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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **COMMUNITY SERVICES** Committee will be held at **6.30 pm** on **TUESDAY, 9 JANUARY 2024** in the **Council Chamber, 13 Church Street, Clitheroe, BB7 2DD**.

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 - 10)
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. **HYDROTREATED VEGETABLE OIL (HVO) FEASIBILITY RESULTS** (Pages 11 - 14)

Report of the Director of Community Services enclosed

6. **TOGETHER AN ACTIVE FUTURE AGREEMENT** (Pages 15 - 72)

Report of the Director of Community Services enclosed

7. **ARTS COUNCIL GRANT REQUEST** (Pages 73 - 76)

Report of the Director of Community Services enclosed

8. **CAR PARKING UPDATE** (Pages 77 - 80)
Report of the Director of Community Services enclosed
9. **REVISED REVENUE BUDGET 2023/24** (Pages 81 - 128)
Report of the Director of Resources & Deputy Chief Executive enclosed.
10. **ORIGINAL REVENUE BUDGET 2024/25** (Pages 129 - 198)
Report of the Director of Resources & Deputy Chief Executive enclosed.
11. **REVISED CAPITAL PROGRAMME 2023/24** (Pages 199 - 206)
Report of the Director of Resources & Deputy Chief Executive enclosed.
12. **CAPITAL PROGRAMME REVIEW AND NEW BIDS 2024/25 TO 2028/29** (Pages 207 - 232)
Report of the Director of Resources & Deputy Chief Executive enclosed.
13. **MEMBERSHIP OF WORKING GROUPS** (Pages 233 - 234)
Report of the Chief Executive enclosed.

ITEMS FOR INFORMATION

14. **PLAYING PITCH STRATEGY - INTERIM UPDATE** (Pages 235 - 236)
Report of the Director of Community Services enclosed
15. **CORPORATE PLAN PERFORMANCE REPORTING** (Pages 237 - 242)
Report of the Chief Executive enclosed.
16. **GENERAL REPORT OF THE DIRECTOR OF COMMUNITY SERVICES** (Pages 243 - 246)
Report of the Director of Community Services enclosed.
17. **MINUTES OF WORKING GROUPS**
There are no minutes from working groups.
18. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES** (Pages 247 - 248)
Lancashire Waste Partnership Meeting - Report of Councillor T Austin enclosed
19. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

20. CASTLE MUSEUM REVIEW

(Pages 249 - 258)

Report of the Director of Community Services enclosed

Electronic agendas sent to members of Community Services – Councillor Richard Newmark (Chair), Councillor Jan Alcock JP (Vice-Chair), Councillor John Atherton, Councillor Stephen Atkinson, Councillor Karl Barnsley, Councillor Stella Brunskill JP, Councillor Ryan Corney, Councillor Sophie Cowman, Councillor Lee Jameson, Councillor Donna O'Rourke, Councillor Malcolm Peplow, Councillor Mary Robinson, Councillor Gary Scott, Councillor Kieren Spencer and Councillor Lee Street.

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

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Minutes of Community Services

Meeting Date: Tuesday, 17 October 2023, starting at 6.30 pm
Present: Councillor R Newmark (Chair)

Councillors:

J Alcock	M Robinson
S Atkinson	L Jameson
S Brunskill	K Barnsley
S Cowman	J Atherton
S Fletcher	L Street
S O'Rourke	M Peplow
G Scott	

In attendance: Director of Community Services, Head of Engineering Services, Head of Leisure and Cultural Services and Senior Accountant

Also in attendance: Councillors K Spencer and R Walsh

369 APOLOGIES FOR ABSENCE

Apologies for the meeting were received from Councillor R Elms.

370 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 August 2023 were approved as a correct record and signed by the Chairman. An update was provided on minute 197 regarding a Btec course at Edisford which did not start this academic year due to low numbers of students.

371 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

Councillor S O'Rourke declared an interest in Agenda Item 5 – Edisford Car Park, and Agenda Item 6 – Healthy Weight Contract, in respect of his appointment to Ribble Valley Sports & Recreation (Roefield Leisure Centre) by the Council as an Outside Body.

372 PUBLIC PARTICIPATION

The Chairman welcomed Mr Paul Yates who spoke in respect of agenda item 8 – Community Orchard Project.

373 EDISFORD CAR PARK

The Director of Community Services submitted a report providing Committee with an update on the parking trial at Edisford car park for users of the leisure facilities nearby and seeking approval to make the arrangements permanent.

Committee had agreed to the trial in March 2023 which had been recommended by the working group following a petition in January 2023. The petition requested a

period of free parking for Roefield users. Instead of free parking, a long stay permit had been trialed from April 2023, which allowed all long stay permit holders to use Edisford car park. The year-on-year comparison of long-term permits sold and income from the car park were included in the report, although Members were advised that it was difficult to attribute any increase to the temporary arrangement.

Members were updated in regards to the 3 elements that were considered when granting the trial, which were in relation to on-street parking on Edisford Road, impact on income from the car park, and the level of usage at the facilities. As the parking order on Edisford designated it as a short-term car park, the parking order would need to be amended to allow the permanent use of the long stay permit on the car park, whilst retaining the car park predominantly as short stay.

Members hoped that once the arrangement became permanent this may increase the uptake of the permits. Concerns were also raised regarding coaches parking on the road outside the leisure facilities, and Officers would raise this directly with the coach company to reiterate that they were able to wait in Edisford Car Park.

RESOLVED THAT COMMITTEE:

1. Approve the use of the long-term permit for parking on Edisford Car Park on a permanent basis.
2. Authorise the Director of Community Services to take the appropriate steps to amend the Ribble Valley Car Park Order to reflect this.

374

HEALTHY WEIGHT CONTRACT

The Director of Community Services submitted a report seeking Committees approval to enter into a collaboration agreement with Lancashire County Council (LCC) to deliver the Healthy Weight and Play and Skills at Teatime (PASTA) programme.

The Council had for several years delivered a healthy weight programme on behalf of LCC. In 2021 LCC had also entered into an agreement with Roefield Leisure to deliver the Play and Skills at Teatime Activities (PASTA) programme in the Ribble Valley. The programme involved families with children in receipt of free school meals being offered activities alongside sessions to prepare healthy meal options.

LCC were now seeking to deliver these programmes directly through District Councils by way of a collaboration agreement for both services, a copy of which was included in the report along with the indicative finance allocations. It was understood that the agreements would be for a minimum of five years with the option to extend the agreements by a further three years, commencing on 1 April 2024.

RESOLVED THAT COMMITTEE:

1. Approve in principle the Council entering into the collaboration agreement with LCC for the provision of the Healthy Weight and PASTA programme, subject to the agreement of appropriate Collaboration Agreements.
2. Authorise the Director of Community Services to negotiate the relevant terms of the Collaboration Agreement in consultation with the Chair of Community Committee.

CHANGING PLACES PROJECT

The Director of Community Services submitted a report seeking Committees approval for the proposed Changing Places toilets in Ribchester to be removed from the Capital Programme for the year 2023/2024 and be replaced with a future bid to the Levelling Up Fund Round 3 when/if this is announced.

On 14 March 2023 Committee had recommended to Policy and Finance Committee that the Changing Places Scheme be included in the capital programme for the year 2023-24. The scheme comprised the provision of three highly specialised disabled toilets in Ribchester, Edisford Bridge, and the Castle Grounds. The scheme was to be financed by the Levelling Up Fund Round 2, subject to a number of conditions, one of which being that the monies should be spent before the end of March 2024.

The report noted that following investigation into the proposed site at Ribchester, it would be necessary to divert a buried low-voltage electricity cable at an estimated cost of £12,000, which at the earliest would be done within 14 weeks after receipt of up-front payment. The delay would take the scheme beyond the deadline of March 2024.

It was proposed that the Council delivered the Edisford Bridge and Castle Grounds toilets within the 2023-24 financial year, and that Officers make a new submission to any Levelling Up Fund Round 3 funding when/if this was announced, for the toilets at Ribchester.

Officers confirmed at the meeting that other sites in Ribchester had been considered, however alternatives were not feasible. Members felt that the provision of the specialised toilet in Ribchester was important and wanted to pursue other funding should Round 3 not proceed. Members also wanted to consider the process when putting schemes forward for grants, to reduce similar issues arising in the future. It was noted that the window for grant applications was often very short, therefore, detailed work was not always possible.

RESOLVED THAT COMMITTEE:

1. Approve the removal of the Ribchester Changing Places Toilet from the Levelling Up Fund Round 2 submission for delivery in the year 2023-2024.
2. Approve a submission to the Levelling Up Fund Round 3, when/if this is announced, for the monies to deliver a Changing Places Toilet in Ribchester.

COMMUNITY ORCHARD PROJECT

The Director of Community Services submitted a report seeking Committees approval to licence/lease a parcel of council owned land to Ribchester Parish Council, allowing a local group to establish a community orchard.

The Council had received a request from Ribchester Ecology and Flood Group to plant a community orchard on Council land alongside the allotments in Ribchester, as attached to the report. As the group were not a constituted body, it had been indicated that Ribchester Parish Council would be willing to take on responsibility for the licence/lease, therefore allowing the group to establish the orchard. The maintenance responsibilities would also fall to the Parish Council.

Members supported the application, and the suggestion of a licence as opposed to a lease, with a proposed peppercorn rent. Instruction of the valuation office would

therefore not be required. Members also supported a licence term of 5 to 10 years given the time required to establish the orchard, which would also allow the Council to conduct review of a licence at the end of the agreed term.

The Director of Community Services noted the absence of a policy to guide the Council in dealing with proposals such as this, and recommended a policy be developed for approval by Committee that the Ribchester and Longridge orchards must comply with. An additional recommendation was agreed by Committee in respect of this.

RESOLVED THAT COMMITTEE:

1. Approve the proposal to licence the land to Ribchester Parish Council to allow a local group to create an orchard, for a period of 5-10 years at a peppercorn rent.
2. Delegate the drawing up of the agreement with Ribchester Parish Council to the Director of Community Services in consultation with the Chair of Community Committee.
3. That a policy for future transfers of land for community use be developed for approval by this Committee and that the Ribchester and Longridge Community Orchards must comply fully with this policy.

377

FEES AND CHARGES 2024/25

The Director of Resources & Deputy Chief Executive submitted a report seeking member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2024. The proposals were the first stage in the review of this Committee's budget for the forthcoming 2024/25 financial year.

Policy and Finance Committee had guided Committees to consider a 4% inflationary increase in the level of income raised from fees and charges, and the review aimed to increase the budgeted income for 2024/25 by that amount as a minimum. After applying this percentage increase, proposed charges had generally been rounded up or down to minimise any problems with small change.

Following discussions, the proposed set of fees and charges for implementation from 1 April 2024 were produced for this Committee for members to consider and were set out in Annex 1 to the report. The proposed fees and charges for this Committee would produce on average a 4.89% increase.

RESOLVED THAT COMMITTEE:

1. Considered and approved the level of fees and charges to be levied for this committee for 2024/25 as outlined in the report with the exception of the adult (age 65 years plus) swim admission charge which was agreed to remain at £3.60.

378

TOGETHER AN ACTIVE FUTURE (TAAF) - GENERAL UPDATE

The Director of Community Services submitted a report providing Committee with a summary update on the Sport England funded TaAF project.

The TaAF project was part of Sport England's National Delivery Pilot programme which had 12 areas across the Country trying different approaches to increase

physical activity, appropriate to the issues that were relevant to their residents. The summary for the TaAF project in the Ribble Valley was included in the report, which included the successes and plans for the latter stage of the project until 2025.

The Active Villages theme was of particular importance to Sport England, as the Ribble Valley provided the perfect test bed for a new approach to getting people active in rural settings. It was hoped this could provide a model for other rural areas.

379

CAPITAL MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a report for information on the progress of this committee's capital programme for the period to the end of September 2023.

£526,956 had been spent or committed which equated to 35.8% of the full year approved capital programme budget for this committee.

Of the twenty-two schemes in the capital programme six schemes were complete, fourteen schemes were currently expected to be completed in-year, and two schemes were unlikely to be completed in-year.

380

REVENUE MONITORING 2023/24

The Director of Resources & Deputy Chief Executive submitted a report for information on the position for the period April to August 2023 on this year's revenue budget for this committee.

The comparison between actual and budgeted expenditure showed an underspend of £753,357 for the first five months of the financial year 2023/24. After allowing for transfers to/from earmarked reserves the underspend was £755,733. The vast majority of the underspend position resulted from the refund of business rates in respect of the Castle Museum and also the delayed pay award settlement. This would be moved to reserves at year end.

The Chairman thanked Officers for their hard work, particularly in respect of the work undertaken in relation to the business rates refund.

381

REPORT OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services submitted a report for information giving an update on the Castle Keep, Ribblesdale Pool, Sport England Support Fund Phase 1, Play Areas, Climate Change, and Waste Collection.

Concerns were raised at the meeting regarding the inability to fly a flag on Remembrance Sunday due to the closure of the Castle Keep. Officers confirmed that this was unavoidable, however, other options were being explored including projecting an appropriate image on the castle.

The plan to install solar panels on Council buildings was also raised, and it was asked that integrated panels be considered. Waste was also discussed at length including littering, household waste, and dog fouling.

382 MINUTES OF WORKING GROUPS

There were no minutes of Working Groups.

383 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

384 EXCLUSION OF PRESS AND PUBLIC

There was no exclusion of press and public.

The meeting closed at 8.06 pm

If you have any queries on these minutes please contact the committee clerk, 01200 414408 rebecca.tait@ribblevalley.gov.uk.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 9 JANUARY 2024
title: HYDROTREATED VEGETABLE OIL (HVO) FEASABILITY RESULTS
submitted by: ADAM ALLEN - DIRECTOR OF COMMUNITY SERVICES
principal author: WINSTON ROBINSON – HEAD OF ENGINEERING SERVICES

1 PURPOSE

- 1.1 The purpose of this report is to update committee on the trial use of Hydrotreated Vegetable Oil (HVO) in refuse vehicles.
- 1.2 The report concludes that nearly all vehicles could be converted to use HVO and significantly reduce the Council's CO2 emissions, however this will come at an increased cost of circa 98k per annum at current prices. It is recommended that a proposal be put to Policy and Finance Committee for the additional revenue funding to switch all qualifying vehicles to HVO along with a 15k capital request for an additional tank.
- 1.3 Relevance to the Council's ambitions and priorities
- Community Objectives - To help make people's lives healthier with a cleaner environment.
 - Corporate Priorities - To sustain a strong and prosperous Ribble Valley.
 - Other Considerations – To contribute to the Council's Climate Change Strategy and, in particular, the reduction of carbon emissions.

2 BACKGROUND

- 2.1 In September 2021 the Council adopted the Ribble Valley Borough Council Climate Change Strategy 2021 – 2030 under which the Council's ambition was to become carbon-neutral by 2030. The Council measures its carbon emissions annually through One Carbon World. It is the role of the Climate Change Action Group to review the Climate Change Strategy with the Economic Development Committee to ensure an action plan is implemented effectively.
- 2.2 The feasibility of using Hydrotreated Vegetable Oil (HVO) for all refuse vehicles was included in a report to the Economic development Committee on 28th September 2023.
- 2.3 The Council's vehicle fleet is the largest, single contributor to the authority's carbon emissions.
- 2.4 The fleet of vehicles includes 12 refuse collection vehicles, 2 car park enforcement vans, 2 dog warden vans, 3 general vans, 1 Ford Pickup, 1 Iveco Tail Lift, 3 Ford Transit vans, 2 Ford Rangers, 3 Flat-Back Wagons, 1 Tractor, 1 JCB and 6 mowing machines. Of these vehicles, all but the 2 dog warden vans run on diesel. The 2 dog warden vans are now electric.

- 2.5 Community Services Committee on the 14th March 2023 agreed a twelve-week trial of Biofuel for some of the Council's vehicle fleet.
- 2.6 The use of HVO as a vehicle fuel can result in up to 90% reductions in CO₂ emissions, it is 100% renewable and a sustainable fuel source. As such, HVO is the best opportunity for Council to make the greatest reduction in CO₂ emissions.
- 2.7 It was agreed by officers that the greatest benefit would be to trial a refuse collection vehicle (RCV). The manufacturer of the vehicles, Dennis Eagle, informed officers that any RCV that is 'Euro 6 Compliant' could run on HVO, without any modifications. Vehicles that were not Euro 6 Compliant could not run on HVO. Ten of the current fleet of RCV's are Euro 6 Compliant, 2 are not.
- 2.8 A trial has been undertaken using one refuse collection vehicle, without any vehicle issues and with fuel consumption remaining similar to diesel. Consultation has also taken place with other Authorities that have switched to HVO and there have been no reported issues.
- 3 ISSUES
- 3.1 Currently, all diesel vehicles at the depot fuel up at the diesel tank using a vehicle fob such that the telematics inform the admin office software of all the relevant details each time a vehicle takes on fuel.
- 3.2 During the trial the temporary HVO tank was less secure with only an external guage showing the amount of fuel in the tank and no detail about the vehicle that was being fuelled.
- 3.3 The existing diesel tank could be converted to HVO at very little cost, however as a small number of vehicles will still need to run on diesel, a smaller diesel tank will be required with suitable telematics. It is proposed that this would be installed at an additional cost of 15k.
- 3.4 The current unit cost of diesel delivered to the depot is £1.19/ltr. The current unit cost of HVO delivered to the depot is £1.69/ltr. Over the last financial year 2022-2023 the depot vehicles used 195,932 ltrs, with the cost of diesel being £233,159.08. For the same period HVO would have cost £331,125.08. The use of HVO as a vehicle fuel would increase the annual fuel budget at the depot by £97,966 (42% increase)

RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Technical, Environmental and Legal – The use of Hydrotreated Vegetable Oil instead of diesel for the Council's vehicle fleet could reduce Carbon emissions by up to 90% leading to a cleaner environment and healthier lives.
 - Financial Implications – The use of Hydrotreated Vegetable Oil as a fuel in place of diesel for all the vehicles in the Council fleet would, at current unit rates, cost Council an additional annual sum of £97,966
 - Political – None.
 - Reputation – Council enhances its reputation as a Council promoting the environment and healthy living.

- Equality and Diversity – None as a direct result of this report.

5 RECOMMENDED THAT COMMITTEE

- 5.1 A funding request be submitted to Policy and Finance Committee to allow the conversion to HVO for all eligible vehicles. This will amount to additional revenue of 100k per annum and a one off installation cost of 15k.

WINSTON ROBINSON
HEAD OF ENGINEERING SERVICES

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS

None

For further information please ask for Winston Robinson, on extension 4523

REF: WR/COMMUNITY SERVICES/9th January 2024

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 9 JANUARY 2024
title: TaAF ACCELERATOR AGREEMENT
submitted by: ADAM ALLEN DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

- 1.1 To seek Committee approval for the TaAF Agreement with Blackburn with Darwen who are the accountable body with Sport England for the funding, which the Pennine Lancs area receives.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To help make peoples' lives healthier and safer.

2 BACKGROUND

- 2.1 An update on our work and proposed future work with TaAF was provided to committee in October 2023.
- 2.2 The Council has been involved with TaAF from inception, together with the other districts in Pennine Lancashire BwD, Burnley, Pendle, Rossendale, and Hyndburn. The funding comes from Sport England via BwD and covers the period up to 2025. The original funding was for Local Delivery Pilots and 12 were allocated Nationally, in 2019. The first period of investment was called the Pathfinder phase.
- 2.3 Sport England has taken the learning from the 12 national pilots so far and used that as the basis recently for allocating further funding across England to help other areas which were unsuccessful in the original funding of the pilots. They now refer to those original areas and the new ones yet to be created as Place Partners, in line with their new strategy which is focused on place-based working.
- 2.4 The next phase of the Place Pilot is called Accelerator and will build upon the work already explored; in Ribble Valley this will see the development of the Active Village theme for example, which has proved very successful in Dunsop Bridge and Slaidburn.

3. ISSUES

- 3.1 A standard agreement for TaAF funding is in place with Blackburn Council for all East Pennine districts including ourselves. It is proposed that the second phase of TaAF (Accelerator Phase) is covered through a variation to this agreement. The work is fully funded through Sport England and a summary of the expected spend agreed with Sport England is shown in Appendix 2
- 3.2 The deed of variation is attached at Appendix 3 for agreement by Committee.
- 3.3 The programme agreed with Sport England includes the appointment of an additional member of staff to co-ordinate the community and partner engagement to address long term health issues and oversee other aspects of the accelerator programme. This member of staff will be recruited to a fully funded fixed term post, until the end of 2025 and will co-ordinate delivery of the new work. This post has been evaluated and will be advertised according to our standard recruitment process.
- 3.4 There will also be a series of partner agreements with local deliverers in the Borough, in large part these will be people who are able to co-ordinate activities in Villages for

example, as part of the roll out of the Active Village theme. These will be secured using the Councils' established procurement process.

4 RISK ASSESSMENT

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

- Resources – The project plan is included in the agreement, and shows the work being undertaken is fully funded from the funding received.
- Technical, Environmental and Legal – Incorporated into the agreement appended.
- Political – No implications identified.
- Reputation – The work which has been carried out by and on behalf of the Council has all been funded and this has led to several successful initiatives which residents are benefiting from.
- Equality & Diversity – The ethos of the funding is to enable activity being available to all.

6 **RECOMMENDED THAT COMMITTEE**

6.1 Approve the Council entering into the deed of variation for phase 2 accelerator as outlined in this report.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

Appendices

Appendix 1- TaAF Agreement
Appendix 2 TaAF Deed of variation
Appendix 3 – TaAF Budget Outline
Appendix 4 – TaAF Project Accelerator Goals

BACKGROUND PAPERS – None

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

DATED

2023

BLACKBURN WITH DARWEN BOROUGH COUNCIL

- and -

RIBBLE VALLEY BOROUGH COUNCIL

LOCALITIES GRANT AGREEMENT

**IN RELATION TO THE LOCAL DELIVERY PILOT – TOGETHER AN ACTIVE FUTURE – PENNINE
LANCASHIRE**

CONFIDENTIAL

**LOCAL DELIVERY PILOT
LOCALITIES GRANT AGREEMENT**

DATE OF AGREEMENT:

2023

BETWEEN

- (1) **Blackburn with Darwen Borough Council**, a local Council, of Old Town Hall, King William Street, Blackburn 7DY (the "Lead Council"); and
- (2) **RIBBLE VALLEY Borough Council**, a local council, of Council Offices, Church Walk, Clitheroe, BB7 2RA (the "District Council")

BACKGROUND

The English Sports Council ("Sport England") has developed a programme to invest Lottery funding in selected grassroots projects that focus intensively on a specific local area. The core purpose of the investment is to identify innovative solutions to make it easier for people in these areas to access sport and physical activity.

