the bridge. At this stage there is no certainty that the works will be completed in this financial year.

## Policy and Finance Committee – Capital Programme 2022/23

### ICT Infrastructure Refresh

Service Area: ICT Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

Current infrastructure would be 5 years old in 2022/23.

The scheme is based on the projected ICT needs in 5 years. However, the actual requirements may be quite different in 5 years when compared to those forecast within this bid due to the speed of change/development in ICT. The scheme would look to equip the Council to meet the actual needs in 2022/23. Possible solutions anticipated are:

1. Replacement of the current infrastructure with a similar solution (based on the 2016/17 capital scheme).
2. Move all server resources into the cloud.
3. Investigate the use of new end user technologies.

#### Revenue Implications:

There may be increased revenue costs to both hardware and software maintenance, such as licensing changes, but it is not possible to quantify this at this stage. The 2016/17 scheme resulted in additional revenue costs for licenses of just less than £4k per annum.

#### Timescale for Completion:

Over the 12 months within 2022/23.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
Total Approved Budget 2022/23	116,600	0	116,600
ANTICIPATED TOTAL SCHEME COST	116,600		

#### Progress – Budget Holder Comments:

**September 2022:** No change since July 2022. It is very doubtful this scheme will be completed in this financial year.

**July 2022:** No progress has been made with this scheme due to pressures on the ICT service. ICT services expect to engage with suppliers in the near future. At this stage it is uncertain whether this scheme will be completed in-year.

## Policy and Finance Committee – Capital Programme 2022/23

### Dewhurst Road, Langho – Resurfacing Works

Service Area: Estates

Submitted by: Adrian Harper

#### Brief Description of the Scheme:

The Council are responsible for the maintenance of the majority of Dewhurst Road, Langho. This resurfacing scheme was included in the capital programme because the road was subject to regular costly repairs.

Pre-tender works have been completed in 2021/22. However, at January 2022 there had been less progress than previously planned on specifying the main contract works required and this had been exacerbated by the recent vacancy in the post of Engineering Services Manager.

It is therefore expected that the main contract works will now take place in 2022/23, but there may be some survey design expenditure before 2021/22 year-end to support the main contract works tender specification.

#### Revenue Implications:

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

#### Timescale for Completion:

4 weeks.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
Original Estimate 2022/23	0		
Budget Moved from 2021/22	62,850		
<b>Total Approved Budget 2022/23</b>	<b>62,850</b>	<b>184</b>	<b>62,666</b>
Actual Expenditure 2020/21	6,250		
Actual Expenditure 2021/22	6,744		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>75,844</b>		

#### Progress – Budget Holder Comments:

**September 2022:** The contractor completed work on the scheme in October 2022. Once the scheme is inspected and any remedial works completed the final account will be agreed and paid.

**July 2022:** The contract for these works has been let and the works started on 1 September 2022. It is expected that the works will be completed by October 2022.

**Policy and Finance Committee – Capital Programme 2022/23**

**December 2021:** Following the completion of the pre-tender works, there has been less progress than previously planned on specifying the main contract works required and this has been exacerbated by the recent vacancy in the post of Engineering Services Manager. It is expected that the main contract works will now take place in 2022/23, but there may be some survey design expenditure before 2021/22 year-end to support the main contract works tender specification.

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

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

**March 2021:** Initial pre-tender works were completed in-year, totalling £6,250. The second stage of pre-tender works received approval in mid-February 2021, but works by third parties needed to be completed before placing orders with specialist contractors to complete the investigation works. Slippage of £3,850 into 2021/22 is requested to cover the cost of the remaining pre-tender investigation works, now that the works by third parties have been completed.

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

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

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

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

## Policy and Finance Committee – Capital Programme 2022/23

### Network Infrastructure

Service Area: ICT Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

This scheme is for the replacement of the current hardware that supports the Council's network infrastructure.

At January 2022, no progress had been made on this scheme due to other pressures on the ICT service, which had been exacerbated by the recent vacancy in the post of ICT Infrastructure Officer and the re-introduction of home working. The ICT Infrastructure Officer's post had subsequently been filled and ICT Services expected to engage with suppliers in relation to this scheme in the near future. However, it was not expected that the scheme would be completed in 2021/22.

Therefore, in January 2022 this Committee approved the transfer of the £30,000 scheme budget from 2021/22 to 2022/23.

#### Revenue Implications:

None.

#### Timescale for Completion:

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

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
Original Estimate 2022/23	0		
Budget Moved from 2021/22	30,000		
Total Approved Budget 2022/23	30,000	0	30,000
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>30,000</b>		

#### Progress – Budget Holder Comments:

**September 2022:** Officers have met with suppliers to discuss requirements and a supplier is currently working on an initial design / recommendations which they hope to have with us week commencing 14<sup>th</sup> November. As this scheme now ties in with the funding received in regard to Cyber Resilience it is uncertain whether the scheme will be completed in this financial year.

**July 2022:** ICT Services have approached potential suppliers to discuss the purchase of Network Infrastructure equipment and its implementation. At this stage it is uncertain whether this scheme will be completed in-year.

**Policy and Finance Committee – Capital Programme 2022/23**

**December 2021:** No progress has been able to be made on this scheme since the update in September due to other pressures on the ICT service. This has since been exacerbated by the recent vacancy in the post of ICT Infrastructure Officer and the re-introduction of home working. The ICT Infrastructure Officer's post has now been filled and we expect to engage with suppliers in relation to this scheme in the next month or so. We do not expect the scheme to be complete this financial year.

**September 2021:** No progress has been made on this scheme since the update in July. Once we have filled the IT Infrastructure Officer post we expect to be engaging with suppliers in relation to this scheme, but do not expect the scheme to be complete this financial year.

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

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

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

## Policy and Finance Committee – Capital Programme 2022/23

### Committee Administration IT System

Service Area: Legal and Democratic Services

Submitted by: Mair Hill

#### Brief Description of the Scheme:

The implementation of the ModGov system software is now complete. The remaining budget of £7,600 on this scheme was set aside to fund any IT hardware purchases required to support the use of the system (possibly some laptops).

The Head of Legal and Democratic Services wants the system software to be used for face-to-face meetings in the Council chamber for at least a full year before deciding whether any IT hardware is required. So the decision was not taken in 2021/22.

Therefore, in January 2022 this Committee approved the transfer of the £7,600 remaining scheme budget from 2021/22 to 2022/23.

#### Revenue Implications:

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

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

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

#### Timescale for Completion:

2022/23.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
Original Estimate 2022/23	0		
Budget Moved from 2021/22	7,600		
<b>Total Approved Budget 2022/23</b>	<b>7,600</b>	<b>0</b>	<b>7,600</b>
Actual Expenditure 2019/20	7,750		
Actual Expenditure 2020/21	4,750		
Actual Expenditure 2021/22	0		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>20,100</b>		

#### Progress – Budget Holder Comments:

**September 2022:** The budget moved from 2021/22 was set aside to fund any IT hardware purchases required to support the use of the ModGov system (possibly some laptops). The Head of Legal and Democratic Services is waiting until all councillors are set up and using their replacement PCs before deciding whether any further IT hardware is required to support use of the system. Therefore, at this stage it is uncertain whether the scheme expenditure will be completed in this financial year.

**Policy and Finance Committee – Capital Programme 2022/23**

**July 2022:** The budget moved from 2021/22 was set aside to fund any IT hardware purchases required to support the use of the ModGov system (possibly some laptops). The Head of Legal and Democratic Services is waiting until all councillors are set up and using their replacement PCs before deciding whether any further IT hardware is required to support use of the system. Therefore, at this stage it is uncertain whether the scheme expenditure will be completed in this financial year.

**December 2021:** The budget moved from 2020/21 was set aside to fund any IT hardware purchases required to support the use of the system (possibly some laptops). The Head of Legal and Democratic Services wants the system to be used for face-to-face meetings in the Council chamber for a full year before deciding whether any IT hardware is required.