The projects will look at how to break down the barriers that stop people getting active, such as poor transport, safety, cost and confidence. And they will encourage wider, collaborative partnerships which look at how all parts of a community can better work together to help the most inactive. This will include working with organisations beyond the sport sector such as voluntary groups, social enterprises, faith organisations and parenting groups.

Pennine Lancashire has been selected as one of the 12 Local Delivery Pilots (the "Pennine Lancashire LDP") and the Lead Council will act as the lead for the Pennine Lancashire LDP on behalf of the districts within Pennine Lancashire.

NAME AND BRIEF DESCRIPTION OF PILOT

Pennine Lancashire is made up of 6 Districts, Blackburn with Darwen, Burnley, Hyndburn, Pendle, Ribble Valley and Rossendale (each a "District" together the "Districts") and is home to over 530,000 residents. It is made up of industrial mill towns with a rural landscape and suffers significant health & wealth deprivation. Pennine Lancashire has significant areas of deprivation and significant levels of physical inactivity inequalities. It has some of the worst health outcomes in the country with life expectancies in Burnley, Hyndburn and Blackburn with Darwen all ranking in the bottom 20 of more than 350 local authorities. The Lead Council is the accountable body acting on behalf of the Districts to ensure successful delivery of the Pilot, acting always in the best interests of all the Districts. The Lead Council has entered into a Funding Agreement with Sport England (the "Funding Agreement") and has committed to entering into separate agreements with each District which shall be substantially based on the terms of the Funding Agreement and the Delivery Partner Terms. Any obligations contained within the Funding Agreement which shall be the responsibility of the District Council shall be passed down to the District Council into this Agreement.

The LDP - Together an Active Future ("**TaAF**") is positioned strategically within the Pennine Lancashire Health and Social Care Transformation Programme as a priority within the prevention strand. The Transformation programme represents a clear commitment to working strategically and differently across Pennine Lancashire to address health and activity challenges. Ambitious

outcomes are set out including reduction in demand for the Health & Social Care system, and more place and community-led approaches resulting in changes in how statutory organisations commission, evaluate and promote mental and physical wellbeing.

The LDP reflects alignment and a shared vision for the delivery of physical activity and sport which has not been seen previously across the Pennine population. The LDP aim of getting more people in Pennine Lancashire more active is seen as having a key role in the broader outcomes needed to transform the quality of life for people and communities. The focus in particular is on those with, or at risk of, mental well-being challenges.

This will be referred to as the "**Pilot**".

GRANT AWARD

Sport England has awarded a Pathfinder grant to the Lead Council on behalf of the Pennine Lancashire LDP. The maximum amount of the confirmed award is up to £3 million pounds. The grant is revenue funding with £3,000,000.00 (Three Million pounds) ("**Hard Commitment**")

The total confirmed award will be referred to as the "**Award**", which the Lead Council shall be responsible for distributing to the Districts, in accordance with Appendix 2 - Initial Project Plan. The total amount of the Award allocated to the District Council is £200,630 (Two hundred thousand, six hundred and thirty pounds) (the "Award Allocation")

DURATION OF AGREEMENT

The term of this Agreement will commence on the date of this Agreement and end on 31 March 2025 (the "**Term**"). If the term of the Funding Agreement is extended by Sport England then to ensure delivery of its obligations in its sole and absolute discretion the Lead Council may, by providing the same amount of notice (provided to it by Sport England under the Funding Agreement) to the District Council prior to 31 March 2025, extend the Term of this Agreement by up to twelve months.

AGREEMENT STRUCTURE

This Agreement comprises the previous page, this page and the following schedules:

Schedule 1 – Strategic Purpose

Schedule 2 – Delivery

Schedule 3 – Pilot Evaluation and Reporting

Schedule 4 – Payment of Award

Schedule 5 – General Terms

Appendix 1 – Outcomes

Appendix 2 – Initial Project Plan

Appendix 3 – Initial Cost Plan

Appendix 4 – Delivery Partner Terms

Appendix 5 – Part 1 - Taaf Local Delivery Governance Structure

Appendix 6 – Claim Form

The parties agree to this Agreement and have executed and delivered it as a deed on the date set out at the beginning of it.

THE COMMON SEAL of BLACKBURN)
WITH DARWEN BOROUGH COUNCIL was)
here unto Affixed in the presence of :-)

Authorised Officer:

No. in Seal Register

THE COMMON SEAL of the)
RIBBLE VALLEY BOROUGH COUNCIL was)
here unto Affixed in the presence of:

the Mayor

Chief Executive

SCHEDULE 1 – STRATEGIC PURPOSE

The "**Strategic Purpose**" of the Pilot is as follows:

- 1.1 Pennine Lancashire are one of the 12 Local Delivery Pilots in which Sport England is investing in to better understand how places can work to help people to be active in their community.
- 1.2 The LDP has a focus on inactive people with or at risk of mental wellbeing challenges and its aims are;
 - 1.2.1 Have more people more active in Pennine Lancashire
 - 1.2.2 Understand the true reasons why people are inactive
 - 1.2.3 Make it easier for people to be more active
 - 1.2.4 Deliver a learning pilot that is shaped by the people of Pennine Lancashire
 - 1.2.5 Ensure there are strong lasting physical activity opportunities
- 1.3 The Pilot's aims and long-term ambitions are underpinned by a clean and robust approach designed to really understand people, engage creatively, inspire partnerships and encourage involvement in social and physical activity – from doing nothing to something and something to more.
- 1.4 It is important that there is a consistent and recognisable approach for TaAF embedded across the Districts that make up Pennine Lancashire. Subsequently a culture and a set of behaviours have been developed which include the look, sounds and feel of TaAF and the use of Creative Engagement, which need to be fully embedded within the Pilot as it progresses.
- 1.5 A design framework and 9 design principles were developed, which have subsequently been used as the basis for the development and ultimately will inform the delivery of each workstream. The principles were designed to provide guidance, support and flexibility to ensure plans will make a difference. In doing so the principles have provided both the Core Team and Sport England with assurance that the aims and objectives of the pilot would be met. The 9 principles are as follows;
 - 1.5.1 Demonstrate how ideas, plans and projects will help inactive people
 - 1.5.2 Demonstrate involvement of local people in gaining insight and building solutions
 - 1.5.3 Demonstrate consideration of the diversity of the local community
 - 1.5.4 Demonstrate an understanding of what needs to be different to make a difference
 - 1.5.5 Willingness to be bold, try new things, and dare to be different
 - 1.5.6 Demonstrated collaborations and partnerships that strengthen local delivery and build sustainable capacity in the long term
 - 1.5.7 Demonstrate consideration of a whole system approach
 - 1.5.8 Participate in the test and learn approach
 - 1.5.9 Demonstrate sustainability going forwards

- 1.6 This work is co-ordinated through the roles listed at Appendix 5 Part 2 along with the LDP funded Core Team roles Locality plans are driven by identified Leads, through local network groups.
- 1.7 The Pennine Lancashire LDP will be delivered within the remit of the TaAF Local Delivery Governance Structure (the “Governance Arrangements”) – attached at Appendix 5 Part 1.

Schedule 2 – Delivery

2. DELIVERY

- 2.1 The Lead Council as accountable body is responsible for the distribution of the Award to the Districts. The Lead Council has overall responsibility as agreed under the Governance Arrangements for the delivery of the Pilot and shall monitor to ensure the Districts use the Award to achieve the Strategic Purpose and the outcomes set out in Appendix 1 (the "**Outcomes**"). The Lead Council shall distribute the Award in the sums set out in Appendix 2. The District Council must not spend or use any of the Award Allocation for any other purpose.
- 2.2 The District Council does not commit to achieving the Outcomes, and failure to achieve the Outcomes will not in itself be a breach of this Agreement. Nevertheless Sport England through the Funding Agreement will, on an ongoing basis during the Term, take achievement against the Outcomes into account in determining whether to continue funding the Award, which the Lead Council will need to report on. The Lead Council will monitor the District Councils achievement of the Outcomes every quarter at the Taaf Core Team meeting and every six months at the Pennine Lancashire Partnership Leaders Forum as set out in the Governance Arrangements.

3. PROJECT PLAN

- 3.1 In delivering the Pilot the District Council will draft and comply with a project plan, in a form approved by the Lead Council from time to time, setting out how the Award Allocation will be spent and the Delivery Partners that it wishes to engage (the "**Project Plan**"). The District Council will update the Lead Council at the TaAF Core Team meeting against the Project Plan. [The initial Project Plan is included in Appendix 2].
- 3.2 The District Council will keep the Project Plan under review on an ongoing basis and where appropriate will propose changes to it to reflect the development of the Pilot and what it has learned in delivering the Pilot. Each Pilot will have been allocated a Sport England Local Delivery Lead. The District Council will obtain the Sport England Local Delivery Leads approval for any significant changes to the Project Plan.
- 3.3 As a minimum the District Council will provide an updated draft of the Project Plan to the Lead Council at the same time as it provides each formal report as required by Schedule 3.
- 3.4 Under the Funding Agreement Sport England will act reasonably in deciding whether to approve or reject an updated draft Project Plan submitted by the Lead Council on behalf of the District Council. The Lead Council will amend the updated draft Project Plan on behalf of the District Council to reflect any reasonable comments that Sport England may have, and then re-submit to Sport England for approval (if requested by Sport England this process will be repeated). The Lead Council will share the iterations of the Project Plan with the District Council. The updated and approved Project Plan will then be returned to the District Council.

4. COST PLAN

- 4.1 In spending the Award Allocation the District Council will comply with a cost plan, in a form approved by the Lead Council from time to time, that sets out sufficient detail to enable the Lead Council to ascertain and report to Sport England on how the District Councils Award Allocation will be spent, including details of how much will be spent with each of the Delivery Partners (the "**Cost Plan**"). The initial Cost Plan is included in Appendix 3.

- 4.2 The District Council will be entitled to re-allocate expenditure from one line item on a Cost Plan to another line item (eg from one Delivery Partner to a different Delivery Partner) without the requirement for the Lead Council to obtain Sport England's approval before doing so, provided that:
- (a) the total re-allocated expenditure in any six month period does not exceed 20% of the total amount of approved expenditure for that period; and
 - (b) this will not entitle the District Council to re-allocate any expenditure to a category of expenditure that was not set out as a line item in an approved Cost Plan unless otherwise approved in advance by Sport England or the Sport England Local Delivery Lead.
- 4.3 Prior to making any minor variations to the Cost Plan, the District Council will need to obtain the agreement of the Sport England Local Delivery Lead in consultation with the Lead Council. This agreement must be in writing and can be via email correspondence.
- 4.4 At least 14 days prior to the end of each six month period during the Term the District Council will provide to the Lead Council for Sport England's approval:
- (a) a breakdown of amounts actually spent in that six month period, together with supporting evidence, reconciled against the Cost Plan for that period; and
 - (b) an updated draft of the Cost Plan covering the following six month period.
- 4.5 Under the terms of the Funding Agreement Sport England will act reasonably in deciding whether to approve or reject an updated draft Cost Plan. The District Council will amend the updated draft Cost Plan to reflect any reasonable comments that the Lead Council receive from Sport England, and then re-submit to the Lead Council for Sport England approval (if requested by Sport England and/or the Lead Council this process will be repeated).
- 4.6 The District Council will share the updated Cost Plan with the Lead Council at the Taaf Core Team Meeting and at the meeting of the Pennine Lancashire Partnership Leaders Forum.
5. **DELIVERY PARTNERS**
- 5.1 The District Council may use third parties to deliver the Pilot ("**Delivery Partners**"). The Delivery Partners that the District Council intends to use will be set out in the Project Plan and the amount of the Award Allocation to be spent through each Delivery Partner will be set out in the Cost Plan.
- 5.2 The District Council will ensure that it enters into a written contract with each Delivery Partner using the form of contract set out in Appendix 4 or any other form of contract that the Lead Council confirms has been approved by Sport England in writing.
- 5.3 The requirements of paragraphs 5.1 and 5.2 will not apply to:
- (a) any contract for the provision of goods or services which has an annual value of less than £25,000; or
 - (b) any contract with a professional service provider where the contract has been approved by Sport England,

provided that in either case the relevant contract must acknowledge that the District Council is using Lottery funding and otherwise comply with any applicable requirements of Schedule 5.

5.4 Except where expressly confirmed in writing by the Lead Council that Sport England have approved otherwise the District Council :

- (a) may only make payments of the Award to Delivery Partners, or counterparties to contracts referred to in paragraph 5.3, as payment for the provision of services or goods; and
- (b) will not otherwise use the Award to make any grant, distribution, award, gift, loan or other payment to a Delivery Partner or any other person.

If Sport England does give its approval to the Lead Council under this paragraph 5.4, the District Council will comply with any conditions that Sport England stipulates at the time.

6. LOCAL DELIVERY PILOT PERSONNEL

The District Council will from time to time notify the Lead Council of the personnel that it will use to deliver the Pilot. The initial personnel are set out in Appendix 5. The District council will inform the Lead Council in respect of any change in personnel for any senior leadership and decision-making posts, and other such roles that Sport England notifies to the Lead Council as critical from time to time and will obtain the Lead Councils involvement in any replacement personnel that the District Council proposes to appoint in any of the roles that are identified in Appendix 5 as "critical". The positions listed at Appendix 5 may be amended following Sport England's approval of the locality plan relating to Ribble Valley.

7. INTERACTION WITH SPORT ENGLAND AND THE LEAD COUNCIL

7.1 The Lead Council will from time to time notify the District Council of the names and contact details of the Lead Council and Sport England personnel who should be contacted in connection with different aspects of the Pilot and this Agreement including:

- (a) the personnel that will undertake the roles referred to in Schedule 3;
- (b) the personnel authorised to give approvals that are required under this Agreement; and
- (c) the address to which formal notices must be sent (unless notified otherwise this will be: Head of Legal Services ,Blackburn with Darwen Borough Council, Town Hall, King William Street, Blackburn, BB1 7DY.

7.2 In order for an approval from Sport England to have been validly given to the Lead Council where required under this Agreement, which the District Council wish to rely on, it must have been confirmed in writing (which may be by email) by an authorised representative of Sport England.

SCHEDULE 3 – PILOT EVALUATION AND REPORTING

1. SPORT ENGLAND GENERAL EVALUATION FRAMEWORK

The Lead Council will use Sport England's general evaluation framework, as updated from time to time, to evaluate the Pilot throughout the Term. The general evaluation framework is available at <https://evaluationframework.sportengland.org/> or any other url(s) that Sport England notifies to the Lead Council from time to time. The District Council will comply with the same general evaluation framework.

2. SPECIFIC EVALUATION FRAMEWORK

- 2.1 In consultation with Sport England the Lead Council will develop, and keep up-to-date, an evaluation framework that is specific to the Pilot, including a methodology for measuring achievement against the Strategic Purpose, the Outcomes and the Project Plan. The Lead Council must use one or more independent evaluators to develop or update this specific evaluation framework.
- 2.2 The Lead Council will obtain Sport England's approval for the specific evaluation framework and any updates to it (the approved version being the "**Specific Evaluation Framework**"), and will make any changes to it that Sport England reasonably requests from time to time.
- 2.3 The Lead Council will use the Specific Evaluation Framework to evaluate the Pilot. The District Council will comply with the Specific Evaluation Framework.

3. ONGOING INVOLVEMENT AND FEEDBACK

- 3.1 The Lead Council will ensure that Sport England is kept fully informed of the progress of the Pilot throughout the Term, and the District Council will support the Lead Council by providing any information needed to update on the progress of the District Councils projects. This will include, on an ongoing basis:
 - (a) cooperating with Sport England's representatives and enabling them to visit and operate from the District Councils premises and other premises or sites used in the delivery of the Pilot;
 - (b) briefing, both pro-actively and upon request, Sport England's representatives on the progress of the Pilot; and
 - (c) pro-actively providing to Sport England any material information, and providing any other information as agreed with, or reasonably requested by, Sport England.
- 3.2 The Lead Council will have control of the conduct and delivery of the Pilot, but will take reasonable account of any comments and feedback given by Sport England. The District Council will support the Lead Council in ensuring that all information needed from the District Council to allow the Lead Council to comply with the relevant obligations under the Funding Agreement in this clause 3 shall be provided in a reasonable and timely manner.

4. FORMAL REPORTING AND ASSESSMENT

- 4.1 At the end of April and again at the end of September in each year during the Term the Lead Council is required to deliver to Sport England a formal report giving details of the process learning arising from the Pilot. Annually from the date on which the baseline measures for the Pilot are agreed by Sport England, the Lead Council will deliver to Sport England a formal report on the impacts that the Pilot has had. Each formal report will include an assessment of the achievement against the Outcomes and will use both Sport England's general evaluation framework and the Specific Evaluation Framework. In

addition the Lead Council will deliver a report at the end of the Term which gives details of the process learning and impacts arising from the Pilot, as well as the overall conclusions that the Lead Council has drawn from the Pilot. The District Council will provide the Lead council with the necessary information in a reasonable and timely manner to enable the Lead Council to discharge its obligations under this Clause 4 and the Funding Agreement.

- 4.2 The District Council will provide the necessary information required by the Lead Council under Clause 4.1 at least every quarter at the Taaf Core Team Meeting and this shall be reported by the Lead Council on a six monthly basis at the Pennine Lancashire Partnership Leaders Forum.
- 4.3 Following delivery of each formal report, the Lead Council and at least one member of Sport England's Board or Executive Team, or a different Sport England representative, will meet with the District Council to discuss the report and the progress of the Pilot more generally. If requested by Sport England this meeting may take place in conjunction with a visit to one of the local sites used in the delivery of the Pilot. Each formal report, together with the subsequent discussions and visits, will together be referred to as the "**Formal Evaluation**".

SCHEDULE 4 – PAYMENT OF AWARD

5. PAYMENT OF AWARD

- 5.1 Sport England will pay the Award to the Lead Council in accordance with, and subject to, the terms of the Funding Agreement. The Lead Council will pay the Award Allocation to the District Councils in accordance with, and subject to, the terms of this Agreement.
- 5.2 Amounts that are described in the Funding Agreement as having been awarded "in-principle" will not be part of the Award (and so Sport England will not be obliged to pay them) unless Sport England confirms them by providing notice in writing to the Lead Council. If Sport England increases the Award, the Lead Council will apportion the Award in accordance with the Investment Framework approved and agreed by the Pennine Lancashire Partnership Leaders Forum and their decision will be final in deciding whether to increase the amount of Award Allocation to the District Council.

6. DRAWDOWN

- 6.1 The Award will be available for drawdown by the Lead Council during the period commencing on the date of the Funding Agreement and ending on 31 March 2024 or such later date as Sport England may approve in its sole and absolute discretion under the Funding Agreement (the "**Drawdown Period**"). The District Council will be able to drawdown its Award Allocation during the Drawdown Period. The Lead Council and/or the District Council will not be entitled to any further payments after the end of the Drawdown Period, even if the Award limits have not been reached.
- 6.2 In order to draw down the Award Allocation from the Lead Council, the District Council will deliver a claim form, in the form set out in Appendix 6, setting out a request for payment of part of the Award Allocation (the "**Claim Form**").
- 6.3 The District Council may only submit a Claim Form in respect of a Cost Plan that has been approved by Sport England and confirmed to the Lead Council in accordance with Schedule 2. The amount requested will be the amount set out in the relevant approved Cost Plan for expenditure in the following six month period, less any amounts that have already been paid by Sport England but not spent by the District Council in the preceding six month period.

7. CONDITIONS TO PAYMENT

- 7.1 The Lead Councils obligation to pay the Award Allocation to the District Council is subject to:
- (a) Receipt of the Award from Sport England; and
 - (b) its approval of a Cost Plan for the period for which payment is requested by the Lead Council; and
 - (c) Sport England being satisfied with the progress of the Pilot following each Formal Evaluation, taking into account achievement against the Strategic Purpose and the Outcomes.
- 7.2 The District Council will not make any binding commitment to pay Delivery Partners, or any other binding commitment to pay a third party, unless the relevant amount has been included in a Cost Plan that has been approved by Sport England and issued to the District Council via the Lead Council.

SCHEDULE 5 – GENERAL TERMS

8. GENERAL CONDITIONS

- 8.1 The District Council will undertake the Pilot diligently and in good faith, and will comply with all applicable laws in connection with the Pilot.
- 8.2 The District Council shall ensure that it has an appropriate equality policy, and if the Pilot involves work with children, young people and/or adults at risk it must also have an appropriate safeguarding policy and procedure. The District Council will also obtain all approvals and licences and any profile checks required by law or by Sport England from time to time. The District Council shall procure that any Delivery Partner and/or third party organisation that is carrying out services related to the Pilot and/or managing the Pilot complies with the obligations in clause 8.1 and this clause 8.2, and shall provide the District Council with a copy of its equality and/or safeguarding policy.
- 8.3 The District Council will at all times maintain and operate a conflict of interest policy that is appropriate for an organisation that is receiving, using and dispensing public funds, such policy to include provisions ensuring that in reaching decisions, the members of the relevant decision-making committee or body of the District Council are not placed in a position where their personal interests might differ from those of the Applicant. The District Council will provide a copy of that policy to the Lead Council upon demand.
- 8.4 The District Council shall comply with Sport England's "A Code for Sports Governance (https://www.sportengland.org/media/11193/a_code_for_sports_governance.pdf)" insofar as it applies to the District Council. The District Council must progress and achieve the requirements of the action plan agreed between the Lead Council and Sport England setting out the actions, steps required and timescales for compliance with the "A Code for Sports Governance". If the District Council fails to achieve the requirements of its Governance Action Plan, it will be deemed to be in material breach of this Agreement.
- 8.5 The District Council will ensure that there is no promotion, advertising, sponsorship, merchandising or sale of tobacco based products, whether by the District Council or any other person, in connection with the Pilot.
- 8.6 The District Council will acknowledge the Award publicly as reasonably requested by Sport England, including using the Sport England and/or National Lottery logos in such manner as Sport England may reasonably direct and engaging in publicity events. As and where appropriate, the District Council must use social media to acknowledge the investment by Sport England and the National Lottery using the appropriate handles. Guidance on this use of social media can be found at <https://brandtoolkit.sportengland.org/social-media/>.
- 8.7 The District Council recognises and will continue to recognise the contribution made by Sport England and the Award to the Pilot and to the implementation of the Pilot as reasonably required by Sport England. The District Council will acknowledge the Award in its annual report and, where related to the Award, in media interviews, press releases, on social media (including above and below the line advertising, twitter and facebook), at events or competitions and in publications including promotional material, and on-line publications. The guiding principle shall be to give appropriate and proportionate credit to the Award as an investment in the Pilot.
- 8.8 As and where appropriate, the District Council must feature the Sport England logo on all major publications and marketing materials including the Applicant's websites. If Lottery funding is used to partly or totally produce any such publications or marketing materials then the Sport England/National Lottery logo must be used instead of the Sport England

logo. Guidance on the use of these logos can be found at <http://brandtoolkit.sportengland.org/>.