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

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

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

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

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

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

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

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

## Policy and Finance Committee – Capital Programme 2022/23

### Financial system upgrade

Service Area: Financial Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

The main financial system upgrade has been completed. The remaining budget of £8,430 is to be used to make further enhancements to the system.

At January 2022, options were continuing to be appraised for further enhancement of the system. There will be some trialling of options to assess workability over the coming months, but some further enhancements, which may incur a cost, could be needed subject to the outcome of these trials. As such officers continue to be in discussions with the software company, but any further spend would be unlikely to be needed until the 2022/23 financial year.

Therefore, in January 2022 this Committee approved the transfer of the £8,430 remaining scheme budget from 2021/22 to 2022/23.

#### Revenue Implications:

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

#### Timescale for Completion:

2022/23.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
Original Estimate 2022/23	0		
Budget Moved from 2021/22	8,430		
<b>Total Approved Budget 2022/23</b>	<b>8,430</b>	<b>0</b>	<b>8,430</b>
Actual Expenditure 2018/19	32,330		
Actual Expenditure 2019/20	5,692		
Actual Expenditure 2020/21	0		
Actual Expenditure 2021/22	0		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>46,452</b>		

#### Progress - Budget Holder Comments

**September 2022:** Currently awaiting quotes from the software company for further work to make the financial system Web Content Accessibility Guidelines (WCAG) compliant. It is anticipated that this work will be completed within the financial year.

**Policy and Finance Committee – Capital Programme 2022/23**

**July 2022:** Options continue to be appraised for further enhancement of the system. As such we continue to be in discussions with the software company. It is expected that this scheme will be completed in-year.

**December 2021:** Options continue to be appraised for further enhancement of the system. There will be some trialling of options to assess workability over the coming months, but some further enhancements, which may incur a cost, could be needed subject to the outcome of these trials. As such we continue to be in discussions with the software company, but any further spend would be unlikely to be needed until the 2022/23 financial year.

Given the above, it is proposed that the 2021/22 revised estimate is reduced to nil and the £8,430 scheme budget is moved to 2022/23.

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

**July 2021:** Discussions are still on-going with the software company re the further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. Progress has been partly delayed due to Covid-19. These enhancements will impact on the revenue budget and so will be subject to further discussion at management team before this can be progressed to the next stages.

**March 2021:** There have been discussions in-year with the software company regarding further enhancements to the financial system in order to improve efficiency, usability and compliance with accessibility requirements. These discussions are still ongoing with the software company. Progress has been partly delayed due to Covid-19. Also, elements will also eventually need discussion at management team to consider other additional revenue budget implications. Slippage of £8,430 into 2021/22 is requested to fund the further enhancements to the financial system if agreed by management team.

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

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

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

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

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

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

**Policy and Finance Committee – Capital Programme 2022/23**

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

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

## Policy and Finance Committee – Capital Programme 2022/23

### Replacement IT Equipment for Councillors

Service Area: Democratic Services

Submitted by: Lawson Oddie

#### Brief Description of the Scheme:

The original iPads provided to councillors in 2015 were reaching the end of their useful lives and updates to operating systems means they no longer had the functionality to access systems. This scheme provides replacement IT equipment for the Council's forty councillors.

The replacement IT equipment for councillors had been purchased in 2021/22, but at financial year-end there was still some Virtual Private Network (VPN) security work to be completed so that councillors could gain a protected network connection to the Council. Slippage of £7,020 was moved into 2022/23 to fund the VPN security work and any other final expenditure required on the scheme.

#### Revenue Implications:

None identified.

#### Timescale for Completion:

2022/23 financial year.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
Original Estimate 2022/23	0		
Slippage from 2021/22	7,020		
Total Approved Budget 2022/23	7,020	4,580	2,440
Actual Expenditure 2021/22	32,975		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>39,995</b>		

#### Progress - Budget Holder Comments

**September 2022:** Surface Pros have been trialled by two councillors. After initial feedback a number of policy changes have been made and we are now in the position to roll out to the remaining councillors. The roll out starts week beginning 31 October 2022 where committee chairs will be provided with a Surface Pro followed by the remaining councillors. The scheme should be fully completed within this next month.

**July 2022:** The VPN security work has been completed at a cost of £4,580 and some additional spend may be required to purchase cases to protect the replacement IT equipment. The rollout of the new MS Surfaces purchased for councillors has begun. We expect to have finished the rollout by November 2022.

**March 2022:** 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.

**Policy and Finance Committee – Capital Programme 2022/23**

**December 2021:** The preferred IT equipment has been chosen and an order has been placed for the remaining hardware. The replacement IT equipment will be purchased in-year.

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

## Policy and Finance Committee – Capital Programme 2022/23

### Main Reception Adaptation Works

Service Area: Council Offices

Submitted by: John Heap

#### Brief Description of the Scheme:

Following an incident and subsequent concerns from members of staff regarding their safety, a decision had been made to request budget approval to re-model the main reception area at the Council Offices, including improving the security screens.

The additional budget of £13,500, to add this scheme to the 2022/23 capital programme, was approved by Policy and Finance Committee in June 2022.

#### Revenue Implications:

None identified.

#### Timescale for Completion:

2022/23.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
Original Estimate 2022/23	0		
Additional Approval 2022/23	13,500		
Total Approved Budget 2022/23	13,500	14,794	-1,294
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>14,794</b>		

#### Progress - Budget Holder Comments

**September 2022:** The main reception works were completed in July 2022. The additional work required to reinstate cabinets and units that were removed as part of the main works, at an estimated cost of £2,080, has been agreed by CMT and ordered. The aim is for this work to be completed in-year. Funding for the additional £1,300 budget required will be identified at revised estimate budget stage.

**July 2022:** The main reception works were completed in July 2022. Additional work, at an estimated cost of £2,080, is now required to reinstate cabinets and units that were removed as part of the main works. This work has been agreed by CMT and is expected to be completed in-year. Funding for the additional £1,294 budget required will be identified at revised estimate budget stage.

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

INFORMATION

meeting date: 8 NOVEMBER 2022  
title: OVERALL CAPITAL MONITORING 2022/23  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To report the progress on the Council's approved 2022/23 capital programme for the period to the end of September 2022.

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 2022/23 CAPITAL PROGRAMME BACKGROUND

2.1 Twenty-nine capital schemes on the Council's original estimate capital programme, totalling £3,476,690, were approved by the Policy and Finance Committee and Full Council at their meetings in February 2022 and March 2022 respectively. This included twelve scheme budgets that had been moved from the 2021/22 capital programme to the 2022/23 capital programme.

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

- Nine capital schemes were not completed by 31 March 2022 and had unspent budget available at that date. The total unspent budget of £820,880 on those schemes, known as slippage, has been moved into the 2022/23 capital programme budget, after approval by the appropriate service committees in May and June 2022.
- Additional budget approvals, totalling £2,154,380, have been approved on eight capital schemes so far in 2022/23.

2.3 As a result of the above, the total approved budget for the 2022/23 overall capital programme of thirty-nine schemes is £6,451,950. This is shown at Annex 1.

### 3 CAPITAL MONITORING 2022/23

3.1 The table overleaf summarises the overall capital programme by committee, showing the total approved budget, actual expenditure and remaining budget as at the end of September 2022. Annex 1 shows the overall capital programme by scheme.

Committee	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
Community Services	1,065,500	1,215,000	153,240	0	2,433,740	550,240	1,883,500
Planning and Development	0	26,420	0	0	26,420	0	26,420
Policy and Finance	226,600	108,880	7,020	13,500	356,000	19,558	336,442
Health and Housing	443,000	339,540	657,620	2,140,880	3,581,040	329,515	3,251,525
Economic Development	0	51,750	3,000	0	54,750	0	54,750
<b>OVERALL TOTAL</b>	<b>1,735,100</b>	<b>1,741,590</b>	<b>820,880</b>	<b>2,154,380</b>	<b>6,451,950</b>	<b>899,313</b>	<b>5,552,637</b>

3.2 At the end of September 2022 £899,313 had been spent or committed. This is 13.9% of the overall capital programme budget for 2022/23.

3.3 A summary of progress on the thirty-nine schemes in the capital programme at the end of September 2022 is as follows:

- Five schemes are complete.
- Sixteen schemes are currently expected to be completed in-year.
- Seven schemes are either uncertain of being completed or are unlikely to be completed in-year.
- Six schemes will not be completed in-year.
- One scheme will now not take place and will be removed from the capital programme.
- One scheme is on hold.
- Three schemes are on-going Housing-related grants schemes.

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

- **Play Area Improvements 2022/23 (£32,970):** This budget is for routine improvement works, based on regular playground checks and/or insurance condition surveys, and any enhanced improvement works required in-year. Work undertaken to date includes surfacing work and refurbishment of a multi-play unit at Kestor Lane play area, new springers at John Smiths play area and improved gate closer fittings across several play areas. Further works will be planned throughout the year and at this stage it is expected that the budget will be spent in-year.

- **Replacement of Refuse Wheelie Bins 2022/23 (£13,000):** Replacement bins covered by the capital scheme budget are to be ordered throughout the rest of 2022/23 and spend should be completed in-year.
- **Castle Keep Lime Repointing Works and Repairs (£326,850):** The external consultants that are being engaged for the investigation and generation of tender documents stages of this scheme are likely to be appointed in October 2022 and a separate bat survey has already been commissioned. These pre-contract works are likely to be completed in 2022/23. However, given the time involved in specifying and designing this type of scheme and then tendering, it is not expected that there will be any work undertaken on the main contract works in 2022/23.

Given the above, it is estimated that only a small part of the scheme budget will be spent in 2022/23 and the remainder of the scheme budget will be moved to the 2023/24 capital programme when the 2022/23 revised estimate budget is set in January 2023.

- **Replacement of Refuse Iveco Tipper (PO60 AYK) (£46,000):** The specification for the replacement vehicle has been confirmed and quotes will be obtained in the near future. At this stage it is hoped that the purchase will be completed in-year, but this is subject to supplier delivery timescales.
- **Ribblesdale Pool Filter and Tile Work (£44,000):** The initial scheme plan was for replacement of the pool filter and pipework. Given the high cost involved in full replacement and because a capital bid has been put forward to replace Ribblesdale Pool at some point in the future, a proposed amendment to the scheme was approved by this Committee in September 2022. The amended scheme is for the replacement of pool filter media (the sand and pebbles which are used to filter the water from the pool) and refurbishing pool tiles. In addition, the scheme name has now been changed from “Ribblesdale Pool Filter and Pipework Replacement” to “Ribblesdale Pool Filter and Tile Work”. Quotes will now be obtained for this work.

At this stage, the aim is to complete the work in November/December 2022, which are the months when such works are often scheduled for swimming pools, but this is subject to the availability of contractors for that time period.

- **Replacement of High Top Transit Van PJ63 WUC (£34,500):** Officers are working up the replacement vehicle specification with some supplier input. Once specified, the replacement vehicle will be ordered. At this stage it is hoped that the purchase will be completed in-year, but this is subject to supplier delivery timescales.
- **Replacement of Pay and Display Machines (£45,810):** The replacement machines specified and approved by the Community Services Committee in August 2022 were subsequently ordered in September 2022, at a cost of £77,990. These replacement machines will be fitted in-year. The new signage will be specified and ordered in the near future and at this stage it is expected that the signage work will be completed in-year also. There is no specific cost estimate for the signage works currently, but it is expected that the total scheme cost is likely to be lower than the current budget of £123,800. The scheme budget will be amended when the 2022/23 revised estimate budget is set in January 2023.
- **Clitheroe Town Centre Car Park Scheme (£1,230,000):** At its meeting in August 2022, the Community Services Committee approved the removal of this scheme from the capital programme, because the review of car parking spaces in Clitheroe had concluded that there was, presently, no need for extra town centre parking provision, but that LCC should continue to be lobbied to assist in making the market car park more accessible. Therefore, the scheme budget will be removed from the capital programme when the 2022/23 revised estimate budget is set in January 2023.

- **Mardale Playing Pitches Drainage (£80,440):** The initial tender prices received for the scheme works were significantly higher than the £80,440 budget available. Given this, officers will now re-evaluate how to use this budget for Mardale playing pitches drainage, as the budget available must be spent on drainage works at this site to meet the requirements of the S106 agreement that funds this scheme. Once confirmed, the work will be put out to tender with the aim of completing the work in spring/summer 2023, after the end of the current football season.

Given the above, the scheme will not be completed in this financial year and the remaining £80,440 budget will be moved to the 2023/24 capital programme when the 2022/23 revised estimate budget is set in January 2023.

- **Play Area Improvements 2021/22 (£17,940):** This budget is for specific improvement schemes at Kestor Lane play area and Clitheroe Castle play area and installation of new equipment at Highfield Road and Highmoor Park play areas. The Kestor Lane improvement scheme is also being part-funded by the Play Area Improvements 2020/21 budget. The Clitheroe Castle play area works were completed and paid for by October 2022. The Kestor Lane play area works have now started and are expected to be completed by the end of October 2022.

Initial tender prices received for the installation of equipment at Highfield Road and Highmoor Park were higher than the £17,940 budget available for these play areas, so a further round of quotes is to be obtained for installation of a revised set of play equipment to match the budget available. At this stage it is expected that these works will still be completed in-year, subject to contractor and materials availability.

- **Edisford Playing Pitches Drainage Works (£10,900):** At the end of September 2022, the further works still required on the cut off drain had been ordered at an estimated cost of £4,590. The main pitch drainage works will be re-assessed and procured once the cut off drain works are completed in-year 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. At this stage it is expected that this scheme will be completed in-year.
- **Introduction of Planning Portal Link to the Planning Application System and Planning System Update (£26,420):** There has been no spend on this scheme to date in 2022/23. The scheme remains on hold, awaiting the outcome of whether a proposed wider Software Upgrade for Regulatory Services capital scheme bid will be approved as part of setting the Council's future capital programme budget for 2023/24 to 2027/28, by February 2023. The proposed wider scheme includes a combined software system for several Council services, including Planning and Building Control services. If this capital bid is approved then there will be no requirement to complete this planning system upgrade scheme.

In the meantime, the software supporting the current planning system is currently out of date and an update will be required in the near future. The nature of the update required will determine whether the spend is funded from revenue or from this capital scheme budget.

- **Brookfoot Footbridge, Ribchester – Replacement of Bridge (£110,000):** The general state of the bridge indicates that it will need to be replaced. However, the current defects do not make immediate replacement necessary in 2022/23. In addition, Engineers are still awaiting a response from the Environment Agency on whether they have any works planned on the brook to ensure this will not affect the bridge and the Environment Agency will have to approve the proposed works and design of the bridge.

Therefore, there will be no work on the bridge in-year and the scheme budget will be moved to the 2023/24 capital programme when the 2022/23 revised estimate budget is set in January 2023. The need for the replacement works will then be re-considered in 2023/24, including the impact of any response received from the Environment Agency.