- 8.9 Sport England warrants that Sport England or the National Lottery Commission (as applicable) has all rights and authorities required to license the District Councils use or display of the logos as described in clause 8.8.

9. **DATA**

- 9.1 The requirements of this clause are in addition to the reporting and evaluation requirements set out in Schedule 3.

- 9.2 The District Council will cooperate and collaborate with the Lead Council, Sport England, the Open Data Institute and other sports bodies in the development, adoption and maintenance of data standards for the collection of sports data. As and when reasonably required by Sport England and the Lead Council, the District Council will provide Sport England with data generated through the Pilot which can be used to support any Sport England and sector wide projects (such as the Sport England Data Hub) which are designed to help members of the public search for, book and play sports and, among other things, help Sport England and the Lead Council obtain a greater insight into the patterns of consumption of various sporting offers. For the avoidance of doubt, the District Council is not obliged to provide any data where doing so would result in the District Council breaching any Data Protection Laws.

- 9.3 The District Council will work with the Lead Council to agree a protocol on the sharing of data generated through the Pilot to help produce insight into consumer preferences.

- 9.4 The District Council will ensure that in undertaking the Pilot it will comply with all applicable laws and regulations relating to data protection, privacy and security, including the Data Protection Act 2018, the GDPR, the Privacy and Electronic Communications (EC Directive) Regulations 2003, SI 2003/2426, Directive 2002/58/EC and any successor legislation, as implemented in the United Kingdom (the "**Data Protection Laws**"). Without prejudice to the generality of the preceding sentence, the District Council will ensure that it has in place appropriate and compliant data processing agreements with any relevant third party, including Delivery Partners.

- 9.5 The District Council will not provide any personal data (as defined in the Data Protection Laws) to the Lead Council. Consequently, the District Council will ensure that any data that it provides to the Lead Council as part of its reporting or other obligations has, if applicable, been anonymized to such an extent that it does not constitute personal data.

10. **WARRANTIES**

- 10.1 On the date of this Agreement the District Council warrants and represents to the Lead Council that:

- (a) the District Council is legally entitled to enter into this Agreement and undertake the Pilot, and entry into this Agreement and performance of the Pilot will not infringe any applicable laws or any rights of a third party
- (b) the District Council has not breached any applicable laws in connection with the entry into or performance of this Agreement;
- (c) the District Council is not aware of any fact or information which has not been disclosed to the Lead Council and which would reasonably be expected to be material to Sport England making available the Award for the Pilot; and

- (d) all of the information that the District Council has provided (or which has been provided on behalf of the District Council) to the Lead Council for submission to Sport England is complete and accurate in all material respects.
- 10.2 Each of the warranties and representations set out in clause 10.1 will be deemed to be repeated each time that the District Council submits a Claim Form to the Lead Council for issue to Sport England.
- 11. **VAT AND AVAILABILITY OF LOTTERY FUNDING**
 - 11.1 The Award does not represent consideration for a taxable supply to Sport England and is therefore not subject to Value Added Tax ("VAT"). If HM Revenue and Customs rules that VAT is payable, then the amount of the Award payable by Sport England will be deemed to be inclusive of VAT. The District Council acknowledges that Sport England will not be obliged to make any further payment in addition to the Award in respect of any VAT.
 - 11.2 The Lead Council will not be obliged to make payment of the Award Allocation to the District Council if there are insufficient Lottery Funds for the Award made available by Sport England to the Lead Council.
- 12. **CLAWBACK AND TERMINATION**
 - 12.1 The District Council will repay such amount as the Lead Council may reasonably determine, up to a maximum amount equal to the amount of the Award Allocation that has been drawn down by the Lead Council and paid to the District Council, if any of the following (each a "**Clawback Event**") occurs:
 - (a) the District Council breaches any of the terms of this Agreement;
 - (b) the District Council or any of its personnel has committed an offence under the Bribery Act 2010 in connection with the Pilot;
 - (c) any of the following occurs in relation to the District Council:
 - (i) the District Council suspending, or threatening to suspend, payment of its debts, or being unable to pay its debts as they fall due or admitting inability to pay its debts, or being deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
 - (ii) the District Council commencing negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or making a proposal for or entering into any compromise or arrangement with its creditors other than for the sole purpose of a scheme for a solvent amalgamation of the District Council with one or more other companies or the solvent reconstruction of the District Council;
 - (iii) a petition being filed, a notice being given, a resolution being passed, or an order being made, for or in connection with the winding up of the District Council other than for the sole purpose of a scheme for a solvent amalgamation of that other party with one or more other companies or the solvent reconstruction of the District Council.
 - (iv) an application being made to court, or an order being made, for the appointment of an administrator, or notice of intention to appoint an administrator being given or an administrator being appointed, over the District Council;

- (v) the holder of a qualifying floating charge over the assets the District Council becoming entitled to appoint or has appointed an administrative receiver;
 - (vi) a person becomes entitled to appoint a receiver over the assets of the District Council or a receiver being appointed over the assets of the Applicant;
 - (vii) a creditor or encumbrancer of the District Council attaching or taking possession of, or a distress, execution, sequestration or other such process being levied or enforced on or sued against, the whole or any part of the District Council's assets;
- (d) any of the Award has been used for a purpose other than the Strategic Purpose;
 - (e) there is any change in ownership or control of the District Council or any material change in its membership, organisation, constitution or activities, either of which Sport England at its sole discretion believes materially impacts on the District Councils ability to achieve the Strategic Purpose or its suitability to receive Lottery funding;
 - (f) Sport England and the Lead Council, acting reasonably, believes that the Strategic Purpose is unlikely to be fulfilled; or
 - (g) the District Council provided any information to the Lead Council (which was then passed onto Sport England) dishonestly or in a way which was materially misleading.

12.2 the Lead Council may, in its absolute and sole discretion, terminate this Agreement at any time if:

- (a) following a Formal Evaluation by Sport England it is determined that the Pilot has not made sufficient progress in achieving the Strategic Purpose and the Outcomes, or is otherwise no longer suitable for Lottery funding;
- (b) Sport England does not have available adequate money from the National Lottery to enable it to pay the Award to the Lead Council;
- (c) either the Lead Council or the District Council is legally prevented from performing this Agreement; or
- (d) a Clawback Event occurs.

12.3 Following the end of the Term or termination of this Agreement for any reason:

- (a) the Lead Council will have no further obligation to make any payment of the Award Allocation to the District Council;
- (b) the District Council will, except where approved otherwise by Sport England, repay to Sport England via the Lead Council any part of the Award Allocation that Sport England has paid to the Lead Council and which the Lead Council has issued to the District Council, which the District Council has not spent; and
- (c) the reporting obligations set out in paragraph 3 of Schedule 3 and the following clauses of this Schedule 5 will continue to have effect: 9, 11, 12, 13, 14, 15, 16 and 17.

13. LIABILITY

To the extent permitted by law:

- (a) the Lead Council will not have any liability to the District Council in respect of any advice, statement or comments made by Sport England or its personnel in connection with the Pilot;
- (b) the extent of the Lead Councils liability under or in connection with this Deed (including for negligence) is limited to its obligation to pay the Award Allocation in accordance with the provisions of this Deed; and
- (c) the District Council will indemnify and keep indemnified the Lead Council in respect of any losses incurred by Lead Council in connection with any claim made by a third party in connection with the Pilot, except to the extent that the losses arise from the Lead Councils' negligence or breach of contract.

14. RECORDS AND AUDIT

- 14.1 The District Council shall, throughout the Term and for at least three years following the end of the Term, maintain full accounts, books and records relating to the Pilot, including details of all expenditure of the Award. The District Council shall supply to the Lead Council such financial or other information and records as Sport England may reasonably require from time to time in respect of the Districts Councils delivery of the Pilot.
- 14.2 During the Term and for two years following the end of the Term (or such longer period as may be required by applicable law), the District Council will enable Sport England and its authorised representative(s), nominee(s) or external auditors (including, without limitation, the Comptroller and Auditor General and the National Audit Office and the Parliamentary Health and Service Ombudsman) to access, upon not less than seven (7) days' written notice, the offices of the District Council and/or its affiliates and/or the Delivery Partners, for the purpose of inspecting the books and records of the District Council (and of any such affiliate or Delivery Partner) that relate to the use of the Award and delivery of the Pilot, including (without limitation) the accounts and financial records referred to at clause 14.1 above, and take copies of the same.
- 14.3 If Sport England and/ or the Lead Council has a reasonable concern that the District Council has acted fraudulently or otherwise engaged in any illegal or inappropriate conduct in connection with the Pilot, then the time limits set out in Clause 14.2 will not apply.

15. CONFIDENTIALITY AND FREEDOM OF INFORMATION

- 15.1 Subject to the following provisions of this clause 15 neither party will, without the other party's prior written consent, disclose any confidential information relating to the other party which it learns as a consequence of entering into or performing this Agreement or delivering the Pilot.
- 15.2 The limitations in clause on disclosure in clause 15.1 will not apply to information disclosed by either party pursuant to:
 - (a) the requirements of a governmental authority or judicial order or legal requirement e.g. disclosure required under the Freedom of Information Act 2000 ("**FOI Act**"), provided that, to the extent reasonably practicable, a party consults with the other party before disclosing any information pursuant to this clause (a); or
 - (b) information already in the public domain (otherwise than as a result of a breach of confidence by a party).

- 15.3 The parties acknowledge and agree that the parties are each a public authority and as such may be subject to certain statutory or other obligations to permit access to information held by the parties (or by the Lead Council on Sport England's behalf). Such information may extend to the contents of this Agreement and other documents and information relating to it. The Parties will without charge promptly provide all such assistance to each other as may reasonably be required in order that each party may comply with lawful and proper requests for access to documents and information held by one party on the others behalf.

16. MISCELLANEOUS

- 16.1 If any provision of this Agreement is held to be illegal, invalid or unenforceable in whole or in part the remainder of this Agreement will continue to be valid and enforceable.
- 16.2 Any notice required by this Agreement to be given by either party to the other shall be in writing and shall be served personally, or by sending it by registered post or recorded delivery to the appropriate address, or email address notified to each other as set out in this Agreement. Any notice from one party to the other not in writing shall have no validity under the Agreement.
- 16.3 Neither Party may assign, novate or otherwise transfer any of its rights, obligations or liabilities under this Agreement to any person.
- 16.4 Neither this Agreement nor the Award Allocation nor the activities conducted by the parties in connection with this Agreement will constitute a partnership between the Lead Council and the District Council, or constitute either the Lead Council or the District Council as the other's agent.
- 16.5 Subject to clause 16.6, this Agreement (together with the documents referred to in it) represents the entire agreement between the parties and supersedes all prior agreements, understandings or arrangements (both written and oral) relating to the subject matter of this Agreement.
- 16.6 Nothing in this Agreement limits or excludes any liability for fraud or any other liability which cannot be limited or excluded by law.
- 16.7 No failure or delay in exercising rights under these terms and conditions shall operate as a waiver of such rights. Any variation to this Agreement must be in writing and signed by an authorised representative of each party.
- 16.8 No person other than a party may enforce or rely on this Agreement for the purposes of the Contract (Rights of Third Parties) Act 1999.
- 16.9 This Agreement, and all non-contractual matters arising in connection with this Agreement, will be governed by English law. The courts of England have exclusive jurisdiction over any disputes arising in connection with the Award and this Agreement.

17. INTERPRETATION

- 17.1 The words "including" and "in particular" and any similar words or expressions are by way of illustration and emphasis only and do not operate to limit the generality or extent of any other words or expressions.
- 17.2 Any covenant by the District Council not to do an act or thing shall be deemed to include an obligation not to permit or suffer such act or thing to be done by another person.
- 17.3 The following defined terms are set out in the following places in this Agreement:

DEFINED TERM	LOCATION OF DEFINITION
"Award Allocation"	Third page of this document
"Award"	Third page of this document
"Claim Form"	Page 13 of this document
"Clawback Event"	Schedule 5, clause 12.1
"Cost Plan"	Schedule 2, paragraph 4.1
"Data Protection Laws"	Schedule 5, clause 9.4
"Delivery Partners"	Schedule 2, paragraph 5.1
"Districts"	Second page of this document
"District Council"	Second page of this document
"Drawdown Period"	Page 13 of this document
"FOI Act"	Schedule 5, clause 15.2(a)
"Formal Evaluation"	Schedule 3, paragraph 3.12
"Funding Agreement"	Second page of this document
"Governance Arrangements"	Seventh page of this document
"Hard Commitment"	Third page of this document
"In-Principle"	Third page of this document
"Outcomes"	Schedule 2, paragraph 2.1
"Pennine Lancashire LDP"	Second page of this document
"Pilot"	Second page of this document
"Project Plan"	Schedule 2, paragraph 3.1
"Specific Evaluation Framework"	Schedule 3, paragraph 1.2
"Sport England"	First page of this document
"Strategic Purpose"	Schedule 1
"TaAF"	First page of this document
"Term"	Second page of this document

APPENDIX 1 – OUTCOMES

The pilot aims to deliver against the following outcomes, which will be measured and evaluated by Lancaster University, which as a university with a research focus, will follow its own framework and protocols.

There are four Pilot Ambitions:

- 1) Understand People
- 2) Engage Creatively
- 3) Inspire Partnerships
- 4) Encourage Activity

APPENDIX 2 – INITIAL PROJECT PLAN

<p>Qtr 1/Qtr 2 2020/21</p> <ul style="list-style-type: none"> ☐ Submit Pathfinder to Sport England ☐ Job descriptions agreed and roles advertised / shared ☐ Appointments made ☐ Specific events and time spent with public and partners for identified workstreams 			
Qtr 1 / 2 2020/21	Qtr 3 / 4 2020/21	Qtr 1 / Qtr 2 2021/22	Qtr 3/ 4 2021/22
<p>Submit Pathfinder plan</p> <p>JDs agreed & roles advertised</p> <p>Appointments made</p> <p>Specific events with partners & public</p>	<p>Specific events with partners & public</p> <p>Gaining insight in specific areas</p> <p>Gathering ideas and co-creating</p> <p>Identifying key local lead organisations to progress work-streams</p>	<p>Test & learn projects designed together</p> <p>Identify key people / partners to appoint for delivery of solutions</p> <p>Delivery of test and learn projects</p>	<p>Delivery of test and learn projects</p> <p>Ongoing evaluation</p> <p>Ongoing assessment and decision to continue / stop / change for success</p> <p>Look for future projects, further</p>

APPENDIX 3 – INITIAL COST PLAN

RIBBLE-VALLEY FINANCIAL BREAKDOWN

EXPENDITURE			
Staffing Salaries incl on costs (please state post title)	2019/20	2020/21	2021/22
Mental Health		£25,000	£25,158
Rural isolation		£25,000	£25,158
<i>Aging population</i>		£25,000	£25,157
Deprived neighbourhoods		£25,000	£25,157
Active Lifestyle Hub for Pennine Lancashire		£22,292	
TOTAL EXPENDITURE	£0	£122,292	£100,630
Cumulative Total Expenditure	£0	£122,292	£222,922

* INCLUDES £22,292 FROM THE LOTTERY FUNDING AGREEMENT

APPENDIX 4 – DELIVERY PARTNER TERMS

DELIVERY PARTNER – LETTER OF APPOINTMENT

DATE OF AGREEMENT [INSERT DATE] BETWEEN:

- (1) **[INSERT FUNDER NAME]** a **[INSERT LEGAL ENTITY TYPE]** with registration number **[Insert]** of **[Address]** (the "**Funder**"); and
- (2) **[INSERT DELIVERY PARTNER NAME]**, a **[INSERT LEGAL ENTITY TYPE]** with registration number **[Insert]** of **[Address]** (the "**Delivery Partner**").

BACKGROUND:

The Funder has received lottery funding from Sport England to invest in selected grassroots projects that focus intensively on a specific local area. The core purpose of the investment is to deliver projects that make it easier for people in these areas to access sport and physical activity. In particular, the projects will look at how to break down the barriers that stop people getting active, such as poor transport, safety, cost and confidence.

The Funder has selected the Delivery Partner to deliver one of these projects.

PROJECT

The Delivery Partner will deliver the project described in Annex 1 (the "**Project**") and endeavour to achieve the outcomes listed in Annex 1 (the "**Outcomes**").

FUNDS

The Delivery Partner has applied for and the Funder has agreed to fund the Project in accordance with the provisions of this Agreement up to an amount not exceeding: £**[INSERT AMOUNT]** (the "**Funds**" or "**Funding**").

DURATION OF AGREEMENT

This Agreement commences on the date of this Agreement and ends on the earlier of completion of the Project or **[INSERT DATE]** (the "**Term**").

AGREEMENT STRUCTURE

This Agreement comprises:

1. this Letter of Appointment;
2. Annex 1 – Project Details
3. Annex 2 – Project Plan
4. Annex 3 – Cost Plan
5. Annex 4 – Project Evaluation and Reporting

6. Annex 5 – General Terms

This Agreement has been entered into on the date stated at the beginning of this document.

SIGNED for and on behalf of the **FUNDER**:

.....
Signature

.....
Print name

.....
Title

SIGNED for and on behalf of the **DELIVERY PARTNER**:

.....
Signature

.....
Print name

.....
Title

ANNEX 1 – PROJECT DETAILS

[**DRAFTING NOTE:** The purpose of this Annex is to record key Project details.]

1. Project Description:

2. This is a place based collaborative approach to increasing levels of physical activity. Organisations from across the Ribble Valley will work in partnership to think and work differently together to create sustainable changes that support people to move from doing nothing to something and something to more. **Project Outcomes:**

To learn and share insight from the collaborative system changes processes that are tested.

To combine learning across wider Pennine partners to identify sustainable, system wide changes that reduce inequalities and have a beneficial impact on the health and wellbeing of people in the Ribble Valley and Pennine Lancashire.

3. Delivery Partner Representative:

Appropriate delivery partners will be identified throughout the pilot

4. Subcontractors:

5. If appropriate and required sub-contractors will be identified throughout the pilot **Delivery Partner Personnel:**

Partners will be identified throughout the course of the project and may change dependent on the phase and focus of work-stream delivery

6. Project Premises:

The pilot takes a place based approach and therefore initiatives and programmes will be delivered at venues and locations throughout the borough of Ribble Valley to best meet the needs of local communities

ANNEX 2 – PROJECT PLAN

[DRAFTING NOTE: Insert a copy of the agreed version of the Project Plan. The Project Plan should include: the Project Start Date; Project End Date; Tasks; Milestones; and, any dependencies on the Funder.]

The plans for Ribble Valley have been subject to a number of review sessions with the TaAF Core Team and Sport England Pilot Manager. Assurance can therefore be given that the plans submitted are in line with the LDP ethos, reflect the TaAF approach and has focused its development and delivery around the TaAF Design Principles.

Key themes

Engagement resulted in 4 emerging challenges being identified:

- Deprived Neighbourhoods
- Mental health
- Rural isolation
- Ageing population

Marrying these challenges with the demographic data and further insight has subsequently resulted in the identification of 4 workstreams:

Connecting through schools - Explore the attitudes to and participation in physical activity amongst school children and their families. Particularly focusing on children identified as inactive. Seen as a way of reaching families living in deprived areas and more likely to be not currently active.

Supporting people with mental wellbeing challenges - Explore what can be done to increase physical activity levels amongst people with mental wellbeing challenges and currently accessing other support services.

Rural impact and relationships with physical activity - Learn about the effects of rural isolation on older people and isolated communities and how it impacts on physical activity levels.

Creating a connection between partners - Bringing partners together to enable greater connectivity, support and sharing - addressing the fact that there are partners who are often isolated as well and need more support to connect.

ANNEX 3 – COST PLAN

[DRAFTING NOTE: Insert a copy of the agreed version of the Cost Plan. The Cost Plan should include a breakdown of anticipated costs and expenses together with details of the Charges; Milestones; and, Milestone Success Criteria.]

Resource allocation

The allocation of £200,630 will be used to provide sufficient and relevant capacity within Ribble Valley and will also be allocated across the workstreams for test and learn interventions (this may change as interventions are identified).

ANNEX 4 – PROJECT EVALUATION AND REPORTING

1. Evaluation Framework

- 1.1 In consultation with the Funder, the Delivery Partner will develop, and keep up-to-date, an evaluation framework that is specific to the Project, including a methodology for measuring achievement against the Outcomes and the Project Plan.
- 1.2 The Delivery Partner will obtain the Funder's approval for the evaluation framework and any updates to it (the approved version being the "**Evaluation Framework**"), and will make any changes to it that the Funder reasonably requests from time to time.
- 1.3 The Delivery Partner will use the Evaluation Framework to evaluate the Project.

2. Ongoing Involvement and Feedback

- 2.1 The Delivery Partner will ensure that the Funder is kept fully informed of the progress of the Project throughout the Term. This will include, on an ongoing basis:
 - (a) allowing the Funder's representatives to visit and operate from the Delivery Partner's premises and other premises or sites used in the delivery of the Project;
 - (b) briefing, both pro-actively and upon request, the Funder's representatives on the progress of the Project; and
 - (c) pro-actively providing to the Funder any material information, and providing any other information as agreed with, or reasonably requested by, the Funder.
- 2.2 The Delivery Partner will have control of the conduct and delivery of the Project, but will take reasonable account of any comments and feedback given by the Funder.

3. Formal Reports and Assessment

- 3.1 The Delivery Partner will deliver to the Funder a report on the progress of the Project against the Project Plan:
 - (a) within 5 days of the end of each April during the Term;
 - (b) within 5 days of the end of each September during the Term; and
 - (c) within 5days of the expiry or earlier termination of the Agreement,(each a "**Formal Report**").
- 3.2 Each Formal Report will include an assessment of the achievement against the Outcomes and will use the Evaluation Framework. The Formal Report submitted at the end of the Term will also set out the conclusions that the Delivery Partner has drawn from the Project.
- 3.3 The Delivery Partner and the Funder will meet following the delivery of each Formal Report to discuss the report and the progress of the Project more generally. If requested by the Funder this meeting may take place in conjunction with a visit to one of the local sites used in the delivery of the Project. Each formal report, together with the subsequent discussions and visits, will together be referred to as the "**Formal Evaluation**".

ANNEX 5 – GENERAL TERMS

1. Interpretation

In this Agreement:

"Brand Guidelines" means each of the Funder Brand Guidelines, the National Lottery Brand Guidelines and the Sport England Brand Guidelines;

"Clawback Event" has the meaning given to it in clause 12.1;

"Charges" means the amounts payable by the Funder to the Delivery Partner for provision of the Services as set out in the Cost Plan;

"Cost Plan" document which the Delivery Partner is required to prepare and maintain in accordance with clause 4, the initial version of which is set out in Annex 2 (Project Plan) to the Letter of Appointment;

"Contracts Finder" the Government's publishing portal for public sector procurement opportunities;

"Data Protection Laws" means all applicable laws and regulations relating to data protection, privacy and security, including the Data Protection Act 2018, the GDPR, the Privacy and Electronic Communications (EC Directive) Regulations 2003, SI 2003/2426, Directive 2002/58/EC;

"Evaluation Framework" has the meaning given to it in Annex 4 (Project Evaluation and Reporting); and

"Fund" has the meaning given to it in the Letter of Appointment;

"FOI Act" has the meaning given to it in clause 15.2(a);

"Formal Evaluation" has the meaning given to it in Annex 4 (Project Evaluation and Reporting);

"Formal Report" has the meaning given to it in Annex 4 (Project Evaluation and Reporting);

"Funder Brand Guidelines" means the guidelines, instructions and restrictions relating to the use of the Funder Marks (if any) as may be supplied by the Funder to the Delivery Partner from time to time;

"Funder Marks" means the marks (if any) set out in Item 6 of Schedule 1 (Contract Details);

"Marks" means the Funder Marks (if any), the National Lottery Marks (if any) and the Sport England Marks (if any);

"Milestone" means an event or task described as such in the Project Plan and/or the Cost Plan;

"Milestone Date" means the date specified in the Project Plan and/or the Cost Plan (as applicable) for achievement of the Milestone;

"Milestone Success Certificate" means the certificate to be issued by the Funder to the Delivery Partner when the Delivery Partner has achieved a Milestone;

"Milestone Success Criteria" means criteria set out in the Project Plan and/or the Cost Plan (as applicable) being the criteria which must be satisfied in order for the relevant Milestone to be achieved;

"National Lottery Brand Guidelines" means the guidelines, instructions and restrictions relating to the use of the National Lottery Marks as may be supplied by the Funder to the Delivery Partner from time to time, such guidelines include <https://www.tnlcommunityfund.org.uk/funding/funding-guidance/managing-your-funding/grant-acknowledgement-and-logos> which may be updated from time to time;

"National Lottery Marks" means the marks (if any) set out in Item 5 of Schedule 1 (Contract Details);

"Outcomes" means the outcomes set out in Schedule 1 (Project Details);

"Permitted Purpose" has the meaning given to it in clause 8.3;

"Project" has the meaning given to it in the Letter of Appointment;

"Project Plan" is the document which the Delivery Partner is required to prepare and maintain in accordance with clause 3, the initial version of which is set out in Annex 2 (Project Plan) to the Letter of Appointment;

"Services" has the meaning given to it in clause 2.1;

"Sport England Brand Guidelines" means the guidelines, instructions and restrictions relating to the use of the Sport England Marks as may be supplied by the Funder to the Delivery Partner from time to time, such guidelines include <https://brandtoolkit.sportengland.org/logos>, <https://brandtoolkit.sportengland.org/> which may be updated from time to time;

"Sport England Marks" means the marks (if any) set out in Item 4 of Schedule 1 (Contract Details);

"Subcontract Threshold" is the amount set out in Schedule 1 (Contract Details);

"Subcontractor" means the subcontractors listed in the Project Plan; and

"Term" has the meaning given to it in the Letter of Appointment.

2. Project Delivery

2.1 The Delivery Partner will deliver the services required to complete the Project (the **"Services"**) in accordance with the Project Plan and the Cost Plan.

2.2 The Delivery Partner will:

- (a) deliver the Project diligently and in good faith;
- (b) comply with all laws applicable to the Services;
- (c) comply with the Policies set out in Schedule 1 (Contract Details);
- (d) only use personnel who are suitably skilled and experienced to perform the tasks assigned to them, and in sufficient number to ensure that its obligations under this Agreement are fulfilled;
- (e) obtain and maintain all consents, licenses and permissions (statutory, regulatory, contractual or otherwise) it may require or which are necessary to enable it to perform its obligations under this Agreement;

- (f) maintain and comply with:
 - (i) an appropriate equality policy;
 - (ii) a conflict of interest policy that is appropriate for an organisation that is receiving, using and dispensing public funds, such policy to include provisions ensuring that in reaching decisions, the members of the relevant decision-making committee or body of the Delivery Partner are not placed in a position where their personal interests might differ from those of the Delivery Partner; and,
 - (iii) if the Project will involve work with children, young people and/or adults at risk, it must also have an appropriate safeguarding policy and procedure,

the Delivery Partner will provide a copy of these policies to the Funder on request.

3. **Project Plan**

- 3.1 A copy of the initial Project Plan is set out in Annex 1 (Project Plan).
- 3.2 The Delivery Partner will keep the Project Plan under review and where appropriate will propose changes to it to reflect the development of the Project and what it has learned delivering the Services. The Delivery Partner will obtain the Funder's written approval to any changes to the Project Plan.
- 3.3 As a minimum the Delivery Partner will submit an updated draft of the Project Plan to the Funder at the same time as it submits each Formal Report.
- 3.4 The Funder will act reasonably in deciding whether to approve or reject an updated draft Project Plan. The Delivery Partner will amend the updated draft Project Plan to reflect any reasonable comments that the Funder may have and then re-submit the draft Project Plan to the Funder for approval (if requested by the Funder, this process will be repeated).

4. **Cost Plan**

- 4.1 A copy of the initial Cost Plan is set out in (Cost Plan).
- 4.2 The purpose of the Cost Plan is provide a breakdown of the costs associated with the delivery of the Project.
- 4.3 The Delivery Partner will keep the Cost Plan under review and where appropriate will propose changes to it to reflect the development of the Project and what it has learned delivering the Services. The Delivery Partner will obtain the Funder's written approval to any changes to the Cost Plan.
- 4.4 At the same time as the Delivery Partner submits each updated draft Project Plan to the Funder under clause 3.3, the Delivery Partner will also provide to the Funder for approval:
 - (a) a breakdown of amounts actually spent in the previous six (6) month period, together with supporting evidence, reconciled against the Cost Plan for that period; and
 - (b) an updated draft of the Cost Plan.
- 4.5 The Funder will act reasonably in deciding whether to approve or reject an updated draft Cost Plan. The Delivery Partner will amend the updated draft Cost Plan to reflect any reasonable comments that the Funder may have, and then re-submit the Funder for approval (if requested by the Funder, this process will be repeated).

5. Charges and Invoicing

- 5.1 In consideration of the Delivery Partner carrying out its obligations under this Agreement, including the provision of the Services, the Funder will pay the Charges to the Delivery Partner in accordance with the Cost Plan and the provisions of this Agreement, no further amounts will be payable by the Funder to the Delivery Partner in connection with the provision of the Services or the performance of the Delivery Partner's obligations under this Agreement.
- 5.2 The Funder's obligation to pay the Charges is subject to:
- (a) the Funder's approval of the Delivery Partner's Cost Plan and Project Plan for the period for which payment is requested by the Delivery Partner;
 - (b) where the Funding comprises Lottery funds, there being sufficient Lottery funds available to the Funder to fund the Charges; and
 - (c) the Funder being satisfied with the progress of the Project following each Formal Evaluation, taking into account achievement against the Outcomes.
- 5.3 Where the Cost Plan identifies that a Charge is a "Milestone Payment" that payment will not become due and the Delivery Partner will not submit an invoice for that payment until after it has received a Milestone Success Certificate from the Funder in respect of that Milestone.
- 5.4 The Funder will issue a Milestone Success Certificate to the Delivery Partner, as soon as reasonably practical once it is satisfied that each of the Milestone Success Criteria have been achieved.
- 5.5 The Charges are shown exclusive of Value Added Tax, which shall be added at the prevailing rate as applicable and paid by the Funder following delivery of a valid VAT invoice.
- 5.6 The Delivery Partner will not make any binding commitment to pay a third party, unless the relevant amount has been included in the Cost Plan that has been approved by the Funder.
- 5.7 If the Delivery Partner proposes to enter into a Subcontract after the date of this Agreement and the value of that Subcontract would exceed the Subcontract Threshold, then it must advertise the opportunity on Contracts Finder.

6. Delivery Partner Personnel

- 6.1 The Delivery Partner will only use the personnel named in Annex 1 (Project Details) to deliver the Services.
- 6.2 The Delivery Partner will not subcontract all or any part of its obligations under this Agreement without the Funder's prior written consent which, if given, will not affect the Delivery Partner's obligations or liabilities under this Agreement and the Delivery Partner will remain fully responsible for the acts or omissions of its Subcontractors and their employees, agents and contractors.

7. Project Management

- 7.1 The Funder will from time to time notify the Delivery Partner of the names and contact details of the Funder personnel who should be contacted in connection with different aspects of the Project and this Agreement, including the personnel authorised to give approvals that are required under this Agreement.
- 7.2 In order for an approval from the Funder to have been validly given where required under this Agreement, it must have been confirmed in writing (which may be by email) by an authorised representative of the Funder.

8. Acknowledgement of Funding

- 8.1 The Delivery Partner will give appropriate and proportionate credit to the Funder and, where applicable, to Sport England and/or the National Lottery's investment in the Project including acknowledging such investment:
- (a) in its promotion and marketing of the Project;
 - (b) on any websites associated with the Project;
 - (c) in its annual report;
 - (d) in interviews, press releases, on social media (including above and below the line advertising);
 - (e) at events or competitions; and
 - (f) in publications and promotional materials.
- 8.2 The Funder grants to the Delivery Partner for the Term a royalty free, non-exclusive and non-transferable sub-licence to copy, publish and otherwise use the Marks within the United Kingdom in order to enable the Delivery Partner to acknowledge the sources of funding for the Project and/or to market and promote the Project and delivery or the Services ("**Permitted Purpose**").
- 8.3 The Funder also grants the Delivery Partner the right to permit to its Subcontractors to use the Marks during the Term for the Permitted Purpose, provided that the terms of any sub-licence are in writing and are substantially the same as those set out in this Agreement. All sub-licences granted shall terminate automatically on termination or expiry of this Agreement.
- 8.4 The Delivery Partner will:
- (a) comply with the applicable Brand Guidelines when using the Marks;
 - (b) notify the Funder if it becomes aware of:
 - (i) any use of the Marks which is inconsistent with this Agreement;
 - (ii) any allegation or complaint made by any third party that any of the Marks are invalid or that the use of the Marks infringes any third party rights or that use of any of the Marks may cause deception or confusion to the public; and/or
 - (iii) any other form of attack or claim to any of the Marks.
- 8.5 The Funder warrants that it has the right to grant to the Delivery Partner the licence in clauses 8.2 and 8.3 and may, at its discretion, on written notice to the Delivery Partner, delete, modify and/or replace any of the Marks.
- 8.6 The Delivery Partner shall indemnify the Funder against each and any loss, liability and cost (including legal expenses) which the Funder suffers or incurs as a result of or in connection with any use of the Marks by the Delivery Partner or its Subcontractors that does not comply with this Agreement.

9. Reporting

- 9.1 The requirements of this clause are in addition to the reporting and evaluation requirements set out in Annex 4 (Project Evaluation and Reporting).

- 9.2 The Delivery Partner will cooperate and collaborate with the Funder, the Open Data Institute and other sports bodies in the development, adoption and maintenance of data standards for the collection of sports data. As and when reasonably required by the Funder, the Delivery Partner will provide the Funder with data generated through the Project which can be used to support other Funder and/or Sport England projects (such as the Sport England Data Hub) which are designed to help members of the public search for, book and play sports and, among other things, help obtain a greater insight into the patterns of consumption of various sporting offers. For the avoidance of doubt, the Delivery Partner is not obliged to provide any data where doing so would result in the Delivery Partner breaching any Data Protection Laws.
- 9.3 The Delivery Partner will work with the Funder to agree a protocol on the sharing of data generated through the Project to help produce insight into consumer preferences.

10. **Data Protection**

- 10.1 [Option 1: Controller to Controller] The Delivery Partner will ensure that in undertaking the Project it will comply with all applicable laws and regulations relating to data protection, privacy and security, including the Data Protection Act 2018, the GDPR, the Privacy and Electronic Communications (EC Directive) Regulations 2003, SI 2003/2426, Directive 2002/58/EC and any successor legislation, as implemented in the United Kingdom (the "**Data Protection Laws**"). Without prejudice to the generality of the preceding sentence, the Delivery Partner will ensure that it has in place appropriate and compliant data processing agreements with any relevant third party.

[Option 2: Controller to Processor] The Delivery Partner and the Funder will comply with their respective obligations set out in Schedule 2 (Data Protection).

11. **Warranties**

- 11.1 On the date of this Agreement the Delivery Partner warrants and represents to the Funder that:
- (a) the Delivery Partner is legally entitled to enter into this Agreement and undertake the Project, and entry into this Agreement and performance of the Project will not infringe any applicable laws or any rights of a third party;
 - (b) the Delivery Partner has not breached any applicable laws in connection with the entry into or performance of this Agreement;
 - (c) the Delivery Partner is not aware of any fact or information which has not been disclosed to the Funder and which would reasonably be expected to be material to the Funder making available the Funding for the Project; and
 - (d) all of the information that the Delivery Partner has provided (or which has been provided on behalf of the Delivery Partner) to the Funder is complete and accurate in all material respects.

12. **Clawback and Termination**

- 12.1 The Delivery Partner will repay such amount as the Funder may reasonably determine, up to a maximum amount equal to the amount of the Fund that has been paid to the Delivery Partner by the Funder, if any of the following (each a "**Clawback Event**") occurs:
- (a) the Delivery Partner breaches any of the terms of this Agreement;
 - (b) the Delivery Partner or any of its personnel has committed an offence under the Bribery Act 2010 in connection with the Project;
 - (c) any of the following occurs in relation to the Delivery Partner:

- (i) the Delivery Partner suspending, or threatening to suspend, payment of its debts, or being unable to pay its debts as they fall due or admitting inability to pay its debts, or being deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
 - (ii) the Delivery Partner commencing negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or making a proposal for or entering into any compromise or arrangement with its creditors other than for the sole purpose of a scheme for a solvent amalgamation of the Delivery Partner with one or more other companies or the solvent reconstruction of the Delivery Partner;
 - (iii) a petition being filed, a notice being given, a resolution being passed, or an order being made, for or in connection with the winding up of the Delivery Partner other than for the sole purpose of a scheme for a solvent amalgamation of that other party with one or more other companies or the solvent reconstruction of the Delivery Partner
 - (iv) an application being made to court, or an order being made, for the appointment of an administrator, or notice of intention to appoint an administrator being given or an administrator being appointed, over the Delivery Partner;
 - (v) the holder of a qualifying floating charge over the assets the Delivery Partner becoming entitled to appoint or has appointed an administrative receiver;
 - (vi) a person becomes entitled to appoint a receiver over the assets of the Delivery Partner or a receiver being appointed over the assets of the Delivery Partner;
 - (vii) a creditor or encumbrancer of the Delivery Partner attaching or taking possession of, or a distress, execution, sequestration or other such process being levied or enforced on or sued against, the whole or any part of the Delivery Partner's assets;
- (d) any of the Fund has been used for a purpose other than the Project;
- (e) there is any change in ownership or control of the Delivery Partner or any material change in its membership, organisation, constitution or activities, either of which the Funder at its sole discretion believes materially impacts on the Delivery Partner's ability to deliver the Project or its suitability to receive Lottery funding;
- (f) the Funder, acting reasonably, believes that the Project is unlikely to be fulfilled; or
- (g) the Delivery Partner provided any information to the Funder dishonestly or in a way which was materially misleading.

12.2 the Funder may, in its absolute and sole discretion, terminate this Agreement at any time if:

- (a) following a Formal Evaluation, the Funder determines that the Project has not made sufficient progress in achieving the Outcomes, or is otherwise no longer suitable for Lottery funding;
- (b) the Funder does not have available adequate money from the National Lottery to enable it to pay the Fund;
- (c) either the Funder or the Delivery Partner is legally prevented from performing this Agreement;
- (d) the Delivery Partner does not meet the Milestone Success Criteria for a Milestone by the Milestone Date; or

- (e) a Clawback Event occurs.

12.3 Following the end of the Term or termination of this Agreement for any reason:

- (a) the Funder will have no further obligation to pay the Charges to the Delivery Partner;
- (b) the Delivery Partner will, except where approved otherwise by the Funder, repay to the Funder any part of the Fund that the Funder has paid to the Delivery Partner and which the Delivery Partner has not spent; and
- (c) the reporting obligations set out in Annex 4 (Project Evaluation and Reporting) and the following clauses of this Annex 5 will continue to have effect: 10, 12, 13, 14, 15, 16 and 17.

13. **Liability**

13.1 To the extent permitted by law:

- (a) the Funder will not have any liability to the Delivery Partner in respect of any advice, statement or comments made by the Funder or its personnel in connection with the Project;
- (b) the extent of the Funder's liability under or in connection with this Agreement (including for negligence) is limited to its obligation to pay the Funds in accordance with the provisions of this Agreement; and
- (c) the Delivery Partner will indemnify and keep indemnified the Funder in respect of any losses incurred by the Funder in connection with any claim made by a third party in connection with the Project, except to the extent that the losses arise from the Funder's negligence or breach of contract.

13.2 The Delivery Partner shall remain responsible for all acts and omissions of its Subcontractors and the acts and omissions of those employed or engaged by the Subcontractors as if they were its own. An obligation on the Delivery Partner to do, or to refrain from doing, any act or thing shall include an obligation on the Delivery Partner to procure that its employees, staff and agents and Subcontractors' employees, staff and agents also do, or refrain from doing, such act or thing.

14. **Records and Audit**

14.1 The Delivery Partner shall, throughout the Term and for at least three years following the end of the Term, maintain full accounts, books and records relating to the Project, including details of all expenditure of the Fund. The Delivery Partner shall supply to the Funder such financial or other information and records as the Funder may reasonably require from time to time in respect of the Delivery Partner's delivery of the Project.

14.2 During the Term and for two years following the end of the Term (or such longer period as may be required by applicable law), the Delivery Partner will enable the Funder and its authorised representative(s), nominee(s) or external auditors (including, without limitation, the Comptroller and Auditor General and the National Audit Office and the Parliamentary Health and Service Ombudsman) to access, upon not less than seven (7) days' written notice, the offices of the Delivery Partner and/or its affiliates and/or the Delivery Partners, for the purpose of inspecting the books and records of the Delivery Partner (and of any such affiliate or Delivery Partner) that relate to the use of the Fund and delivery of the Project, including (without limitation) the accounts and financial records referred to at clause 14.1 above, and take copies of the same.

14.3 If the Funder has a reasonable concern that the Delivery Partner has acted fraudulently or otherwise engaged in any illegal or inappropriate conduct in connection with the Project, then the time limits set out in clause 14.2 will not apply.

15. **Confidentiality and Freedom of Information**

- 15.1 Subject to the following provisions of this clause 15 neither party will, without the other party's prior written consent, disclose any confidential information relating to the other party which it learns as a consequence of entering into or performing this Agreement or delivering the Project.
- 15.2 The limitations in clause 15.1 will not apply to information disclosed by either party pursuant to:
- (a) the requirements of a governmental authority or judicial order or legal requirement e.g. disclosure required under the Freedom of Information Act 2000 ("**FOI Act**"), provided that, to the extent reasonably practicable, a party consults with the other party before disclosing any information pursuant to this clause 15.2(a); or
 - (b) the information is already in the public domain (otherwise than as a result of a breach of confidence by a party).
- 15.3 The parties acknowledge and agree that the Funder is a public authority and as such may be subject to certain statutory or other obligations to permit access to information held by the Funder (or by the Delivery Partner on the Funder's behalf). Such information may extend to the contents of this Agreement and other documents and information relating to it. The Delivery Partner will without charge promptly provide all such assistance as the Funder may reasonably require in order that the Funder may comply with lawful and proper requests for access to documents and information held by the Delivery Partner on the Funder's behalf.
- 15.4 To the extent reasonably practicable the Funder will give the Delivery Partner notice of and an opportunity to make representations in respect of any requests for access to documents or information relating to this Agreement, provided always that the decision whether or not to permit access to such documents or information will remain within the absolute discretion of the Funder.