- **ICT Infrastructure Refresh (£116,600):** No progress has been made with this scheme due to pressures on the ICT service. ICT services expect to engage with suppliers in the near future. At this stage, it is very doubtful this scheme will be completed in this financial year.
- **Dewhurst Road, Langho – Resurfacing Works (£62,666):** The contractor completed work on the scheme in October 2022. Once the scheme is inspected and any remedial works completed the final account will be agreed and paid.
- **Network Infrastructure (£30,000):** Officers have met with suppliers to discuss requirements and a supplier is currently working on an initial design / recommendations which they hope to have with us week commencing 14<sup>th</sup> November. As this scheme now ties in with the funding received in regard to Cyber Resilience it is uncertain whether the scheme will be completed in this financial year.
- **Disabled Facilities Grants (£816,741):** Committed expenditure at the end of September 2022 was based on twenty-four schemes approved in previous years and twenty-three schemes approved so far in 2022/23. In addition to this, there were a further thirteen applications working towards approval, three currently approved schemes where additional approval may be required to fund further work now identified and there were twenty-one referrals from Occupational Therapists that may become formal applications in the near future. Further referrals and applications are expected in-year.

The number of schemes approved and completed in-year so far is lower than officers would like. The main reason for this continues to be the limited availability of contractors to quote for work and be available to complete work promptly. At this stage, there is no certainty that the scheme budget will be fully committed by year-end. Any unspent budget at year-end will be rolled forward as slippage into 2023/24 because this scheme is financed by ring-fenced DFGs grant income from DLUHC and some funding from Onward Homes.

- **Landlord/Tenant Grants (£118,370):** There is no spend for the year to date and no schemes have been approved so far in 2022/23. This reflects reduced landlord interest in the scheme, despite the recent changes in the grant scheme rules. Given this, at this stage it is unlikely that the scheme budget will be fully committed by financial year-end.
- **Clitheroe Market Improvements (£78,600):** Meetings with market traders are ongoing and a consultant has now been appointed to consider the strategic way forward for the market improvements, at a cost of £6,000. This work has commenced and a meeting between the consultant and market traders was arranged for 18 October 2022. Emergency Committee in August 2022 agreed that the consultant costs can be funded by the UK Shared Prosperity Fund, subject to the Council's investment plan being agreed by Central Government. Further market improvements work funded by the UK Shared Prosperity Fund is also an option which could be considered by members in due course. The aim is still to complete some improvements work in 2022/23, but it is unlikely that all the improvements work would be completed in-year.

- **Replacement of Pest Control Van PK13 FJP (£37,890) and Replacement of Dog Warden Van PE64 EYC (£38,110):** In September 2022 this Committee approved increased budgets for both these schemes, which now include the purchase of electric replacement vans and charging point installation. The replacement vans were ordered in October 2022 and the supplier has now advised that the vans are expected to be in stock in approximately 9 months, so delivery is now expected in the 2023/24 financial year.
- **First Time Buyers Grants (£106,214):** At the end of September 2022, there had been eleven grant applications in-year. Of these, one grant scheme is complete, three have been approved, four are being considered for approval and three are not proceeding. At this stage, it is unclear whether the scheme budget will be fully committed by year-end, but further applications are expected in-year.
- **Equity Share Option Schemes (£422,130):** The locality-based equity share option schemes will not start until a scheme policy document is presented to this Committee for agreement. The policy document is still to be finalised, including confirmation of some legal issues being considered. At this stage it is unlikely that the budget on this scheme will be fully committed by financial year-end.
- **Affordable Housing – Longridge (£1,625,950):** There has been no spend on this scheme to date, because a separate proposal for use of the Land North of Dilworth Lane, Longridge S106 funding will be presented to members once more information is collated. At this stage it is unlikely that the budget on this scheme will be fully committed by financial year-end.
- **Economic Development Initiatives (£54,750):** At the end of September 2022 there had been no spend on this scheme. This is because there were no appropriate economic development opportunities in progress at the end of September 2022 which were likely to be funded from this economic development capital budget. At this stage it is unclear if the scheme budget will be spent by financial year-end.

#### 4 CONCLUSION

4.1 At the end of September 2022 £899,313 had been spent or committed. This is 13.9% of the overall capital programme budget for 2022/23.

4.2 A summary of progress on the thirty-nine schemes in the capital programme at the end of September 2022 is as follows:

- Five schemes are complete.
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- Six schemes will not be completed in-year.
- One scheme will now not take place and will be removed from the capital programme.
- One scheme is on hold.
- Three schemes are on-going Housing-related grants schemes.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF63-22/AC/AC  
28 OCTOBER 2022

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

## Overall Capital Programme 2022/23

Cost Centre	Scheme	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
	<b>Community Services Committee</b>							
PLAYW	Play Area Improvements 2022/23	45,000				45,000	12,030	32,970
REPWB	Replacement of Refuse Wheelie Bins 2022/23	13,000				13,000	0	13,000
CASKP	Castle Keep Lime Repointing Works and Repairs	327,300				327,300	450	326,850
RVAYK	Replacement of Refuse Iveco Tipper (PO60 AYK)	46,000				46,000	0	46,000
HTGMW	Replacement of Hustler Trimstar Mower x 2 (rvbc017 and rvbc018)	14,000				14,000	13,300	700
GVYVK	Replacement of John Deere Mower 4x4 (PE15 YVK)	25,000				25,000	26,500	-1,500
GMKXP	Replacement of Kubota Mower PN09 KXP	25,000				25,000	26,500	-1,500
FLPIP	Ribblesdale Pool Filter and Tile Work	44,000				44,000	0	44,000
FGDAL	Replacement Football Goals	16,000				16,000	15,679	321
RVH XK	Replacement of Refuse Collection Vehicle (PK63 JZP)	246,000				246,000	245,831	169
WVWUC	Replacement of High Top Transit Van PJ63 WUC	34,500				34,500	0	34,500
SDGAR	Salthill Depot Garage - Replace Roller Shutter Doors and Rewire Garage	25,000				25,000	24,148	852
PDMAC	Replacement of Pay and Display Machines	123,800				123,800	77,990	45,810
PDECK	Clitheroe Town Centre Car Park Scheme		1,215,000	15,000		1,230,000	0	1,230,000
MARPD	Mardale Playing Pitches Drainage	80,900				80,900	460	80,440
PLAYV	Play Area Improvements 2021/22			80,600		80,600	62,660	17,940
PLAYU	Play Area Improvements 2020/21			40,000		40,000	40,000	0
BGCAF	Refurbishment of Bowling Green Café - Castle Grounds			2,150		2,150	102	2,048
EDPDR	Edisford Playing Pitches Drainage Works			15,490		15,490	4,590	10,900
	<b>Total Community Services Committee</b>	<b>1,065,500</b>	<b>1,215,000</b>	<b>153,240</b>	<b>0</b>	<b>2,433,740</b>	<b>550,240</b>	<b>1,883,500</b>

## Overall Capital Programme 2022/23

Cost Centre	Scheme	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
	<b>Planning &amp; Development Committee</b>							
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update		26,420			26,420	0	26,420
	<b>Total Planning &amp; Development Committee</b>	<b>0</b>	<b>26,420</b>	<b>0</b>	<b>0</b>	<b>26,420</b>	<b>0</b>	<b>26,420</b>
	<b>Policy &amp; Finance Committee</b>							
BRKFT	Brookfoot Footbridge, Ribchester – Replacement of Bridge	110,000				110,000	0	110,000
ITINF	ICT Infrastructure Refresh	116,600				116,600	0	116,600
DHRST	Dewhurst Road, Langho - Resurfacing Works		62,850			62,850	184	62,666
NETWK	Network Infrastructure		30,000			30,000	0	30,000
COADM	Committee Administration IT System		7,600			7,600	0	7,600
CFUPG	Financial system upgrade		8,430			8,430	0	8,430
ITEQC	Replacement IT Equipment for Councillors			7,020		7,020	4,580	2,440
RECEP	Main Reception Adaptation Works				13,500	13,500	14,794	-1,294
	<b>Total Policy &amp; Finance Committee</b>	<b>226,600</b>	<b>108,880</b>	<b>7,020</b>	<b>13,500</b>	<b>356,000</b>	<b>19,558</b>	<b>336,442</b>
	<b>Health &amp; Housing Committee</b>							
DISCP	Disabled Facilities Grants	393,000		645,850	48,800	1,087,650	270,909	816,741
LANGR	Landlord/Tenant Grants	50,000	186,740		-118,370	118,370	0	118,370
CMIMP	Clitheroe Market Improvements		78,600			78,600	0	78,600
PVFJP	Replacement of Pest Control Van PK13 FJP		16,000		21,890	37,890	0	37,890
PVEYC	Replacement of Dog Warden Van PE64 EYC		16,000		22,110	38,110	0	38,110
JROOF	Joiners Arms Roof Renewal		42,200			42,200	43,050	-850
FTBGR	First Time Buyers Grants				118,370	118,370	12,156	106,214