16. **Disputes**

- 16.1 In the event of a dispute, the parties will use the following dispute resolution process:
- (a) either party may initiate a dispute by giving written notice to the other party of its complaint and setting out the nature of the dispute, together with relevant supporting documentation (each a "**Dispute Notice**");
 - (b) each party will use reasonable endeavours to resolve the dispute;
 - (c) if the dispute remains unresolved ten (10) days after receipt of the Dispute Notice, the dispute will be escalated to a senior representative of each party;
 - (d) if the dispute remains unresolved ten (10) days after escalation in accordance with clause 16.1(c), the parties may agree to refer the dispute to mediation and, in such instances, the following will apply:
 - (i) the mediator will be appointed by agreement of the parties and, if the parties are unable to agree within [five] days or the person appointed is unable or unwilling to act, the mediator will be appointed by the Centre for Dispute Resolution;
 - (ii) within [ten] days of the appointment of the mediator, the parties will correspond with the mediator to agree the procedure to be adopted for the mediation;
 - (iii) all negotiations connected with the dispute will be conducted in confidence and without prejudice to the rights of the parties in any further proceedings;
 - (iv) the costs of the mediation will be shared equally between the parties unless they agree otherwise.

16.2 Nothing in this clause 16 prevents either party at any time from commencing proceedings or seeking remedies before any court or tribunal of competent jurisdiction for interim or interlocutory remedies in relation to this Agreement or infringement by the other party of that party's Intellectual Property Rights.

17. **Miscellaneous**

17.1 Interpretation: In this Agreement:

- (a) headings are inserted for convenience only and do not affect its construction;
- (b) unless the context otherwise requires, words denoting the singular include the plural and vice versa;
- (c) references to a law is to that law as amended, extended, consolidated or re-enacted from time to time;
- (d) the words "including" and "in particular" and any similar words or expressions are by way of illustration and emphasis only and do not operate to limit the generality or extent of any other words or expressions;
- (e) references to clauses are to the clauses and Annexes are to the clauses of and Annexes to this Agreement; and
- (f) any covenant by the Delivery Partner not to do an act or thing includes an obligation not to permit or suffer such act or thing to be done by another person.

17.2 **Severability:** If any provision of this Agreement is held to be illegal, invalid or unenforceable in whole or in part the remainder of this Agreement will continue to be valid and enforceable.

17.3 **Assignment and Transfers:** The Funder may assign, novate or otherwise transfer all of its rights, obligations and liabilities under this Agreement to a successor body to the Funder, and the Delivery Partner will consent to any such assignment, novation or other transfer. The Delivery Partner will not assign, novate or otherwise transfer any of its rights, obligations or liabilities under this Agreement to any person.

17.4 **No Partnership:** Neither this Agreement nor the Funding of the Project nor the activities conducted by the parties in connection with this Agreement will constitute a partnership between the Funder and the Delivery Partner, or constitute either the Delivery Partner or the Funder as the other's agent.

17.5 **Entire Agreement:**

- (a) Subject to clause 16.6, this Agreement (together with the documents referred to in it) represents the entire agreement between the parties and supersedes all prior agreements, understandings or arrangements (both written and oral) relating to the subject matter of this Agreement.
- (b) Nothing in this Agreement limits or excludes any liability for fraud or any other liability which cannot be limited or excluded by law.

17.6 **Waiver:** No failure or delay in exercising rights under these terms and conditions shall operate as a waiver of such rights. Any variation to this Agreement must be in writing and signed by an authorised representative of each party.

17.7 **Third Party Rights:** No person other than a party may enforce or rely on this Agreement for the purposes of the Contract (Rights of Third Parties) Act 1999.

17.8 **Governing Law:** This Agreement and all non-contractual matters arising in connection with this Agreement, will be governed by English law.

- 17.9 **Jurisdiction:** The courts of England have exclusive jurisdiction over any disputes arising in connection with this Agreement.

Schedule 1 – Contract Details

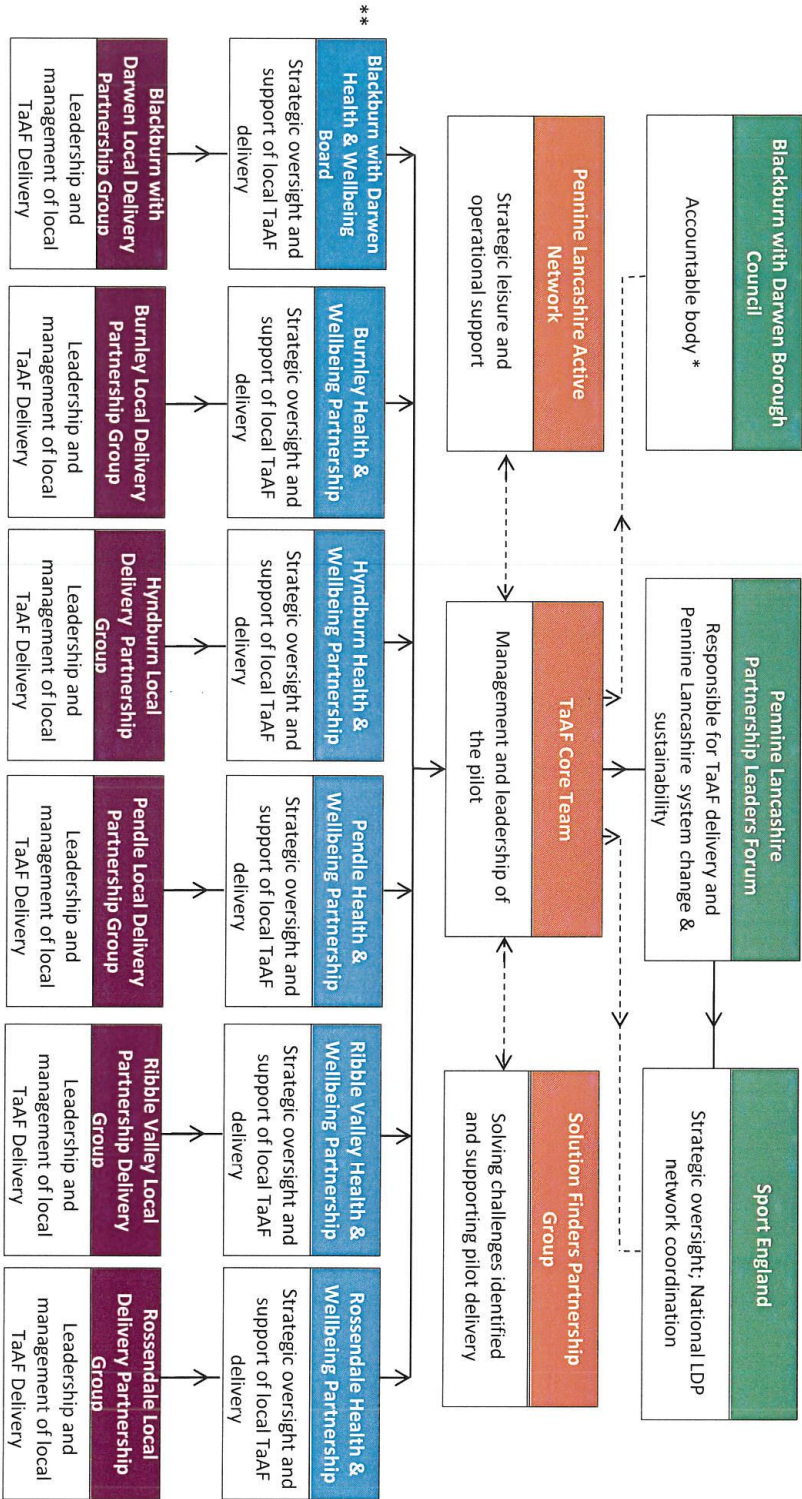
1.	Additional Provisions	
2.	Policies	Sport England's "A Code for Sports Governance": https://www.sportengland.org/media/11193/a_code_for_sports_governance.pdf to the extent that it is applicable to the Delivery Partner and or the Project;
3.	Notices	Funder:
		Delivery Partner:
4.	Sport England Marks	[INSERT SPORT ENGLAND MARKS (IF ANY)]
5.	National Lottery Marks	[INSERT NATIONAL LOTTERY MARKS (IF ANY)]
6.	Funder Marks	[INSERT FUNDER MARKS (IF ANY)]

Schedule 2 – Data Protection

[DRAFTING NOTE: IF APPLICABLE, FUNDER TO INSERT IT'S CONTROLLER TO PROCESSOR DATA PROTECTION PROVISIONS.]

APPENDIX 5 PART 1 TAAF LOCAL DELIVERY GOVERNANCE STRUCTURE

TaAF Local Delivery Governance Structure



*The accountable body will transfer investment resource to District Councils through Legal Agreements

** Locality governance and planned utilisation of resources is delegated to local multi agency partnerships

Appendix 5 Part 2 – Personnel

Sport England – Sport England Local Delivery Lead

Blackburn with Darwen

Community Engagement & Volunteer Support

Burnley

Pathfinder Support Worker

Neighbourhood Engagement

Hyndburn

Community Development Worker

Health & Wellbeing Manager

Community Activators

Pendle

Programme Manager

Project Officer

Ribble Valley

Network lead

Community facilitator

APPENDIX 6 – CLAIM FORM

The Claim Form is located at the following location which may be updated by Sport England from time to time:

<https://www.sportengland.org/funding/payments-and-reconcile-expenditure-forms/>

Dated this day of 2023

BLACKBURN WITH DARWEN BOROUGH COUNCIL

and

RIBBLE VALLEY

DEED OF VARIATION of AGREEMENT

relating to

LOCALITIES GRANT AGREEMENT

IN RELATION TO THE LOCAL DELIVERY PILOT – TOGETHER AN ACTIVE FUTURE – PENNINE LANCASHIRE

THIS AGREEMENT is made the day of 2023

BETWEEN:

- 1 **BLACKBURN WITH DARWEN BOROUGH COUNCIL**, a local Council, of Town Hall, Blackburn, Lancashire ,BB1 7DY (the “**Lead Council**”);and
- 2 **RIBBLE VALLEY**, a local Council of [Council Offices, Church Walk, Clitheroe, Lancashire BB7 2RA](#) (the “**~~Borough~~District Council**”).

(together “**the Parties**”, each a “**Party**”)

BACKGROUND

- 1 The English Sports Council ("Sport England") has developed a programme to invest Lottery funding in selected grassroots projects that focus
intensively on a specific local area. The core purpose of the investment is to identify innovative solutions to make it easier for people in these
areas to access sport and physical activity. As a result of this programme, the Parties enter into a Localities Grant Agreement, in relation to the
Local Delivery Pilot – Together an Active Future, Pennine Lancashire with the commencement date as of the [REDACTED]
(the "**Original Agreement**").
- 2 ~~The~~ Sports England has approved additional funding for each locality as detailed at Schedule A to this Agreement.
- 3 Schedule A attached to this Agreement ~~incorporates~~ the variation which both Parties have mutually agreed to make in relation to the
Original Agreement to recognise the additional funding from Sports England and changes to the delivery of the project with the effect
date from [REDACTED] (the "**Variation Date**")

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NOW THIS AGREEMENT WITNESSES AS FOLLOWS:**1 DEFINITIONS AND INTERPRETATION**

Words and expressions defined in the Original Agreement shall, unless the context otherwise provides, have the same meanings in this Agreement.

2 THE ORIGINAL AGREEMENT

2.1 This Agreement is supplemental to and amends the Original Agreement.

2.2 Save as amended by this Agreement the provisions of the Original Agreement (and any documentation ancillary to it) shall continue in full force and effect and, where specified in the Original Agreement, shall continue to subsist following termination of the Original Agreement.

2.3 To the extent there is any conflict between the provisions of the Original Agreement (and any documentation ancillary to it) and this Agreement the provisions of this Agreement shall prevail.

3 VARIATION

In consideration of the Parties agreeing to enter into this Agreement, each Party hereby agrees to vary the Original Agreement, with effect from the Variation Date in the manner set out at Schedule A, which will be annexed to the Original Agreement.

4 GENERAL

- 4.1 This Agreement together with the Original Agreement sets out the entire agreement and understanding between the Parties in respect of the subject matter of the Original Agreement.
- 4.2 The waiver by either Party of any breach of this Agreement shall not prevent subsequent enforcement of that term and shall not be deemed to be a waiver of any subsequent breach.
- 4.3 No purported deletion, addition or variation of this Agreement shall be effective unless it is in writing and is signed by or on behalf of each Party.
- 4.4 This Agreement may be executed in two counterparts, each of which when executed will be an original and such counterparts together shall constitute one and the same Agreement.
- 4.5 A person who is not party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement. This Clause does not affect any right or remedy of a person, which exists or is available otherwise than pursuant to that Act.
- 4.6 This Agreement shall be governed by and construed in accordance with English law and each Party irrevocably submits for all purposes in connection with this Agreement to the exclusive jurisdiction of the courts of England.

IN WITNESS whereof the Parties have caused this Agreement to be executed as a Deed the day and year first before written.

THE COMMON SEAL of THE
**BLACKBURN WITH DARWEN
BOROUGH COUNCIL**
was hereunto affixed in the
presence of:-

Authorised officer

THE COMMON SEAL of THE
BOROUGH COUNCIL OF RIBBLE VALLEY, PENDLE
was hereunto affixed in the
presence of:-

MAYOR

CHIEF EXECUTIVE
Authorised Officer

Schedule A

- In September 2023, funding agreement entered into by the Lead Council with Sport England for the additional funding of seven million pounds.
- Local Network allocations as detailed in the table below along with broad intentions for the resource, with the core purpose of the investment to deliver approaches that make it easier for people in these areas to be more active.
- The Accelerator funding is available for spend through to the end of 2025 or beyond, with the agreement of Sport England.
- Local Accelerator delivery plans, based on jointly agreed work-streams will be developed alongside Sport England.
- There remains a commitment for localities to engage with Together an Active Future's monitoring and evaluation framework which is in-line with Sport England's interactive learning approach.

Local Networks	£2.25m	
Accelerator intention (includes but not limited to)	Resource needed for	
Acceleration of Pathfinder evidence-basedevidence-based impact and success – Dedicate resource for each Local Network to be able to accelerate the approaches, ideas and initiatives based on insight and learning from evaluation and their places experiences from Pathfinder *	Burnley £357,053	Funding the continuation of the Local Network Lead roles
	BwD £612,091	Expansion of the secondment model into strategic partners within Local Networks
	Hyndburn £358,942	
Local Network TaAF Leads – Ensure Local Network TaAF Leads can continue in their seconded leadership role for TaAF. This enables them to continue their leadership of Pathfinder and retain the ability to play a lead role in the COVID-19 response and recovery as well as giving TaAF reach and influence into key strategic partners (e.g. local authorities and leisure trusts)	Pendle £360,831	Costs associated with providing the capacity and time for others - events, interactions etc
	Ribble Valley £222,922	Providing capacity for other key local partners identified through the life course insight

Expansion of the Secondment Model approach - Expansion of the TaAF secondment model to have dual roles with strategic partners in Local Networks based on learning from Pathfinder and increasing the reach and influence into key strategic partners	Rossendale £338,161	Engagement materials
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TaAF Budget Outline 2023/2025	23/24	24/25	Apr to Dec 2025
Staff	£45,570	£62,930	£44,850
Training and upskilling			£13,500 (covers from 2023)
Delivery Partners	£47,990	£57,560	
			£272,400

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Active Connections
for Long Term
Health

2023 goals

- 1. A comprehensive, systematised and visible record/register of community partners, who meet all of the necessary governance, assurance and safety requirements, and who do/could help people to be more active
- 2. Lifestyle Hub dedicated advisor capacity for Ribble Valley who knows and utilises the system, to connect people to the relevant provider based on need/interest
- 3. A referral process trialled successfully with the CAN network resulting in CAN network partners referring into the Ribble Valley Lifestyle Hub Pathway

2024 goals

- 1. Huge upskilling programme (for those partners who need it) to gain level 3 accreditation in order to become trusted physical activity partners and receive referrals / signposting
- 2. Expand the Active Connections referral process into key health and wellbeing organisations in the Ribble Valley inc MINDS Matter, Age UK, East Lancs Hospitals Trust (pulmonary rehab, vascular, MSK), Castle Supported Living

2025 goals

- 1. Further expand the Active Connections referral process into Primary Care and Integrated Neighbourhood Teams
- 2. Secure commissioning of this long term (potentially through partnership contributions based on value perceived / received)



**A Whole
Village
Approach to
Physical
Activity**
("It takes a
village")

2023 goals

1. Dunsop Bridge as the trailblazer for the Active Villages work, is demonstrably and measurably (based on a full evaluation) a more active village; which includes –

- GP's making direct referrals to physical activity opportunities
- The school is signed up to the CAS Framework and as a result have introduced at least 1 change in to the school day that means more children are more active
- The Local Community hub has introduced changes both in the physical activity offer within and from the centre
- There are more physical activity opportunities than there were before in and around the village and / or more people accessing this provision

2. Development of the Active Village model/criteria that is the foundation for expansion of the Active Village Network.

This is likely to include targeting specific change at -

- GP / Primary Care approaches / referrals
- School / education settings 'in-school' activities
- Utilisation of village halls / community centres
- A 'space' where people find out about PA opportunities
- Opening of green spaces / facilities to enable more physical activity
- an annual village games

2024 goals

1. Three more villages are 'active villages'

2. Launch of the Active Village Network

3. Active Village accreditation (potential endorsement/ support from RVBC and/or SE) developed and awarded to those who have become Active Villages, by successfully the delivering the Active Village model

2025 goals

1. All of the rural villages in Ribble Valley are part of the RV Active Village Network and have been accredited

2. Active Village Networks to work together to move towards an 'Active Ribble Valley'

3. TV show launched - 12 months in an active village life - "It Takes a Village"

Ribble Valley Accelerator Workstream Goals

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 9 JANUARY 2024
title: ARTS COUNCIL ENGLAND FUNDING BID
submitted by: ADAM ALLEN DIRECTOR OF COMMUNITY SERVICES
principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

- 1.1 To seek Committee approval for the Council to submit a bid to Arts Council England, for the funding of an Arts Strategy for the Borough.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To help make peoples' lives safer and healthier.

2 BACKGROUND

- 2.1 The Council has been involved in many arts' development initiatives in recent times, for example, the successful art walks and this year's Contemporary Art exhibition. In addition, the Council provides grants to art bodies for a range of arts initiatives, as well as providing the Platform Gallery, which is an important venue for many local artists to show their works there and at the Clitheroe Castle Museum.
- 2.2 The Borough has not fared well in recent years with receiving grants from Arts Council England, though organisations in the Borough have received funding, comparatively the area under achieves in comparison to other Lancashire boroughs.
- 2.3 Following recent discussions with our regional officer about developing a place-based strategy for Arts, he suggested that an application for funding to carry out the work to produce a strategy is very much in line with what A.C.E. are seeking to support currently. Such a strategy would help the arts sector in the Borough both currently and in the future, potentially leading to further funding being attracted into the area.

3. ISSUES

- 3.1 The project would be focused on Research and Development initially, potentially leading to the creation of a place-based framework for embedding creative opportunities and experiences into communities across the Borough. The project is about making a difference to a place or community, either during the project or in the future. It will seek to develop and test new ways of working as well as create new partnerships and networks for delivery.
- 3.2 This approach will mirror the work that has already been undertaken successfully through the Council's involvement in the Together an Active Future project (TaAF). There is a collaborative approach to working within the targeted village of Dunsop Bridge and driven by a community champion, this has led the way for a 'whole village' contribution towards a positive culture of embracing new ways of being physically active. Something which Sport England is now heralding as a model of good practice.
- 3.3 In preparation for this proposed application, some work is currently being undertaken to update an existing database of Ribble Valley arts activity providers and updating of the existing Ribble Valley Arts Website. This will give us a visible mapping of present activity and gaps in provision. This will help to determine potential community location/s for piloting the project.

3 THE PROPOSAL

- 3.1 It is proposed in the first year the Council employs part-time staff/contractors to work in chosen areas of the Ribble Valley to tailor an arts development plan specifically to its needs. The initial approach will be to understand the demographics and the diversity of the area, looking at the latest Active Lives Survey, Health Profiles, and relevant National Statistics insights. Identifying key partners and people that would help us understand the reality of the local areas and its residents especially as some statistics will not break down into parish/village level.
- 3.2 They would take time to speak to as many residents and organisations as possible to understand the true reasons why people are / aren't participating in cultural arts activity. The reality of what the current offer / opportunity is, how well that works, what could be different to make a difference. Connect with partners to learn from past experiences, avoid future duplication and develop relationships to work in partnership in future.
- 3.3 This work would also ensure all cultural assets are represented on the Ribble Valley Arts website to ensure it is a comprehensive tool to signpost residents to cultural activities.
- 3.4 The initial insight work may take the form of surveys, in person, online and through social media, focus groups and creative engagement events to involve different people and groups in an interesting way.
- 3.5 This will identify key challenges that will inform a plan of action to ultimately raise the access and participation to arts activity in the area. The freelancer will develop the plan of action into workable steps identifying key partners to work with to enable the plan to be implemented. From this work the Culture and Leisure Manager and Arts Development Officer will propose an overall action plan for year 2 to be approved by CMT.

4. FUNDING

- 4.1 The project will require a total budget of £60,000 over two years, and it is proposed that £5,500 of the Arts Development budget from this year 23/24 and from next year 24/25 is included with the application as match funding. This represents 18% of the total funding request. The Arts Council recommends a minimum match contribution of 15% for this programme of funding.
- 4.2 In year 1 the project costs will comprise of the engagement of local champions who will seek to apply solutions developed through a test and learn approach in the chosen communities. Up to 3 local champions would be employed for 2 days a week for 27 weeks with a £1000 budget to spend on creative engagement. Total cost £30,000.
- 4.3 In year 2 the £30,000 budget will be committed to activity responding to findings in year 1, a plan will be put to CMT for approval.
- 4.4 The duration of the project will be for two years from commencement, though the start and end dates are unknown at this stage and dependent on the application being successful. The funding would be used in part to pay for such a role, though the details of a bid will be worked up with the help of the regional officer, CMT have already considered this proposal and are in favour of a bid being made subject to Committee approval.

5. CONCLUSION

- 5.1 There is a synergy between this proposal and the work already been done under the TaAF banner, as such there is an opportunity for staff and community volunteers to share learning and make the most of any funding which the Council can attract. Place based working is very much the way which the national bodies such as ACE and Sport England are now working, and this also fits with the strategic approach of the NHS.
- 5.2 Although no funding is guaranteed, the fact the regional officer is encouraging such a bid, is positive and the leverage for the relatively small financial contribution from existing budgets makes this a sensible route to pursue.
- 5.3 The Arts Council have a specific Place Partnership funding pot for projects of over £100k but we have been deterred by the regional officer to apply for these and encouraged to apply for the smaller project grant initially. We hope that this preliminary project into what our area needs will instil confidence in more ambitious projects in future.

6 RISK ASSESSMENT

- 6.1 The approval of this report may have the following implications.
- Resources – The current year's budget provision is available and would need to be placed into an earmarked reserve, to be used as match funding for the bid. Were the bid unsuccessful, the earmarked funds would be used for arts development work in the 24/25 year alongside the existing budget.
 - Technical, Environmental and Legal – If successful the Council would be required to enter into the usual ACE funding agreement, which is standard for these types of grants.
 - Political – No implications identified.
 - Reputation – The Council is the only Borough wide organisation which could realistically apply for this funding, and it would enhance the status of the arts sector generally as well as providing opportunities for local people to be more involved in arts activities.
 - Equality & Diversity – It would be expected that any project developed would be inclusive as per the requirements of the funding partner and the Council's own ambitions.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the proposal to make a funding bid to ACE, as outlined in the report.
- 6.2 Delegate authority to the Director of Community Services to submit the bid and enter into any subsequent agreement with ACE on behalf of the Council.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS – None

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

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 9 JANUARY 2024
title: CAR PARKING UPDATE
submitted by: ADAM ALLEN - DIRECTOR OF COMMUNITY SERVICES
principal author: WINSTON ROBINSON – HEAD OF ENGINEERING SERVICES

1 PURPOSE

- 1.1 To update Committee on current car parking arrangements and proposals for Electric Vehicle (EV) charging.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives - To help make people's lives healthier with a cleaner environment.
 - Corporate Priorities - To sustain a strong and prosperous Ribble Valley.
 - Other Considerations – To contribute to the Council's Climate Change Strategy and, in particular, the reduction of carbon emissions.

2 BACKGROUND

- 2.1 Discussions have taken place at previous committees regarding car parking arrangements. In particular issues with pay and display machines in rural areas and how parking charges for those using EV chargers will work. It was agreed that an update be provided to committee.
- 2.2 Currently Pay and Display machines work in all car parks when using cash. The machines can store up to 1000 cash transactions. The machine then downloads information over the mobile network through the use of a SIM card. In areas of poor connectivity such as Dunsop Bridge it is necessary to manually take part of the machine to an area of better connectivity to download data. If this is not carried out, the machine refuses to take any additional payments. Procedures are now place to ensure the machine takes cash transactions continually. Unfortunately debit card transactions require a constant mobile signal and can not be used at Dunsop Bridge. Slaidburn also has poor connectivity, however the machine does get connectivity at points during the day and therefore can take both debit card and cash transactions effectively.
- 2.3 We continue to look for solutions to the Dunsop Bridge connectivity issue and a number of options are being explored to improve connectivity (mobile and internet).
- 2.4 Electric vehicles are now integral to the Government's policies for climate change and transport. This was highlighted recently by the Industrial Strategy white paper which

identified clean growth and mobility as two of the four 'Great Challenges' facing the UK economy.

- 2.5 In addition, the Government has also announced all new cars should be zero emission by 2035 with the sale of new diesel and petrol cars to be banned from 2035.
- 2.6 The current level of provision of EV charging in the area is still quite poor, particularly in the rural areas. There are 14 independent charging points on Ribble Valley Borough Council car parks; 4 at the Railway View Car Park and 10 at Chester Avenue Car Park. Lancashire County Council have commissioned and installed 3 on street chargers in Whalley and 3 in Clitheroe. There are currently no charging provisions on rural car parks and there is no on-street charging available in these locations.
- 2.7 In the Ribble Valley Borough Council Corporate Strategy 2019-2023 the Council has given an undertaking to introduce electrical charging points on council-owned car parks.
- 2.8 £50,000 of the UK Prosperity Funding has been allocated for the installation of EV charging at rural car parks. This capital scheme falls under the Policy and Finance Committee together with all other UKSPF schemes.
- 2.9 A survey (RVBC Electric Vehicle Charge Point Feasibility Report 2023) of all the rural car parks has been undertaken and 4 car parks have been identified as the most suitable for the installation of EV charging facilities based on the existing, available, local power supplies and communication (mobile and broadband) reception, both of which are prerequisites for EV charging. The car parks are:
- Slaidburn
 - Sabden
 - Ribchester
 - Chipping

Dunsop Bridge would not currently be suitable due to poor mobile connectivity, however discussions are ongoing with suppliers to find a solution.

- 2.10 The survey highlighted that at each of these locations there is sufficient power available to charge at a rate of 7kw/h. This charge rate, over 2 hours, will give an additional 50 miles capacity. An overnight 8-hour charge should result in a fully charged EV.
- 2.11 Officers have concluded that the most appropriate method to tender the EV charging provision will be by using the ESPO Framework for Suppliers. ESPO is a public sector owned professional buying organisation (PBO), specialising in providing a wide range of goods and services to the public sector.
- 2.12 It is expected that the provision of EV charging at the four locations will be procured through the ESPO Framework early January 2024 with an expectation that the facilities will be ready to use by Spring 2024.

3 ISSUES

- 3.1 The 4 rural car parks have been selected based on local availability of sufficient power and communications.

- 3.2 £50,000 of UKSPF funding has been allocated to EV charging facilities on rural car parks. Whilst it is difficult to provide an accurate estimate of costs, as each site is unique with topography, geology and existing underground services, it is expected that this sum of money will suffice for the provision at the 4 car parks.
- 3.3 The current car parking order does not make separate provision for EV charging spaces. The Council has made a strong commitment to Climate Change and wishes to promote the use of electric vehicles where possible. When electric vehicles were introduced, many Councils provided free charging and also free parking to promote the adoption of electric vehicles. Now that electric vehicles are more widespread and in general use, it is not proposed that the actual charging of vehicles be subsidised, but costs will be minimised as we are purchasing the charging points. With regards to car park charging, it is considered that providing cost effective charging is a benefit to users and that further subsidy of the car parking charge is not necessary. Enforcing a variation in car parking fees for EV's will also prove problematic in that they would have to actually be charging their vehicles for a subsidy to apply. This could cause confusion and tickets being issued for a genuine misunderstanding of the rules. If Members decide to offer free parking for EV bays, this would require a change to the existing parking orders.

RISK ASSESSMENT

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

- Technical, Environmental and Legal – The use of electric vehicles eliminates carbon emissions leading to a cleaner environment and healthier lives.
- Financial Implications – £50,000 of UKSPF funding has been allocated for the provision of EV charging at the 4 rural car parks. No monies from RVBC budgets will be used. This capital scheme falls under the Policy and Finance Committee together with all other UKSPF schemes.
- Political – None.
- Reputation – Council enhances its reputation as a Council promoting the environment and healthy living.
- Equality and Diversity – None as a direct result of this report.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Note the contents of this report and agree that standard car parking charges will apply to EV charging bays.

WINSTON ROBINSON
HEAD OF ENGINEERING SERVICES

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS
None

For further information please ask for Winston Robinson, on extension 4523

REF: WR/COMMUNITY SERVICES/9th January 2024

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 9 JANUARY 2024
title: REVISED REVENUE BUDGET 2023/24
submitted by: DIRECTOR OF RESOURCES
principal author: HELEN SEEDALL

1 PURPOSE

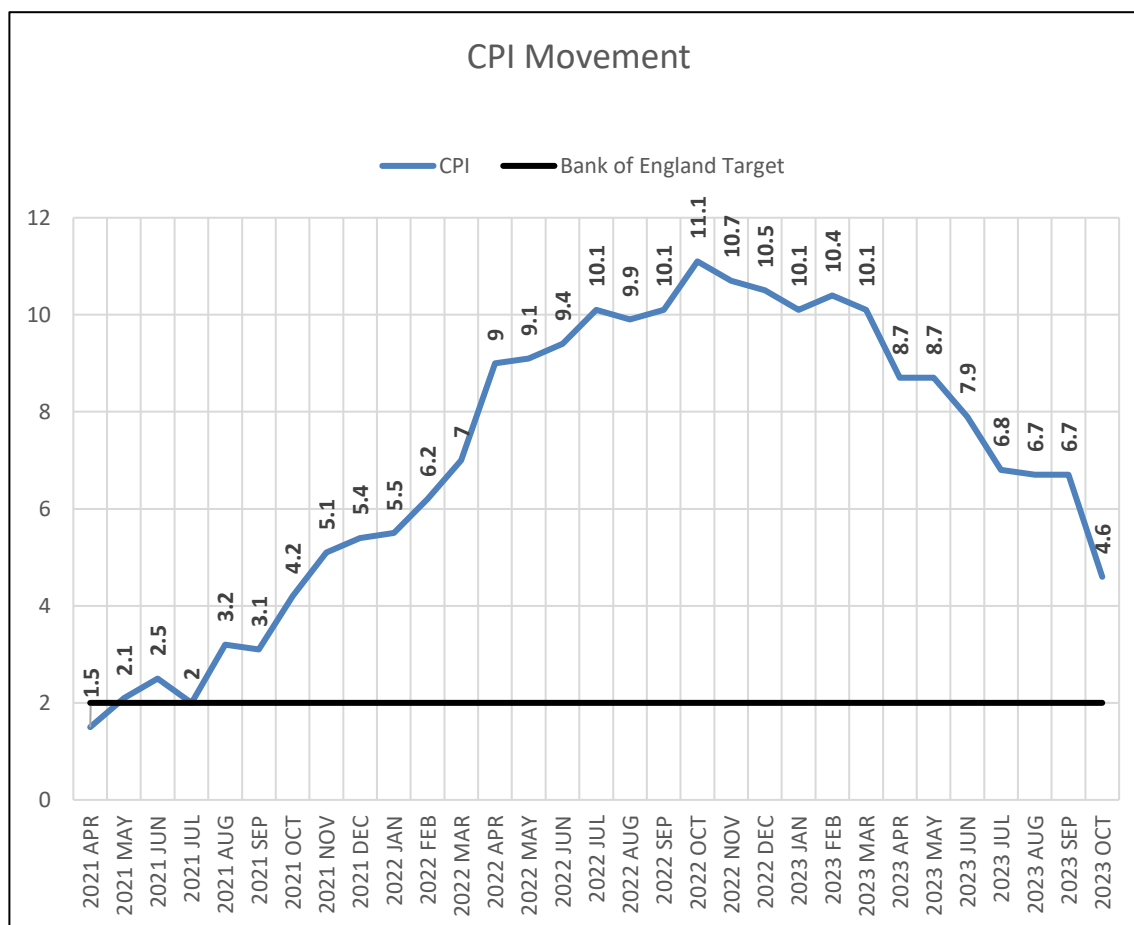
- 1.1 To agree a revised revenue budget for 2023/24 for this committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2023.
- 2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2022/23 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 When setting our budgets for the current year we were facing record levels of inflation at 10.1% in the 12 months to September 2022 when we started the process. We were also
- 3.3 We decided to allow 5% for pay increases and price increase of 7.5% as we anticipated inflation would fall during the year.
- 3.4 The pay award for 2023/24 has now been settled at £1,925 per full time employee up to spinal column point 43, 3.88% for Heads of Service and 3.5% for Chief Officers. Overall the cost of the pay award for Ribble Valley was 6.5% which is around £170k above the 5% we had allowed for.
- 3.5 As mentioned we have experienced levels of inflation we have not seen for many years. The Consumer Price Index (CPI) fell to 6.7% in the 12 months to September 2023 and further to 4.6% in the twelve months to October 2023. Our revised estimates take into account the



- 3.6 There have been detailed discussions with budget holders and heads of service on past service provision and future plans both playing an important part in the budget setting process.
- 3.7 Committee decisions during the year have also been incorporated into the budget setting process where appropriate.
- 3.8 The revised estimates for this committee are set out in the following section, with details of the movements that affect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.
- 4 PROPOSED REVISED REVENUE BUDGET 2023/24
- 4.1 A comparison between the Original and Revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
ARTDV: Art Development	40,390	-580		500		40,310
BUSSH: Bus Shelters	20,910	-4,000		1,070		17,980

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
CARVN: Caravan Site	-9,520		-3,990			-13,510
CCTEL: Closed Circuit Television	174,090	-530		-15,030	0	158,530
COMMD: Community Services Department	0	-76,590	-9,400	85,990		0
CPADM: Car Parks	-132,770	-17,920	-33,900	-6,260	-4,090	-194,940
CPVEH: Car Park Vehicles	0	1,960		790	-2,750	0
CRIME: Crime and Disorder	65,980			5,800		71,780
CULTG: Culture Grants	5,310	-180		1,010		6,140
CULVT: Culverts & Water Courses	29,140			-12,660		16,480
DRAIN: Private Drains	2,930	1,300		-600		3,630
EALLW: Edisford All Weather Pitch	73,790	7,500	-26,590	310	6,290	61,300
EDPIC: Edisford Picnic Area	-8,820	-260	2,340	330		-6,410
EVEHA: Works Administration Vehicles	0	1,120		12,900	-14,020	0
EXREF: Exercise Referral Scheme	107,080	2,200	-15,120	-820		93,340
GMVEH: Grounds Maintenance Vehicles	0	-7,120		25,470	-17,620	730
GRSRC: Grants & Subscriptions - Community	1,140			1,020		2,160
HWREP: Highway Repairs	9,100			-1,070		8,030
LDEPO: Longridge Depot	450	-2,800		2,130	220	0
LITTR: Litter Bins	28,050	0		-5,230		22,820

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
MCAFE: Museum Cafe	54,150	-6,410	16,330	-41,390	570	23,250
MUSEM: Castle Museum	276,840	-500,740	7,660	38,450	9,200	-168,590
PAPER: Waste Paper and Card Collection	280,250	-16,910		-7,810		255,530
PCADM: Public Conveniences	227,530	-18,750		-2,690	1,940	208,030
PKADM: Grounds Maintenance	0	16,440	15,640	-35,080		-3,000
PLANT: Plant	0	570		9,210	-9,780	0
PLATG: Platform Gallery and Visitor Information	194,490	-3,750	2,500	3,380	170	196,790
RCOLL: Refuse Collection	1,892,600	96,800	-990	-70,300	-9,200	1,908,910
RCVEH: Refuse Collection Vehicles	0	-71,990		81,670	-9,680	0
RECUL: Recreation Grants	35,680			690		36,370
RIVBK: Riverbank Protection	5,010					5,010
ROEBN: Roefield Barn	-150	290	-50			90
RPBIN: Chargeable Replacement Waste Bins	0	16,340	-26,230			-9,890
RPOOL: Ribblesdale Pool	846,580	-200,910	48,690	3,090	-12,880	684,570
RVPRK: Ribble Valley Parks	771,610	-18,400	-2,660	-1,080	-8,510	740,960
SDEPO: Salthill Depot	0	7,700	570	-6,870	-1,400	0
SEATS: Roadside Seats	6,980	-500		-10		6,470
SIGNS: Street Nameplates & Signs	25,350		3,400	-2,190		26,560

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
SPODV: Sports Development	91,770	13,510	190	1,640		107,110
SPOGR: Sports Grants	6,520	-300		-130		6,090
STCLE: Street Cleansing	514,650	-22,510	-64,840	7,270		434,570
TAFUT: Together an Active Future	0	-3,180	3,180			0
TFRST: Waste Transfer Station	124,550	-3,640		-10,640		110,270
TRREF: Trade Refuse	-21,900	-30,370	38,680	12,870		-720
TWOWR: Two Way Radio	0	-560		560		0
VEHCL: Vehicle Workshop	0	4,900	1,460	-6,360		0
WKSAD: Works Administration	0	11,480	63,650	-14,480		60,650
XMASL: Xmas Lights & RV in Bloom	4,090	-330		-320		3,440
Grand Total	5,743,850	-827,120	20,520	55,130	-71,540	4,920,840
Associated Movements in Earmarked Reserves						
CPBAL/H330 Capital Reserve	0	-160	3,000			2,840
COBAL/H329 Crime Reduction Partnership Reserve	-14,910	-620				-15,530
COBAL/H328 Repairs & Maintenance Reserve	0	-7,750				-7,750
COBAL/H282 Exercise Referral	-23,580	4,570	11,500			-7,510
COBAL/H216 Playing Pitch Strategy Reserve	0	-16,130				-16,130

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
COBAL/H333 Refuse Collection Reserve	-6,530	-24,560	44,980			13,890
COBAL/H337 Equipment Reserve	0	-4,640				-4,640
COBAL/H111 Community Right to Bid Reserve	-40,450					-40,450
COBAL/H368 Amenity Cleansing Reserve	-39,430	28,610				-10,820
Net after Movements in Earmarked Reserves	5,618,950	-847,800	80,000	55,130	-71,540	4,834,740

- 4.2 The difference between the revised and original estimate is a decrease in net expenditure of £823,010 or a decrease in net expenditure of £784,210 after allowing for movements in earmarked reserves.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

- 5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Movement from Original Estimate 2023/24 to DRAFT Revised Estimate 2023/24
<u>COMMD: Community Services</u> Decreased salary costs mainly due to vacancy savings especially the post of Engineering Services Manager which has been vacant all year and the Principal Surveyor's post which has been vacant for a significant part of the year.	-82,310
<u>Various: Car Parks</u> Reduction in business rates payable following a reduction in the rateable value of some of our the car parks, mainly Railway View, Edisford and Lowergate along with a corresponding refunds in respect of previous years.	-32,550
<u>Various: Car Parks</u> Increase in the use of credit/debit cards to pay for car parking. Following the upgrading of the pay and display machines most of the car parks are now able to receive payments by card.	24,150
<u>Various: Car Parks</u> Higher than estimated income from car parking charges across the various sites, particularly at Edisford, Railway View and Lowergate. However partly off-setting this is a reduction in income mainly from Dunsop Bridge car park.	-31,850
<u>EALLW: Edisford All Weather Pitch</u> Increase in income generated from the 3G pitch due to an increase in demand.	-26,590
<u>MUSEM: Clitheroe Castle Museum</u> Reduction in business rates payable following several successful national legal cases challenging the methodology in the calculation of the rateable values of museum premises. Consequently Ribble Valley Borough Council has made a successful appeal and received business rates refunds dating back to the 2010 valuation list.	-475,350
<u>PAPER: Paper Collection</u> The market price for the sale of paper has increased resulting in an increase to the estimated income to be received.	-23,600

Description	Movement from Original Estimate 2023/24 to DRAFT Revised Estimate 2023/24
<u>RCOLL: Refuse Collection</u> Increase to loaders and drivers wages as the increase in the pay award was higher than originally estimated and the vacancy savings budgeted for did not materialise.	35,920
<u>RCOLL: Refuse Collection</u> Increased expenditure on additional temporary staff to cover for long term sickness along with the impact of additional annual leave and a vacant post.	53,250
<u>VARIOUS: Refuse Collection Vehicles</u> Reduction in diesel expenditure due to prices being lower than originally budgeted and an update to the forecast usage.	-94,290
<u>RPBIN: Replacement Bins</u> Estimated expenditure on the purchase of householder bins.	16,340
<u>RPBIN: Replacement Bins</u> Estimated income from the sale of householder bins. Income received is offset against expenditure incurred in the purchase of the bins (see above) and the balance transferred to an earmarked reserve to fund future purchases.	-26,230
<u>RPOOL: Ribblesdale Pool</u> Reduced instructors salaries due to vacancy savings as a result of the difficulties in recruiting trained instructors, However this is more than offset by the extra temporary staffing costs below.	-24,070
<u>RPOOL: Ribblesdale Pool</u> Increase in use of temporary staffing to provide cover as a result of vacant posts of swimming instructors and a lifeguard. Also an above average need for temporary staff cover and an increase in the number of casual lifeguards used when there were operational problems with the pool's water filtration system.	47,920
<u>RPOOL: Ribblesdale Pool</u> To fund the implementation of energy saving measures at the pool suggested by consultants, including the replacement of the building management system that will enable staff to manage the systems and equipment that use energy in a more effective and controlled manner.	30,000
<u>RPOOL: Ribblesdale Pool</u> Decrease in electricity as the increase in the price of electricity is lower than allowed for in the original budget £37,800.	-37,800

Description	Movement from Original Estimate 2023/24 to DRAFT Revised Estimate 2023/24
<p><u>RPOOL: Ribblesdale Pool</u></p> <p>Decrease in gas expenditure is forecast at the pool. At the time when the 2023/24 budget was being prepared energy prices were volatile (and still are) due to world affairs, the average unit price assumed at Original Estimate was £0.2616 per kWh however we are now assuming the unit price to be £0.1539 per kWh. There has also been a reduction in gas usage, 1,629,715 kWh were assumed to be used in the Original Estimate compared to 1,057,554 kWh at Revised Estimate. Both of these elements result in savings at the revised estimate totalling £263,540.</p> <p>- Savings due to reductions in unit price per kWh has amounted to £113,870 and has been due to the ongoing volatility in world prices.</p> <p>- Savings due to reductions in usage reductions has amounted to £149,670.</p> <p>The usage reduction savings have largely been due to operational adjustments including</p> <ul style="list-style-type: none"> - the Pool Hall ventilation system being turned down out of hours - adjustments made to the day-time air temperatures so that they are now at or below the water temperature. - use of pool covers - maintaining low humidity and temperatures overnight 	-263,540
<p><u>RPOOL: Ribblesdale Pool</u></p> <p>Lower then estimated income from swimming lessons based on demand.</p>	29,500
<p><u>RPOOL: Ribblesdale Pool</u></p> <p>Reduced estimated income from adult £13,890 and junior £15,700 admissions.</p>	29,590
<p><u>SDEPO: Salthill Depot</u></p> <p>Increase in repairs and maintenance costs due to the necessity to replace the dust extractor unit to comply with Health and Safety regulations along with the heating and water boilers. This work is being funded by reduced expenditure on the repairs and maintenance of other sites.</p>	23,000

Description	Movement from Original Estimate 2023/24 to DRAFT Revised Estimate 2023/24
<u>STCLE: Street Cleansing</u> Allowed for in the original budget for 2023/24 was additional funding received in 2022/23 from Lancashire County Council for carrying out weed spraying on their behalf but being received too late to be spent in that year. As the conditions in winter are not suitable for weed spraying to be effective, it was to be used in 2023/24 after being set aside in an earmarked reserve for that purpose. However the additional budget included in 2023/24 for additional expenditure on weed spraying has not been required.	-39,430
<u>STCLE: Street Cleansing</u> Lancashire County Council have provided additional funds to support the public realm work carried out on their behalf to recognise increases in costs in recent years - weed spraying £45,400 and leaf clearance £19,440.	-64,840
<u>TRREF: Trade Refuse Collection</u> Lower estimated tipping charges payable to Lancashire County Council based upon the reduced estimated tonnages of trade waste to be collected, as there is less demand for the service.	-30,370
<u>TRREF: Trade Refuse Collection</u> Net reduction in estimated income from trade waste customers due to lower demand for the service.	40,050
<u>WKSAD: Works Administration</u> Expenditure incurred within this cost centre is recharged out to the departments who use the service. As significantly more time is forecast to be spent on capital schemes this will result in less time being spent on departmental jobs therefore reducing the recharge to these areas.	102,110
<u>WKSAD: Works Administration</u> Time spent by the Works Administration team on capital projects is recovered through a charge to the capital schemes. There is expected to be more time required to be spent on capital projects this year including the refurbishment of Mardale changing rooms.	-38,460

6 CONCLUSION

- 6.1 The difference between the Revised and Original Estimate is a decrease in net expenditure of £784,210 after allowing for transfers to and from earmarked reserves.