## Overall Capital Programme 2022/23

Cost Centre	Scheme	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Actual Expenditure including commitments as at end of September 2022 £	Remaining Budget as at end of September 2022 £
	Equity Share Option Schemes				422,130	422,130	0	422,130
	Affordable Housing – Longridge				1,625,950	1,625,950	0	1,625,950
CLIAH	Clitheroe Affordable Housing Scheme			11,770		11,770	3,400	8,370
	<b>Total Health &amp; Housing Committee</b>	<b>443,000</b>	<b>339,540</b>	<b>657,620</b>	<b>2,140,880</b>	<b>3,581,040</b>	<b>329,515</b>	<b>3,251,525</b>
	<i>Economic Development Committee</i>							
ECDVI	Economic Development Initiatives		51,750	3,000		54,750	0	54,750
	<b>Total Economic Development Committee</b>	<b>0</b>	<b>51,750</b>	<b>3,000</b>	<b>0</b>	<b>54,750</b>	<b>0</b>	<b>54,750</b>
	<b>OVERALL CAPITAL PROGRAMME 2022/23 TOTAL</b>	<b>1,735,100</b>	<b>1,741,590</b>	<b>820,880</b>	<b>2,154,380</b>	<b>6,451,950</b>	<b>899,313</b>	<b>5,552,637</b>

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

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meeting date: 8 NOVEMBER 2022  
 title: INSURANCE RENEWALS 2022/23  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: LAWSON ODDIE

### 1 PURPOSE

1.1 To inform Committee of the insurance renewals for the period 20 June 2022 to 19 June 2023 and to provide a summary of claims made and settled.

1.2 Relevance to the Council's ambitions and priorities:

- To be a well-managed council providing efficient services based on identified customer needs:
  - To maintain critical financial management and controls, and ensure the authority provides council tax-payers with value for money, within the current financial constraints.

- Other considerations

The Council are legally bound to ensure adequate insurance arrangements are maintained in certain areas i.e. employer's liability.

### 2 RENEWALS

2.1 A tendering exercise for the Council's insurances was carried out in 2018, resulting in Zurich Municipal being appointed as our insurers on a five-year contract effective from 20 June 2018.

2.2 The Council's insurances were renewed on 20 June 2022 under the terms of the five-year contract.

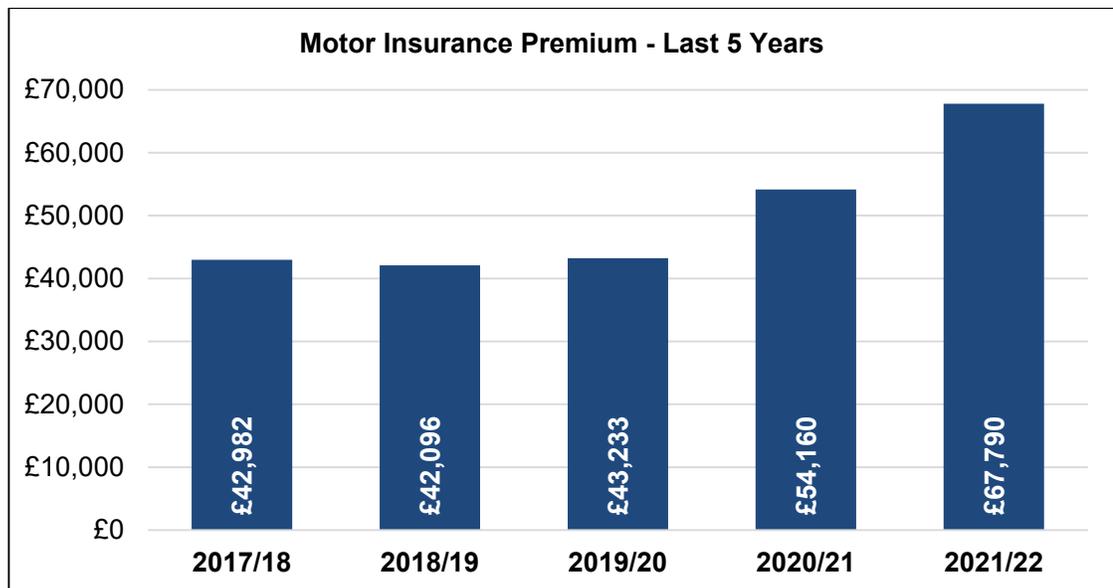
2.3 Renewal premiums for 2022/23 were as follows:

Policy	Premium		Increase/ Decrease £	%
	2021/2022 £	2022/23 £		
Material Damage (Fire)	15,183	19,331	4,148	30.60%
Terrorism	3,159	3,607	448	15.88%
Business Interruption	1,879	1,911	32	1.91%
Theft	2,057	2,057	0	0.00%
Money	311	338	27	9.73%
All Risks	7,125	7,125	0	0.00%
Public and Employer's Liability Combined	79,526	87,966	8,440	10.61%
Professional Negligence	533	280	-253	-53.13%
Officials Indemnity	1,554	1,838	284	20.47%
Libel and Slander	474	491	17	4.02%
Motor	54,160	67,790	13,630	28.19%
Engineering	7,554	7,722	168	2.22%

Policy	Premium		Increase/ Decrease £	%
	2021/2022 £	2022/23 £		
Fidelity Guarantee	4,704	5,113	409	9.74%
Land Charges	1,054	1,086	32	3.40%
Personal Accident	843	1,089	246	32.70%
Public Health Act	327	351	24	8.23%
Computers	2,857	2,857	0	0.00%
	<b>183,300</b>	<b>210,952</b>	<b>27,652</b>	<b>16.81%</b>

### 3 COMMENTS ON PREMIUMS

- 3.1 Total cost of premiums for 2022/23 rose by £27,652 (16.81%) on the previous year's figure.
- 3.2 The budget for 2022/23 allowed for an overall cost of premiums of £198,270, meaning that the budget for insurances this year is overspent by £12,680 overall. The increased costs will be reflected in the budget when setting the Revised Estimate.
- 3.3 Whilst there are movements in the premiums for a number of areas, the highest is in respect of Motor cover. Motor cover continues to be the area of most claims. This impacts on the overall increase in the premium as shown in the previous section.
- 3.4 The main reason for this increased Motor premium is our claims history in this area over the years.
- 3.5 The changes in the premium for Motor cover over the last few years is detailed below. It should be noted that whilst claims history is the main influencing factor, some of the increased premium in this year is also due to parts availability (driving up costs) and general inflation.