7 RISK ASSESSMENT

- 7.1 The approval of this report may have the following implications

- Resources: The total movement from the Original Estimate to the Revised Estimate is a decrease of £823,010 or £784,210 after movements in earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue revised estimate for 2023/24.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

CM1-24/HS/AC

For further background information please ask for Helen Seedall
BACKGROUND PAPERS - None

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
BUSSH: Bus Shelters					
Lower requirement for repairs to bus shelters has enabled the funds to be transferred to carry out the trial of a vehicle suitable to collect furniture containing hazardous pollutants.	-4,000			1,070	
Total Bus Shelters					-2,930
CARVN: Caravan Site					
Increase in use of the site has resulted in greater income.		-3,990			
Total Caravan Site					-3,990
CCTEL: Closed Circuit Television					
Decrease to support services costs mainly due to a reduction in the allocation of the Community Services costs.				-15,030	
Total Closed Circuit Television					-15,030
COMMD: Community Services Department					
Decreased salary costs mainly due to staff vacancies.	-82,310				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Payment of honorarium for staff covering duties of senior posts.	11,960				
Reduction in professional subscriptions due to vacant positions within the department.	-2,000				
Decrease to estimated mileage payments payable to staff mainly due to the use of technology to enable remote meetings to take place.	-4,500				
Decrease to employees insurance premium due to the department being a lower proportion of the overall total pay for the Council along with a reduction in premium.	-3,340				
Reduced estimated expenditure on conference expenses based upon expenditure to date.	-2,370				
It has been necessary to use consultants to carryout surveying work in respect of disabled facilities grants due to vacant surveyors' posts.	6,360				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction to the cost of car leasing due to fewer leased vehicles requested.	-1,730				
Decrease to support services costs mainly due to reductions in expenditure within Council Offices.				-6,800	
Recharges to other departments have reduced mainly due to the reduction in salary costs as mentioned above.				92,790	
Recharge of staff time in respect of work related to the upkeep of play areas.		-7,790			
Total Community Services Department					270
VARIOUS: Car Parks					
Decrease in expenditure on repairs and maintenance due to the replacement of the pay and display machines and their being under warranty.	-8,000				
Reduction in business rates payable following a reduction in valuation of the rateable value of the car parks, mainly Railway View, Edisford and Lowergate along with a refund of rates from previous years.	-32,550				
Reduction in fine processing charges.	-3,650				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increase in the use of credit/ debit cards to pay for car parking; with the upgrading of the pay and display machines most of the car parks are now able to receive payments by card.	24,150				
Reduction in the depreciation charge of the replacement pay and display machines being lower than estimated.			-4,090		
Decrease to support service costs due to the reduction in recharge of staff time from the Community Services Department partly offset by an increase in the recharge of staff time from the Resources department.				-5,450	
Higher than estimated income from car parking charges across the various sites, particularly at Edisford, Railway View and Lowergate. However partly off-setting this is a reduction in income mainly from Dunsop Bridge car park.		-31,850			
Total Car Parks					-61,440
CRIME: Crime and Disorder					
Increase to support services costs mainly due to an increase in the time allocation of the Economic Development and Planning staff partly being offset by a reduction to allocation from Resources.				5,800	

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Total Crime and Disorder					5,800
CULVT: Culverts & Water Courses					
Decrease to support services costs mainly due to a reduction in the allocation of staff time to this area by the Community Services department.				-12,660	
Total Culverts and Water Courses					-12,660
EALLW: Edisford All Weather Pitch					
Resurfacing of footpaths that was unable to be carried out in 2022/23 due to inclement weather. This is being funded by monies set aside in an earmarked reserve for this purpose.	7,020				
Increase in income generated from the 3G pitch due to an increase in demand.		-26,590			
Increased depreciation charges due to a revaluation of assets.			6,290		
Total Edisford All Weather Pitch					-13,280
EDPIC: Edisford Picnic Area					
Adjustment required in order to match the tender agreement of the food concession.		3,130			
Sale of items left at the site by the previous tenant.		-850			

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Total Edisford Picnic Area					2,280
EVEHA: Works Administration Vehicles					
Reduction in diesel usage and prices being lower than originally forecast.	-1,960				
Increase in vehicle insurance premiums.	3,050				
Works Administration Vehicle expenditure is recharged to Works Administration (WKSAD) and the Vehicle Workshop (VEHCL). Decrease in the amount to be recharged mainly due to the reduction in depreciation charges detailed below.				12,900	
Decreased depreciation charges due to a re-living of Works Administration vehicle PL68 HRO -£7,120 and the reversal of depreciation that was included in the original budget for an expected replacement vehicle for the Vehicle Workshop that was delayed until 2024/25 - £6,900.			-14,020		
Total Works Administration Vehicles					-30
EXREF: Exercise Referral					
Decrease in salary costs due to vacancy savings but partly offset by the pay award being higher than originally budgeted.	-1,120				
Increase in room hire to accommodate the increase in demand for exercise classes.	4,090				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increase in demand for exercise classes.		-2,920			
Increase in allocation of costs to the Together an Active Future contract mainly due to salary costs.				-2,470	
Grant funding received in respect of carrying out Cardiac Rehab service which has been continued for an additional year.		-11,500			
Total Exercise Referral					-13,920
HWREP: Highway Repairs					
Decrease to support service costs mainly due to an expected reduction in staff time being spent in this area by Chief Executives department.				-1,070	
Total Highway Repairs					-1,070
LDEPO: Longridge Depot					
Reduction in repairs and maintenance work at Longridge depot in order the funding can be redistributed to other areas with a more pressing need for works to be carried out.	-920				
Decrease in electricity as the increase in the price of electricity is lower than allowed for in the original budget.	-2,090				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Costs incurred on this cost centre are recharged to Grounds Maintenance (PKADM). Reduced estimated recharge based upon the decrease in expenditure as mentioned above.				2,610	
Total Longridge Depot					-400
LITTR: Litter Bins					
Decrease to support service costs mainly due to an expected decrease in staff time being spent in this area by Community Services staff.				-5,230	
Total Litter Bins					-5,230
MCAFE: Museum Café					
Reduction in business rates payable due to the property being exempt as it is a vacant listed building.	-5,690				
Decreased utilities recharge as the catering concession is currently not being rented.				-41,490	
Reduction in income due to the catering concession not currently being rented.		16,330			
Total Museum Cafe					-30,850
MUSEM: Clitheroe Castle Museum					

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increase to the buildings insurance premium as the required level of insurance cover to the building and contents has increased.	8,550				
Reduction to business rates as following several successful legal cases regarding the valuation of museum premises in respect of business rates, there has been a change in methodology of the calculation for museums. Consequently Ribble Valley Borough Council has made a successful appeal and received a rates refund for the Castle Museum dating back to 2010.	-475,350				
Reduction in repairs and maintenance work at the museum in order the funding can be redistributed to other areas with a more pressing need for works to be carried out.	-8,000				
Decrease in electricity as the increase in the price of electricity is lower than allowed for in the original budget.	-9,600				
Decrease in gas as the increase in the price of gas is lower than allowed for in the original budget.	-15,950				
Increase in depreciation following a revaluation.			9,200		

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Decrease to support service costs mainly due to an expected decrease in staff time being spent in this area by Community Services staff.				-3040	
Decreased utilities recharge to the café due to it not currently being rented.				41,490	
Interest received in relation to the refund of business rates of the Castle Museum.		-5,690			
Estimated reduction in admissions and sales of goods income		13,350			
Total Clitheroe Castle Museum					-445,040
PAPER: Paper Collection					
Increase to staffing costs due to pay award being higher than originally estimated and the vacancy savings budgeted for have not materialised.	8,400				
The cost of running the paper collection vehicles is recharged to this cost centre. There has been a decrease in the estimated recharge mainly due to the cost of diesel being lower than originally estimated.				-7,090	
Decrease in the utilisation of white sacks.	-1,500				

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COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
The market price for the sale of paper has increased resulting in an increase to the estimated income to be received.		-23,600			
Total Paper Collection					-23,790
VARIOUS: Public Conveniences					
Reduction in repairs and maintenance work at various public convenience sites in order the funding can be redistributed to other areas with a more pressing need for works to be carried out.	-11,800				
Decrease in electricity as the increase in the price of electricity is lower than allowed for in the original budget.	-3,070				
Adjustment to the budget for water based on usage.	-1,310				
Less requirement for intensive cleaning of drains at the facilities.	-5,960				
Increase in buildings insurance premiums across the sites.	2,500				
Increase in depreciation at various locations due to a revaluation exercise of the premises.			1,940		
Decrease to a reduction in the allocation of time spent by Community Services staff in this area.				-2,690	
Total Public Conveniences					-20,390
PKADM: Grounds Maintenance					

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increase to staffing costs due to increase in the pay award being higher than originally estimated and the vacancy savings budgeted for have not materialised.	14,280				
Lower recharges from the Longridge and Salthill Depots mainly due to reduced electricity at Longridge Depot (see LDEPO).				-3,610	
Grounds maintenance vehicle costs are recharged to this cost centre. A decrease in vehicle costs has resulted in a lower recharge, details of the changes in costs are below (GMVEH).				-23,750	
Increase to support service costs mainly due to an expected increase in Community Services staff time being spent in this area.				-6,610	
Income from the sale of Grounds Maintenance vehicle PN09 KXP, this will be transferred to an earmarked reserve to help fund future vehicle purchases.		-3,000			
An increase in time spent by Grounds Maintenance staff on external jobs has resulted in a reduction in the net income generated from these activities.		19,830			
Total Grounds Maintenance					-2,860

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
GMVEH: Grounds Maintenance Vehicles					
Increase to the cost of vehicle insurance.	9,450				
Reduction in diesel costs mainly due to prices being lower than originally forecast along with some lower consumption of fuel.	-16,200				
Reduction in depreciation charges mainly due to the re-living of vehicles.			-17,620		
Grounds maintenance vehicle expenditure is recharged to Grounds Maintenance (PKADM). Decrease in the amount to be recharged based upon net reduction in expenditure as mentioned above.				25,470	
Total Grounds Maintenance Vehicles					1,100
PLATG: Platform Gallery and Visitor Information Centre					
Increase to staffing costs due to increase in the pay award being higher than originally estimated and the vacancy savings budgeted for have not materialised.	7,460				
Decrease in gas as the increase in the price of gas is lower than allowed for in the original budget.	-6,400				
Decrease in postage cost due to a reduction in the return of artists goods.	-2,080				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction in cost of the communication line between the Council Offices and the Platform Gallery.	-1,990				
Increase to support service costs mainly due to an expected increase in staff time being spent in this area by Resources and Economic Development staff.				3,380	
Decreased estimated income from the sale of books.		2,650			
Increase in income experienced from the sale of goods.		-4,700			
Reduction in estimated commission income from the sale of artists goods based on sales figures.		3,970			
Total Platform Gallery and Visitor Information Centre					2,290
RCOLL: Refuse Collection					
Increase to loaders wages as the increase in the pay award was higher than originally estimated and the vacancy savings budgeted for did not materialise.	19,200				
Increase to drivers wages as the increase in the pay award was higher than originally estimated and the vacancy savings budgeted for did not materialise.	16,720				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increased expenditure on additional temporary staff to cover for absenteeism along with the impact of additional annual leave and a vacant post.	53,250				
It has been necessary to use agency staff to provide cover for driver absenteeism necessitating an increase to the budget.	5,430				
Decrease to employees insurance premium due to the department being a lower proportion of the overall total pay for the Council along with a reduction in premium.	-1,760				
Lower recharge from Salthill Depot due to the various movements as detailed under SDEPO.				-1,230	
Decrease in use of transport charge mainly due to lower diesel costs but with an allowance for the trial use of fuel based on vegetable oil in a vehicle.				-74,580	
Reduction in software maintenance expenditure as software support for the data service is not required.	-3,130				
Increase in the purchase of replacement bins to fulfil demand, this will be funded from the Refuse Collection reserve.	10,090				
Lower expenditure on publicity and promotional activities.	-3,540				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increase to support services costs mainly due to an increase in the time allocation of the Community Services and Resources staff.				22,480	
Reduction in the depreciation charge as an allowance was included for a replacement refuse vehicle that has been delayed purchasing until 2024/25.			-9200		
Part of the cost of the refuse collection service is recharged to other services including trade refuse. Increase in the recharge is due to the increased expenditure mentioned above.				-17,350	
Total Refuse Collection					16,380
RCVEH: Refuse Collection Vehicles					
Reduction in diesel expenditure due to prices being lower than originally budgeted and an update to the forecast usage.	-94,290				
Increase to budget required in order to trial the use of vegetable oil to fuel a vehicle instead of diesel.	14,550				
Increase in vehicle insurance premiums.	9,060				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction in the depreciation charge mainly due to the re-living of several vehicles.			-9,680		
Expenditure on refuse collection vehicles is recharged to the refuse and paper collection services. The total recharge is lower than estimated due to the reasons above. The recharge to refuse collection RCOLL is £74,580 higher and paper collection PAPER £7,090.				81,670	
Total Refuse Collection Vehicles					1,310
RPBIN: Replacement Bins					
Estimated expenditure on the purchase of householder bins.	16,340				
Estimated income from the sale of householder bins. Income received is offset against expenditure incurred in the purchase of the bins (see above) and the balance transferred to an earmarked reserve to fund future purchases.		-26,230			
Total Replacement Bins					-9,890
RPOOL: Ribblesdale Pool					
Increase to duty officers staffing costs as the increase in the pay award was higher than originally estimated and the vacancy savings budgeted for did not materialise.	5,870				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increase in use of temporary staffing to provide cover as a result of vacant posts of swimming instructors and a lifeguard, along with an above normal level of absenteeism and an increase in the number of casual lifeguards used when there were operational problems with the pool's water filtration system.	47,920				
Increased in lifeguard staffing costs due to the pay award being higher than budgeted and an increase in working hours to one of the posts.	10,330				
Reduced instructors salaries due to vacancy savings as a result of the difficulties in recruiting trained instructors.	-24,070				
Increased receptionist staffing costs due to the pay award being higher than budgeted and an increase in working hours for a vacant post that has been refilled.	12,900				
Increased expenditure to support the training of staff to become swimming instructors and to fulfil the training needs of lifeguards.	4,500				
To fund the implementation of energy saving measures at the pool.	30,000				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Decrease in electricity as the increase in the price of electricity is lower than allowed for in the original budget.	-37,800				
Decrease in gas expenditure mainly due to a forecast reduction in gas usage as a result of operational adjustments along with the impact of the increase in the price of gas being lower than allowed for in the original budget.	-263,540				
Increase in metered water usage at the pool.	8,470				
Increase in the buildings insurance premium as the amount of insurance cover that is required for the building and contents has increased	1,940				
Increase in expenditure on non-recurring equipment purchases due to the purchase of a solar powered barrier installed at the site entrance to be funded from underspends set aside in 2022/23 for this purpose.	4,840				
Reduced estimated spend on filtration and chlorination supplies to be used towards increase in staff training expenditure.	-4,500				
Reduction in cost of the communication line between the Council Offices and the pool.	-1,730				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Consultants engaged to carry out an assessment and guidance on managing the impact of high energy use at the pool being funded by a grant received from Sport England.	5,060				
Lower expenditure forecast on promotional activities at the pool.	-1,200				
An increase to the life of additional works at the pool has resulted in the depreciation charge being over a longer period therefore resulting in a smaller charge each year.			-12,880		
Increase to support service costs mainly due to an expected increase in staff time being spent in this area by Community Services and Resources staff.				4,080	
Grant funding received from Sport England to carry out an assessment and guidance on managing the impact of high energy use at the pool.		-5,000			
Income generated from the vending machines is forecast to be lower.		3,760			
Increase in the estimated income from school swimming lessons based upon the bookings to date and anticipated future bookings.		-1,150			

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduced estimated income from club hire of baths due to a reduction in sessions hired from the main swimming club user.		1,270			
Reduced estimated income from other hire of baths based on bookings to date and estimated future bookings.		1,740			
Lower income forecast from swimming lessons based on demand.		29,500			
Increase in contracts income from membership of the Space card scheme.		-11,130			
Increase in income forecast from aqua fitness sessions.		-2,790			
Reduced estimated income from adult £13,890 and junior £15,700 admissions.		29,590			
Increase in forecast income from the Roefield Gym and Swim scheme.		-5,690			
Due to difficulties in securing sufficient trained instructors it has not been possible to offer parent and child swimming lessons in the first part of the year.		8,990			
Total Ribblesdale Pool					-160,720
RVPRK: Ribble Valley Parks					
Reduction in repairs and maintenance work at the museum in order the funding can be redistributed to other areas with a more pressing need for works to be carried out.	-9,000				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Decrease in electricity as the increase in the price of electricity is lower than allowed for in the original budget.	-9,370				
Decrease in gas as the increase in the price of gas is lower than allowed for in the original budget.	-3,370				
Increase to the buildings insurance premium as the required level of insurance cover to the building and contents has increased.	2,080				
Replacement of cast iron litter bins in the Castle Grounds to be funded by grant monies received for High Street Community Clean-up previously set aside in an earmarked reserve.	9,260				
Decrease in recharge from Grounds Maintenance due to more time forecast to be spent by the Grounds Maintenance team in other areas.	-8,170				
Decrease in depreciation charges as expenditure on play area capital schemes during 2022/23 was lower than estimated.			-8,510		
Increase in land rental income due to increased demand of the hiring of Council land to hold events		-3,500			
Total Ribble Valley Parks					-30,580
SDEPO: Salthill Depot					

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increase to salaries as the increase in the pay award was higher than originally estimated.	2,260				
Increase in repairs and maintenance costs due to the necessity to replace the dust extractor unit to comply with Health and Safety regulations along with the heating and water boilers. This work is being funded by reduced expenditure on the repairs and maintenance of other sites.	23,000				
Decrease in electricity as the increase in the price of electricity is lower than allowed for in the original budget.	-15,910				
Increase in expenditure on business rates due to an increase in the rateable value of the depot.	1,760				
Increased metered water charges to reflect the current usage.	2,940				
Increase in the insurance cost as the amount of insurance cover that is required for the building and contents has increased.	1,360				
Reduction in cost of the communication line between the Council Offices and Salthill Depot.	-3,070				

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Decrease in estimated depreciation costs at the depot.			-1,400		
Decrease to support service costs mainly due to a lower allocation of Information Technology costs and less time being spent by the Community Services staff in this area.				-9,970	
Expenditure at Salthill Depot is recharged out to other departments based at the depot. Decreased recharges due to lower estimated expenditure at Salthill Depot and greater recovery of costs through store issues.				3,100	
Increase in recovery of costs related to the stores issues due to an increase in cost of stores goods purchased.		-3,850			
Total Salthill Depot					220
SIGNS: Street Nameplates and Signs					
Decrease to Community Services support services costs mainly due to an expected reduction in Community Services staff time being spent in this area.				-2,190	
Decrease in income from the naming of new properties due to the slow down in new housing developments experienced this year.		3,000			

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Total Street Nameplates and Signs					810
SPODV: Sports Development					
Consultants used to produce a playing pitch strategy to ensure that the provision of outdoor playing pitches meets the local needs of existing and future residents. This will be funded by monies set aside in an earmarked reserve for this purpose.	16,130				
Reduction to the insurance charge for the skate park.	-1,940				
Increase to support service costs mainly due to an expected increase in staff time being spent in this area by Community Services staff.				1,640	
Total Sports Development					15,830
STCLE: Street Cleansing					
Increase to wages as the increase in the pay award was higher than originally estimated and an adjustment was required in the calculation of the salaries.	13,010				
Reduction in diesel expenditure due to prices being lower than originally budgeted.	-1,820				
Increase in the cost of vehicle insurance.	1,890				
Increase in expenditure on van hire as a result of a shortage in the supply of vans.	4,110				

COMMUNITY SERVICES COMMITTEE
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Allowed for in the original budget for 2023/24 was additional funding received in 2022/23 from Lancashire County Council for carrying out weed spraying on their behalf but being received too late to be spent in that year, as the conditions in winter are not suitable for weed spraying to be effective, to be used in 2023/24 after being set aside in an earmarked reserve for this purpose. The monies will remain in reserve until they are required.	-39,430				
Increase to support service costs mainly due to an expected increase in staff time being spent in this area by Community Services staff.				5,810	
Increase in recharge of Refuse Collection service due to increased costs as detailed under RCOLL.				1,730	
Additional funding provided by Lancashire County Council to carry out road sweeping on their behalf.		-19,440			
Lancashire County Council have provided additional funds to carry out weed spraying on their behalf.		-45,400			
Total Street Cleansing					-79,540
TAFUT: Together an Active Future					