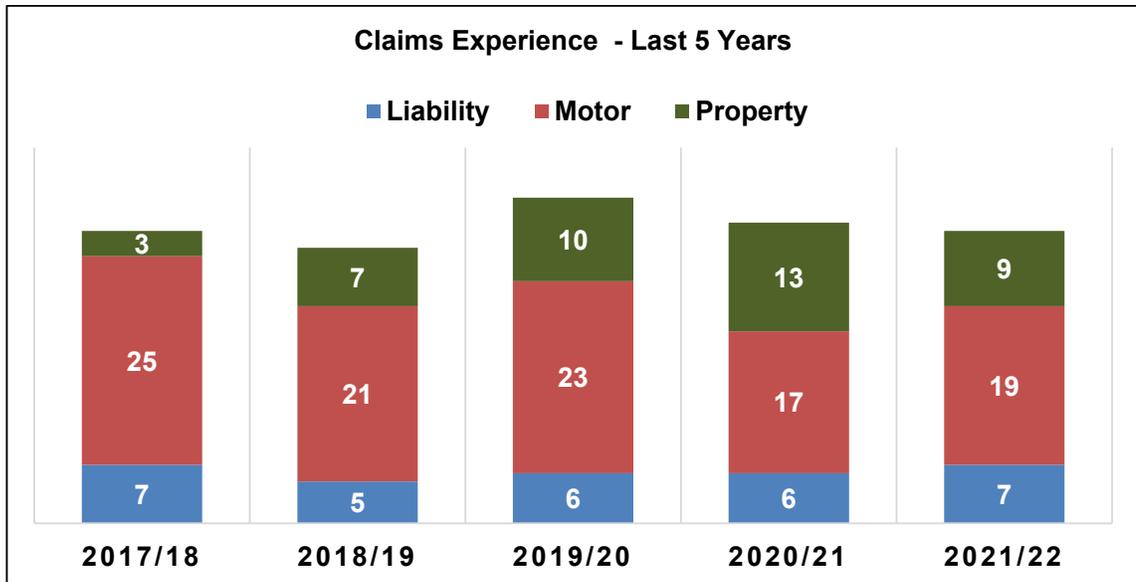


- 3.6 Looking at some of the other increased areas of cost, Material Damage premiums have been driven by a full revaluation that we were required to undertake by Zurich Municipal of our buildings for insurance purposes. The increase to the base valuation (from £32,156,520 in 2021/22 to £39,128,290 in 2022/23) has largely accounted for the increase in the premium.

3.7 With regard to the area of Combined Public and Employer's Liability costs. This is driven by our direct employee cost budgets, which have risen from £5,458,070 in 2021/22 to £5,932,890 in 2022/23. Part of this increase reflects the changes to the pay-line.

#### 4 CLAIMS HISTORY

4.1 Our claims experience over the last 5 years is shown in the table below classified by category.



4.2 We continue to ensure that we act on any cause around insurance claims and seek to take action to mitigate the possibility of future claims.

4.3 The table below provides some analysis of the movement in claims during the last insurance cover term from 20 June 2021 to 19 June 2022

	Liability	Motor	Property	Total
<b>Claims outstanding 20 June 2021</b>	<b>6</b>	<b>13</b>	<b>8</b>	<b>27</b>
<b>Claims during the year</b>	<b>7</b>	<b>19</b>	<b>9</b>	<b>35</b>
<b>Settled during the year</b>	<b>7</b>	<b>17</b>	<b>7</b>	<b>31</b>
<b>Claims outstanding 20 June 2022</b>	<b>6</b>	<b>15</b>	<b>10</b>	<b>31</b>

#### 5 FUTURE COVER

5.1 The current contract arrangements come to an end in June 2023. Officers are currently looking at options for future contact arrangements and will likely utilise one of the various procurement frameworks that are available.

5.2 Members will be kept informed of any new contract arrangements for June 2023 onwards when they are known.

5.3 As we are due to tender for a new contract this adds to budget uncertainty for 2023/24.

#### 6 CONCLUSION

6.1 The council's insurance renewal was undertaken in line with arrangements in place under our existing contract.

- 6.2 There has been an increase in costs beyond that allowed for within the budget. This has been largely due to motor vehicle claims history and inflation, a revaluation of our properties for insurance purposes and an increase in direct pay costs impacting mainly on employers and public liability insurance premiums. The increased costs will be reflected at Revised Estimate.
- 6.3 The current contract comes to an end on 20 June 2023 and officers are working on options for new contract arrangements for the period from June 2023 onwards.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF57-22/LO/AC  
27 October 2022

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

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Meeting date: 8 NOVEMBER 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 detailed monitoring report on our treasury management activities for the period 1 April 2022 to 30 September 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.

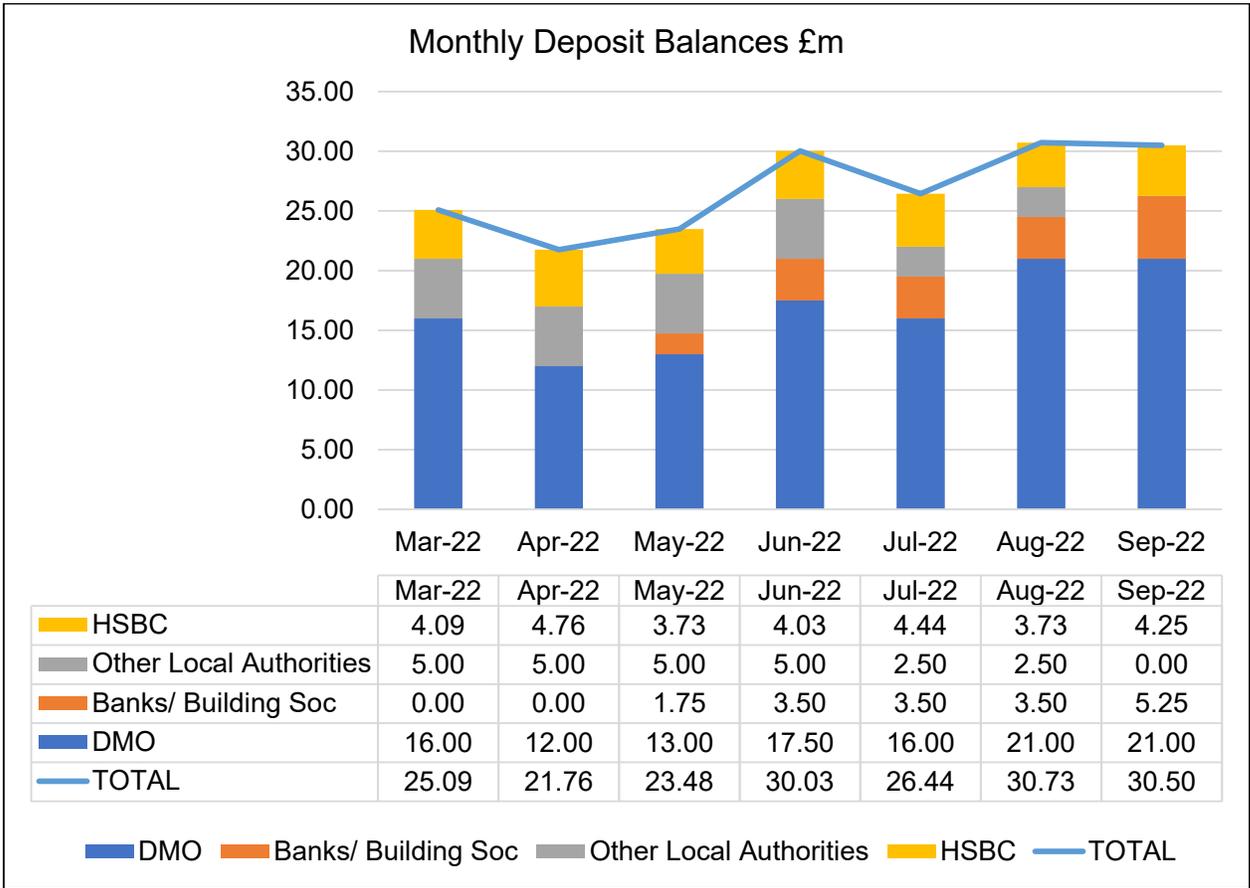
3.2 The movement in the Council's external investments during the reporting period are summarised below:

	<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	5,250	5,000	-5,000	5,250
<b>Fixed term deposits at 30 September 2022</b>	<b>5,250</b>	<b>21,000</b>	<b>0</b>	<b>26,250</b>
<b>Add funds held with HSBC</b>	<b>4,250</b>	<b>0</b>	<b>0</b>	<b>4,250</b>
<b>Sum of all funds invested</b>				<b>30,500</b>
<b>Interest earned April – September 2022</b>				<b>147</b>

3.3 Funds invested at 30 September were held with the following organisations:

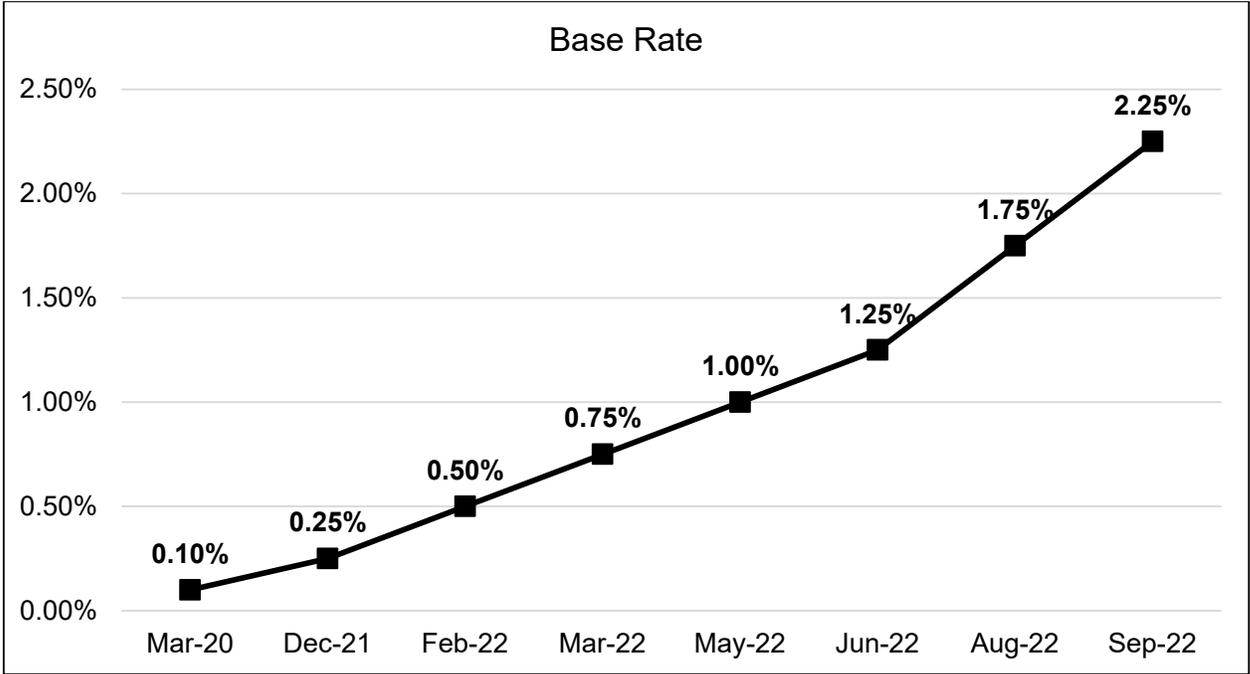
<b>Borrower</b>	<b>Date Invested</b>	<b>Date of Repayment</b>	<b>Rate %</b>	<b>£'000</b>
Leeds Building Society	11/05/2022	28/11/2022	1.32%	1,750
Yorkshire Building Society	30/06/2022	30/03/2023	2.16%	1,750
Santander UK plc	26/09/2022	06/01/2023	3.63%	1,750
<b>Total funds invested with Banks and Building Societies</b>				<b>5,250</b>
Debt Management Office (DMO)	30/09/2022	07/10/2022	1.87%	21,000
<b>Total funds invested with the Debt Management Office</b>				<b>21,000</b>
<b>SUM of fixed term deposits</b>				<b>26,250</b>
<b>Add funds held with HSBC</b>				<b>4,250</b>
<b>SUM of all investments at 30 September 2022</b>				<b>30,500</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:



- 4.2 The increases to the base rate this year have enabled the council to secure returns on investments for the April to September period of £147,078, which compares to £1,993 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 has exceeded the 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:

<b>Interest earned on investments April – September 2022*</b>	<b>Annual budget</b>	<b>April – September budget Original estimate</b>
-147,078	-£50,000	-£25,000

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

## 5 PROSPECTS FOR INTEREST RATES

- 5.1 Market base rate predictions mid-October estimated further increases to the base rate over the next few months that will peak at 5.5% in May 2023.
- 5.2 These predictions include an estimated increase to the base rate of 0.75% at the November meeting of the Monetary Policy Committee. Market predictions are by no means certain given a recent comment by a Deputy Governor of the Bank of England who said that "whether interest rates have to rise by quite as much as currently priced in financial markets remains to be seen".
- 5.3 We will continue to monitor the interest rates of our counterparties as they are updated over the next few months so that we may take advantage of more preferential interest rates as they become available.

## 6 LOCAL GOVERNMENT BONDS AGENCY

- 6.1 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.
- 6.2 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.

## 7 BORROWING

- 7.1 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.
- 7.2 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.
- 7.3 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.

## 8 BORROWING REQUIREMENTS

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

	Total £000
External Debt at 1 April 2022	105
Transactions - New Loans	0
- Repayments	-5
<b>External debt at 30 September 2022</b>	<b>100</b>

- 8.2 No temporary loans were taken out in the current financial period up to 30 September 2022, or in the same period in 2021.

- 8.3 The remaining level of PWLB debt shown above is to be repaid early on the 1 November 2022 which will mean that after that date the council will have no external debt.

## 9 PRUDENTIAL INDICATORS

- 9.1 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.

- 9.2 In March 2022 this Committee approved a combined Capital and Treasury Management Strategy for 2022/ 2023 which includes a number of prudential indicators.

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

- 9.4 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.

- 9.5 The Council's actual long-term debt at 30 September 2022 compared to the approved authorised limit and operational boundary indicators is as follows:

Prudential Indicator	Authorised Limit £000's	Operational Boundary £000's	Actual as at 30 September 2022 £000's
Borrowing	15,968	2,794	100
Other Long-Term liabilities	0	0	0

9.6 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.

## 10 APPROVED ORGANISATIONS

10.1 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.

10.2 The ratings show an indication of the current credit position and are monitored on a regular basis with any significant changes to be reported to this committee. Prior to investing any monies on a day to day basis the ratings given by rating agents S&P Global Ratings and Moody's are also monitored and considered alongside the Fitch ratings. The full list of ratings for our approved institutions at 30 September 2022 is shown at Annex 3.

10.3 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	Full Transaction Review Date	Fitch Rating	
		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

10.4 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 30 September 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	13/09/2022	A	F1
Bank of Scotland Plc	19/01/2022	A+	F1
HSBC Bank Plc	23/09/2022	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

10.5 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.

## 11 RECENT EVENTS

11.1 The Bank of England's Monetary Policy Committee (MPC) sets monetary policy to meet a 2% inflation target.

11.2 At its meeting in September 2022 the MPC voted by a majority to increase the base rate by 0.5%, to 2.25%. Five members voted for this increase, three members preferred to increase the rate by 0.75% and one member preferred to increase the rate by 0.25%.

11.3 The MPC are projecting inflation to remain over 10% over the next few months, before starting to fall back. The Committee are next due to meet in early November and it is expected that we will see a further increase to the base rate at this time.

## 12 EXPOSURE TO RISK

12.1 A prudent approach is adopted for all future cashflow projections, ensuring that estimated cash commitments will not be underestimated during the current climate of rising inflation, and that estimated cash inflows are not overstated, particularly as the UK is now forecast to move into recession towards the end of 2022.

12.2 The increasing Bank of England base rate will not impact on the revenue cost of the council's loan portfolio as there are currently no additional short or long-term external borrowing requirements above existing debt which is held at fixed rates. The revenue impact of rising interest rates will be factored into any future capital borrowing decisions.

12.3 We are maintaining liquid funds to allow us to deposit with counterparties at more preferential interest rates as these are increased in response to forecasted changes to the Bank of England base rate.

12.4 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.

13 CONCLUSION

- 13.1 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.
- 13.2 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.
- 13.3 After the 1 November the council will be in a position where it has no remaining external debt, following the early repayment of the remaining PWLB loan.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF60-22/VT/AC

23 OCTOBER 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 30/09/2022 £	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	-5,342.47	-2,500,000	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	-12,602.74	-2,500,000	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 - September 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	-8,986.85	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	-2,367.12	-9,000,000	n/a	n/a
11	Debt Management Office	4,000,000	31/05/2022	0.80%	06/06/2022	-526.03	-4,000,000	n/a	n/a
12	Debt Management Office	12,000,000	06/06/2022	1.03%	06/07/2022	-10,158.90	-12,000,000	n/a	n/a
13	Debt Management Office	1,000,000	15/06/2022	1.03%	30/06/2022	-423.29	-1,000,000	n/a	n/a
14	Debt Management Office	2,000,000	23/06/2022	1.05%	30/06/2022	-402.74	-2,000,000	n/a	n/a
15	Yorkshire Building Society	1,750,000	30/06/2022	2.16%	30/03/2023	-9,527.67	Still invested	A-	F1
16	Debt Management Office	2,500,000	30/06/2022	1.02%	04/07/2022	-278.08	-2,500,000	n/a	n/a

Page 103

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

**ANNEX 1**

Reference	Organisation	Invested £	Date invested	Interest rate	Date of maturity	Interest to 30/09/2022 £	Principal Repaid £	Long Term Rating	Short Term Rating
17	Debt Management Office	3,000,000	30/06/2022	1.03%	06/07/2022	-505.48	-3,000,000	n/a	n/a
18	Debt Management Office	15,000,000	06/07/2022	1.11%	08/08/2022	-15,053.42	-15,000,000	n/a	n/a
19	Debt Management Office	1,000,000	15/07/2022	1.11%	08/08/2022	-726.58	-1,000,000	n/a	n/a
20	Debt Management Office	5,000,000	01/08/2022	1.33%	09/08/2022	-1,452.05	-5,000,000	n/a	n/a
21	Debt Management Office	16,000,000	08/08/2022	1.55%	15/08/2022	-4,756.16	-16,000,000	n/a	n/a
22	Debt Management Office	16,000,000	15/08/2022	1.55%	22/08/2022	-4,756.16	-16,000,000	n/a	n/a
23	Debt Management Office	16,000,000	22/08/2022	1.55%	31/08/2022	-6,115.07	-16,000,000	n/a	n/a
24	Debt Management Office	21,000,000	31/08/2022	1.55%	05/09/2022	-4,458.90	-21,000,000	n/a	n/a
25	Debt Management Office	21,000,000	05/09/2022	1.57%	15/09/2022	-9,032.88	-21,000,000	n/a	n/a
26	Debt Management Office	17,000,000	15/09/2022	1.54%	23/09/2022	-5,719.45	-17,000,000	n/a	n/a
27	Debt Management Office	11,000,000	20/09/2022	1.50%	21/09/2022	-452.05	-11,000,000	n/a	n/a
28	Debt Management Office	18,000,000	23/09/2022	1.70%	26/09/2022	-2,515.07	-18,000,000	n/a	n/a
29	Santander UK plc	1,750,000	26/09/2022	3.63%	06/01/2023	-696.16	Still invested	A+	F1
30	Debt Management Office	17,000,000	26/09/2022	1.80%	30/09/2022	-3,353.42	-17,000,000	n/a	n/a
31	Debt Management Office	21,000,000	30/09/2022	1.87%	07/10/2022	-1,075.89	Still invested	n/a	n/a
<b>Investments September 2022</b>		<b>331,250,000</b>			<b>SUM</b>	<b>-105,725.05</b>	<b>-305,000,000</b>		
<b>Total Investments 2022/23 (including b/f from 21/22)</b>		<b>352,250,000</b>			<b>SUM incl b/f</b>	<b>-123,258.47</b>	<b>-326,000,000</b>		
<b>Interest received on balances held at bank</b>						<b>-23,819.28</b>			
<b>Final Total</b>		<b>352,250,000</b>				<b>-147,077.75</b>	<b>-326,000,000</b>		

Page 102

## Fitch Rating Definitions

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

## Full Rating List of Approved Institutions at 30 September 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	13/09/2022	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	23/09/2022	AA-	F1+	Stable	
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

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

INFORMATION
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meeting date: 8 NOVEMBER 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 31 October 2022:

	£000	£000	2022/23 %	2021/22 %
Balance Outstanding 1 April 2022		340		
NNDR amounts due	21,932			
Plus costs	1			
Transitional surcharge	1			
Write ons	0			
	<b>21,934</b>			
Less				
- Transitional relief	2			
- Exemptions	-486			
- Charity, Rural, Community Amateur Sports Clubs Relief, CARF	-1,888			
- Small Business Rate Relief	-3,821			
- Nursery Discount, Retail Discount, SSB, Flood Relief, Revaluation 2017, Pub, SSB and Other reliefs	-1,933			
- Interest Due	0			
- Write Offs	-166			
	<b>-8,292</b>	13,642		
<b>Total amount to recover</b>		<b>13,982</b>		
Less cash received to 31 October 2022		-9,847	70.4	58.6
<b>Amount Outstanding</b>		<b>4,135</b>	<b>29.6</b>	<b>41.4</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 to the Ministry of Housing, Communities & Local Government (MHCLG) our in-year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 October 2022 is 73.5% compared with 61.89% at 31 October 2021.

### 3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 31 October 2022:

	£000	£000	2022/23 %	2021/22 %
Balance Outstanding 1 April 2022		1,277		
Council Tax amounts due	58,634			
Plus costs	51			
Transitional relief	2			
Write ons	2			
	<b>58,689</b>			
Less - Exemptions	-814			
- Discounts	-5,229			
- Disabled banding reduction	-75			
- Council Tax Benefit	4			
- Local Council Tax Support plus Hardship	-2,251			
- Write offs	-15			
	<b>-8,380</b>	50,309		
<b>Total amount to recover</b>		<b>51,586</b>		
Less cash received to 31 October 2022		-34,752	67.4	67.1
<b>Amount Outstanding</b>		<b>16,834</b>	<b>32.6</b>	<b>32.9</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 October 2022 is 68.7% compared to 68.5% at 31 October 2021.

#### 4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 31 October 2022 is:

	£000	£000
Amount Outstanding 1 April 2022		1,181
Invoices Raised	2,189	
Plus costs	0	
		<b>2,189</b>
Less credit notes		-178
<b>Total amount to recover</b>		<b>3,192</b>
Less cash received to 31 October 2022		-2,525
<b>Amount outstanding</b>		<b>667</b>

Aged Debtors	000s	%
< 30 days	77	11.54
30 - 59 days	44	6.60
60 - 89 days	29	4.35
90 - 119 days	9	1.35
120 - 149 days	17	2.55
150+ days	491	73.61
	<b>667</b>	<b>100</b>

4.2 A large proportion of the balance of debt outstanding in the '150+ days' includes debts raised on an annual basis at the start of the financial year, which are being paid by direct debit on a monthly basis throughout the year. 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 2022/2023*

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

Target for year	Actual Performance 1 July 2022 – 30 Sept 2022	Average Performance
5 days	3.41 days	20 days per IRRV

*New claims performance*

Target for year	Actual Performance 1 July 2022 – 30 Sept 2022	Top grade 4 for all LA's 2007/08
15 days	17.59 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.

Performance for the period 1 July 2022 – 30 September 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.	93.51
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.	9.35
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.	0.44

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

PF56-22/ME/AC  
27 October 2022

For further information please ask for Mark Edmondson.

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