COMMUNITY SERVICES COMMITTEE
VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Lower than budgeted use of third parties to deliver projects.	-3,460				
Decrease in grant funding received from Sport England due to decrease in costs claimed as detailed above.		3,180			
Total Together an Active Future					-280
TFRST: Transfer Station					
Reduction to wages due to long-term absenteeism.	-1,720				
Decrease in business rates due to a reduction in the rateable value of the premises.	-1,440				
Expenditure incurred in the use of the Shovel (SHOVL) is charged to the Transfer Station. Decreases in the cost of diesel and depreciation charge of the Shovel have reduced the recharge.				-10,480	
Total Transfer Station					-13,640
TRREF: Trade Refuse					
Lower estimated tipping charges payable to Lancashire County Council based upon reduced estimated tonnages of trade waste to be collected, as there is less demand for the service.	-30,370				

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VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

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	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Increase in the recharge for the Refuse Collection service as detailed under RCOLL.				14,760	
Decrease to support service costs mainly due to less staff time being spent by the Chief Executives department -£12,590 in this area but partly offset by an expected increase in allocation of staff time by Community Services £2,380 and Resources £8,320 departments.				-1,890	
Reduced income from the delivery of bins.		4,130			
Decrease in estimated income from commercial trade waste customers due to lower demand for the service.		50,100			
Reduced income from the sale of sacks and stickers to commercial customers due to lower demand.		6,780			
Increased estimated income from charitable trade waste customers due to an increase in the customer base.		-11,540			
Increased income from the bin hire scheme due to a higher than anticipated take up of the scheme.		-18,750			

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduced income from the sale of sacks and stickers to charitable customers due to lower demand.		7,020			
Reduced income from the delivery of trade waste sacks and stickers due to lower demand of waste being collected by sack.		2,310			
Total Trade Refuse					22,550
VEHCL: Vehicle Workshop					
Increase to wages as the increase in the pay award was higher than originally estimated.	5,980				
Lower recharge from Salthill Depot mainly due to reduced service charges within that facility (see SDEPO).				-5,930	
Reduction in expenditure on protective clothing.	-1,500				
Decrease in the recharge of the vehicle workshop costs to vehicles due to decreased expenditure as mentioned above.		1,460			
Total Vehicle Workshop					10
PLANT: Plant					
Increase in the cost of estimated repairs and maintenance expenditure for various plant including the hire of a steam cleaner whilst repairs are carried out .	4,460				

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VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Reduction to expenditure on diesel as the increase price of diesel factored into the budget was not as high as estimated.	-4,470				
Reduction in the depreciation charge of various plant.			-9,780		
Costs relating to the JCB Waste Master Loadall are recharged to the Waste Transfer Station. Reduction in recharge due to the decreased expenditure as mentioned above.				9,210	
Total Plant					-580
WKSAD: Works Administration					
Increase to wages as the increase in the pay award was higher than originally estimated and the vacancy savings originally budgeted did not materialise.	7,470				
Increase in the recharge of various items of Plant mainly due to the hire of a steam cleaner whilst repairs are carried out.				1,270	
Increase in insurance cost as the amount of insurance cover that is required for equipment has increased.	1,770				

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VARIANCES FROM ADJUSTED ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Works administration vehicle expenditure is recharged to this cost centre through a use of vehicle charge. The lower recharge is mainly because of the reduction in depreciation of vehicle PL68 HRO due to it being re-lifed as mentioned under EVEHA.				-6,970	
Decrease to support service costs mainly due to an expected reduction in the allocation of Community Services staff time to this area.				-8,810	
Expenditure incurred within this cost centre is recharged out to the departments who use the service. As significantly more time is forecast to be spent on capital schemes this will result in less time being spent on departmental jobs therefore reducing the recharge to these areas.		102,110			
Time spent by the Works Administration team on capital projects is recovered through a charge to the capital schemes. There is expected to be more time required to be spent on capital projects this year including the refurbishment of Mardale changing rooms.		-38,460			

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	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
Decrease in oncost recovery related to overtime as less overtime is forecast to be worked in the year.		2,290			
Total Works Administration					60,670
Other					-4,390
Sub-Total					-823,010
MOVEMENT IN EARMARKED RESERVES					
CPBAL/H330: Capital					
Sale of Grounds Maintenance vehicle less cost of disposal.	-160	3,000			2,840
COBAL/H333: Refuse Collection					
Purchase of householder bins (£24,560) to be funded from reserve. Offset by income received from the sale of householder bins (£26,230) and income from the bin hire scheme (£18,750).	-24,560	44,980			20,420
COBAL/H329: Community Safety					
Amount required to be funded from reserves to meet the forecast expenditure on the delivery of community safety projects.	-620				-620
COBAL/H328: Repairs and Maintenance					

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	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
To enable the resurfacing work of paths at Edisford Sports Complex that was delayed in 2022/23 due to inclement weather, from monies set aside for this purpose.	-7,750				-7,750
COBAL/H282: Exercise Referral Funding of £16,070 not required to be released from reserve as additional funding received in year in respect of Cardiac Rehab £11,500 and expenditure is forecast to be lower £4,570.	4,570	11,500			16,070
COBAL/H216: Playing Pitch Strategy Reserve To fund consultants to produce a playing pitch strategy to ensure that the provision of outdoor playing pitches meets the local needs of existing and future residents from monies set aside in an earmarked reserve for this purpose.	-16,130				-16,130
COBAL/H337: Equipment Reserve To fund the purchase of a solar powered barrier at the site entrance to Ribblesdale Pool.	-4,640				-4,640

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	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN CAPITAL £	MOVEMENT IN SUPPORT SERVICES £	TOTAL MOVEMENT £
COBAL/H111: Community Right to Bid					
COBAL/H328: Amenity Cleansing Use of monies set aside to fund road sweeping that could not be completed in the 2022/23 financial year £1,560. Additional funding received from Lancashire County Council to carry out weed spraying on their behalf currently held in reserve is not expected to be required in 2023/24. Use of grant monies received for High Street Community Clean-up to fund the replacement of cast iron litter bins in the Castle Grounds £9,260.	28,610				28,610
Total Movement in transfers to/from Earmarked Reserves	-20,680	59,480	0	0	38,800
Total Movement					-784,210

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to End November	Full Year Original Estimate	Proposed Revised Estimate
ARTDV	Art Development	15,234	13,117	40,390	40,310
BUSSH	Bus Shelters	4,360	5,819	20,910	17,980
CARVN	Caravan Site	0	0	-9,520	-13,510
CCTEL	Closed Circuit Television	89,360	84,930	174,090	158,530
COMMD	Community Services	676,195	626,558	0	0
CPADM	Car Parks	-208,478	-273,367	-132,770	-194,940
CPVEH	Car Park Vehicles	6,584	8,776	0	0
CRIME	Crime & Disorder	23,880	14,406	65,980	71,780
CULTG	Culture Grants	4,280	4,100	5,310	6,140
CULVT	Culverts & Watercourses	3,620	945	29,140	16,480
DRAIN	Private Drains	-46	1,675	2,930	3,630
EALLW	All Weather Pitch	-48,820	-83,214	73,790	61,300
EDPIC	Edisford Picnic Area	-12,108	-11,891	-8,820	-6,410
EVEHA	Works Administration Vehicles	26,362	24,448	0	0
EXREF	Exercise Referral	7,853	-11,208	107,080	93,340
GMVEH	Grounds Maintenance Vehicles	86,036	77,129	0	730
GRSRC	Grants & Subscriptions	380	0	1,140	2,160
HWREP	Highway Repairs	442	0	9,100	8,030
LDEPO	Longridge Depot	8,542	5,827	450	0
LITTR	Litter Bins	5,066	3,775	28,050	22,820
MCAFE	Museum Café	-636	825	54,150	23,250
MUSEM	Castle Museum	67,283	-426,483	276,840	-168,590
PAPER	Paper Collection Service	78,072	65,475	280,250	255,530
PCADM	Public Conveniences	112,426	98,214	227,530	208,030
PKADM	Grounds Maintenance	-261,271	-250,369	0	-3,000
PLANT	Plant	24,292	18,461	0	0
PLATG	Platform Gallery	85,619	77,951	194,490	196,790
RCOLL	Refuse Collection	622,282	682,937	1,892,600	1,908,910
RCVEH	Refuse Collection Vehicles	454,674	428,922	0	0
RECU	Recreation & Culture Grants	10,040	6,590	35,680	36,370
RIVBK	Riverbank Protection	1,020	0	5,010	5,010
ROEBN	Roefield Barn	2	123	-150	90
RPBIN	Replacement Bins	0	-8,108	0	-9,890
RPOOL	Ribblesdale Pool	348,277	251,170	846,580	684,570
RVPRK	Ribble Valley Parks	416,771	404,493	771,610	740,960

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to End November	Actual and Commitments to end November	Full Year Original Estimate	Proposed Revised Estimate
SDEPO	Salthill Depot	74,709	71,671	0	0
SEATS	Roadside Seats	1,680	1,401	6,980	6,470
SIGNS	Street Nameplates & Signs	1,080	3,969	25,350	26,560
SPODV	Sports Development	12,327	22,490	91,770	107,110
SPOGR	Sports Grants	3,874	3,650	6,520	6,090
STCLE	Street Cleansing	220,278	135,104	514,650	434,570
TAFUT	Together an Active Future	3,811	2,510	0	0
TFRST	Waste Transfer Station	49,285	43,311	124,550	110,270
TRREF	Trade Refuse	-386,510	-384,029	-21,900	-720
TWOWR	Two Way Radio	3,454	2,390	0	0
VEHCL	Vehicle Workshop	-43,574	-40,807	0	0
WBHEQ	Wellbeing & Health Equality	0	-1,562	0	0
WKSAD	Works Administration	-75,899	-35,431	0	60,650
XMASL	Xmas Lights & RV in Bloom	1,376	790	4,090	3,440
Committee Subtotal		2,513,484	1,667,481	5,743,850	4,920,840
Earmarked Reserves					
CPBAL/ H330	Capital Reserve	0	2,840	0	2,840
COBAL/ H239	Crime Reduction Partnership Reserve	0	0	-14,910	-15,530
COBAL/ H210	Repairs & Maintenance Reserve	0	-7,750	0	-7,750
COBAL/ H282	Exercise Referral Reserve	-11,793	-3,455	-23,580	-7,510
COBAL/ H216	Playing Pitch Strategy Reserve	0	-16,130	0	-16,130
COBAL/ H333	Refuse Collection	-3,030	7,110	-6,530	13,890
COBAL/ H337	Equipment Reserve	0	-4,640	0	-4,640
COBAL/ H111	Community Right to Bid			-40,450	-40,450
COBAL/ H368	Amenity Cleansing	0	-9,260	-39,430	-10,820
Subtotal Earmarked Reserves		-14,823	-31,285	-124,900	-86,100
Total		2,498,661	1,636,196	5,618,950	4,834,740

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 9 JANUARY 2024
 title: ORIGINAL REVENUE BUDGET 2024/25
 submitted by: DIRECTOR OF RESOURCES & DEPUTY CHIEF EXECUTIVE
 principal author: HELEN SEEDALL

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2024/25, for consideration at Special Policy and Finance Committee.

2 BACKGROUND - COUNCIL'S OVERALL FINANCIAL POSITION

3 Year Budget Forecast

- 2.1 The Council's three-year budget forecast was presented to Policy and Finance Committee in September. At that time you will recall we were still awaiting the outcome of the long anticipated reforms to local government finances. Therefore predicting our budget forecast with any certainty continued to be extremely difficult.
- 2.2 Our forecast in September predicted the following budget gaps; £877k in 2024/25, £2.261m in 2025/26, £2.740m in 2026/27, after allowing for the use of general fund balances. The biggest factors affecting our forecast then were:
- Threat of losing New Homes Bonus.
 - Assumption that the 'One-off Funding Guarantee' was indeed a one-off for 2023/24.
 - What level interest rates and inflation would be over the life of the forecast.

Changes since the September forecast

- 2.3 The Government's Policy Statement on Local Government Finance was published on 5 December 2023. They announced that all councils would receive an increase in Core Spending Power next year of at least 3%. This will be achieved by continuing the One-Off Funding Guarantee where required. This increase in Core Spending Power will be before any decisions we make on the level of our council tax. Crucially, they also stated now was not the time for reforms to Local Government Finance as councils required stability and continuity.
- 2.4 They also announced:
- New Homes Bonus Allocations will continue for 2024/25
 - Rural Services Delivery Grant will continue for 2024/25
 - Revenue support grant (RSG) will increase in line with CPI with no negative RSG
 - Business Rates will not be reset and Business Rate Pooling will continue
 - A council tax referendum principle of up to 3% or £5 for district councils
- 2.5 The government asks authorities to continue to consider how they can use their reserves to maintain services over this and the next financial year, recognising that not all reserves can be reallocated, and that the ability to meet spending pressures from reserves will vary between authorities.

Provisional Local Government Finance Settlement

- 2.6 The Provisional Local Government Finance Settlement was published on Tuesday 19 December 2023. This sets out the detailed figures for all councils in terms of the government funding they will receive (subject to consultation) in 2024/25. Ribble Valley's provisional settlement is as follows:

Core Spending Power	Actual	Provisional	Movement
	2023-24	2024-25	
	£m	£m	£m
Settlement Funding Assessment	1.453665	1.508544	0.054879
<i>consists of:</i>			
Baseline Funding Level	1.405077	1.456737	0.051660
Revenue Support Grant	0.048588	0.051807	0.003219
Compensation for under-indexing the business rates multiplier	0.239342	0.294109	0.054767
Council Tax Requirement excluding parish precepts	4.139603	4.342947	0.203344
New Homes Bonus	0.506197	0.647509	0.141312
Rural Services Delivery Grant	0.126574	0.126574	0.000000
Services Grant	0.054777	0.008619	-0.046158
Funding Guarantee	0.773369	0.710563	-0.062806
Core Spending Power	7.293527	7.638865	0.345338

- 2.7 Ribble Valley's Core Spending Power is set to increase by 4.7% after assuming we increase our band d council tax charge by the maximum possible of £5. The overall average nationally is a 6.5% increase in Core Spending Power however districts average a 4.9% increase. This is mainly due to additional funding being put into children's and adult social care.
- 2.8 When comparing the Provisional Grant Settlement to our latest budget forecast we are £826k better off. This is due to the continuation of the New Homes Bonus for another year and also the Funding Guarantee being extended.
- 2.9 The announcements from the Government are clearly much better than we expected. This not only improves our financial position compared with our forecast for next year but also for potentially subsequent years. Given the fact there will be a General Election next year, it now appears unlikely that reforms will take place before the next Spending Review. Even then, whichever Government is elected, it would take some time to propose, consult and implement these substantial reforms.
- 2.10 The guidance from Policy and Finance Committee to service committees is to manage their services from within their existing budgets, finding savings to fund any growth items where possible. It is also recommended that fees and charges are increased on average by 4%.
- 2.11 At the special Policy and Finance Committee meeting on 13 February 2024 we will be in a position to determine the overall financial position after all service committees have met to consider their budgets and after updating the budget forecast to reflect our updated assumptions on government funding, inflation, interest rates etc.

3 BUDGET PROCESS

- 3.1 Following a great deal of in-depth service analysis and meetings with regard to this committee's budgets by the council's accountants, budget holders, heads of service and management team, a proposed draft budget is now presented to members. This budget is agreed as that which best reflects the services of this committee for the next financial year.
- 3.2 You have previously approved the level of this committee's fees and charges for 2024/25. The consequential impact of these fees and charges have been incorporated in to the service budgets shown within this report.
- 3.3 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.
- 3.4 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2024/25 will also be approved.

4 2024/25 DRAFT REVENUE BUDGET

- 4.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service and they allow for pay increases at 4%, price increases at 4% and income at 4%. The level of these increases will be kept under review during the budget preparation period and will be reviewed again at a final time in February in light of the very latest information. If necessary and agreed, a contingency for further increases (eg in pay awards) would be added to the budget at that stage.
- 4.2 Within this report the budget is shown in the same manner in which they are reviewed. Each costs centre within the report is shown individually. Behind each cost centre is a great deal more subjective level detailed budgets, but for the purposes of this report they are summarised in to the standard local government CIPFA Service Reporting Code of Practice basis.

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

- **Depreciation and Impairment:** this is the revenue impact of capital items shown in the service revenue accounts of the council.
- **Income:** this includes income from fees and charges, grants, donations and contributions. Also shown here is the associated 'income' to a support service from the redistribution of its costs to those providing services to the public.

4.3 As you will see, the draft proposed budget for 2024/25 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below.

- **Original Estimate 2023/24:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Inflation at 4%:** The budget forecast allows for inflation on pay at 4%, prices at 4% (with some exceptions such as grants) and income at 4% in line with the September budget forecast. This is where that general allowance for inflation is brought in to the individual budget areas.
- **Savings:** Here any savings or additional income that is identified from past service experience or trends would be brought in to the budget to adjust the base budget.
- **Variation to Standard Budgeted Inflation %:** Inevitably, as we undertake detailed work on the budget it becomes evident that there are some items of income or spend that experience a greater or lower level of inflation. This is where we adjusted for those differing levels of inflation.
- **Unavoidable Changes to Service Costs:** This relates to changes to a service, for example where costs are demand driven.
- **Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Capital:** Any changes relating to depreciation and impairment are included in this column.
- **DRAFT Original Estimate 2024/25:** The final column is the total of all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

4.4 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2023/24 Original Estimate, to the DRAFT Original Estimate for 2024/25. Comments are also provided on the main variances.

5 COMMITTEE SERVICE ESTIMATES

5.1 **Cost Centre and Description** ARTDV: Art Development

The arts development budget is used to develop cultural activity across the borough and is used to match fund larger projects in partnerships. This budget enables Ribble Valley to participate in county and regional schemes.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	17,240	690		370				18,300
Transport Related Expenditure	370	10						380
Supplies & Services	8,080	320						8,400
Transfer Payments	3,000	0						3,000
Support Services	11,700	0				-570		11,130
Total Expenditure	40,390	1,020	0	370	0	-570	0	41,210
Net Expenditure	40,390	1,020	0	370	0	-570	0	41,210

5.2 Cost Centre and Description BUSSH: Bus Shelters

The Council maintains 85 bus shelters throughout the borough with a view to encouraging the use of the public transport system. The budget does not allow for new or replacement shelters, only basic maintenance of the existing stock.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	9,070	360						9,430
Supplies & Services	3,780	150						3,930
Support Services	8,060	0				420		8,480
Total Expenditure	20,910	510	0	0	0	420	0	21,840
Net Expenditure	20,910	510	0	0	0	420	0	21,840

5.3 Cost Centre and Description CARVN: Caravan Site

The Caravan and Camping Club manage the caravan site on a 25-year fully repairing lease (fixed term ends 31 March 2028, however the lease will continue unless either party brings it to an end). The Council receives a guaranteed minimum income from the operator annually and has a consultative role to play in its overall running.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Customer & Client Receipts	-9,520	-380						-9,900
Total Income	-9,520	-380	0	0	0	0	0	-9,900

5.4 **Cost Centre and Description** CCTEL: Closed Circuit Television

The Council manages and maintains 32 cameras within the Clitheroe, Longridge and Whalley Town Centre CCTV system.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	14,930	600			1,910	-2,840		14,600
Supplies & Services	16,780	660						17,440
Third Party Payments	133,050	5,320		3,140				141,510
Support Services	32,570	0				-2,320		30,250
Depreciation and Impairment	7,840	0						7,840
Total Expenditure	205,170	6,580	0	3,140	1,910	-5,160	0	211,640
Departmental Recharges	-31,080	0				-3,620		-34,700
Total Income	-31,080	0	0	0	0	-3,620	0	-34,700
Net Expenditure	174,090	6,580	0	3,140	1,910	-8,780	0	176,940

CCTEL: Closed Circuit Television

Commentary on Substantial Budget Changes

Premises Related Expenditure

Decrease in recharge of the cost of using the market office building mainly due to falling costs particularly in electricity prices partly offset by an increase in the requirement for electricity supply to additional CCTV cameras.

Third Party Payments

Estimated increase in the contract for the provision of CCTV monitoring cost.

Support Services

Decrease in the time allocation of Community Services staff to this area.

Departmental Recharges

Increases mainly due to inflation have resulted in a higher recharge of CCTV costs to car parks.

5.5 **Cost Centre and Description** COMMMD: Community Services Department

All costs are recharged to services based upon records of time spent on those services by individual members of staff. The following is an analysis of the department's budget.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	966,330	38,670		-470	15,020			1,019,550
Premises Related Expenditure	830	30		100				960
Transport Related Expenditure	27,050	1,080	-4,960	-590	-3,880			18,700
Supplies & Services	30,760	1,210	-450	-920	2,750			33,350
Support Services	229,810	0				17,500		247,310
Depreciation and Impairment	0	0					2,580	2,580
Total Expenditure	1,254,780	40,990	-5,410	-1,880	13,890	17,500	2,580	1,322,450
Other Grants and Contributions	-1,530	0						-1,530
Customer & Client Receipts	-160	-10						-170
Departmental Recharges	-1,253,090	0		-140		-56,840		-1,310,070
Oncosts Recovered	0	0			-8,100			-8,100
Total Income	-1,254,780	-10	0	-140	-8,100	-56,840	0	-1,319,870
Net Expenditure	0	40,980	-5,410	-2,020	5,790	-39,340	2,580	2,580

COMMD: Community Services Department
Commentary on Substantial Budget Changes

Employee Related Expenditure

Increased base salary costs due to the 2023/24 payaward, and also increased salary costs due to incremental increases on pay grades.

Transport Related Expenditure

Decrease to estimated mileage payments to staff mainly due to the use of technology to enable remote meetings to take place and reduced expenditure on lease cars due to a lower number of vehicles.

Supplies & Services

Increase due to an allocation of the cost for use of the Geographic Information Service.

Support Services

Increase to the support service recharge particularly the Information Technology Department due to an increase in costs and the number of devices and Resources due to an increase in the allocation of officer time. Partly offsetting this is a reduction in the recharge of Council Offices mainly due to a reduction in energy costs.

Departmental Recharges

Recharges to other departments have increased mainly due to inflationary increases to the base budget along with the items mentioned above.

Oncosts Recovered

Increase due to recharge of staff time in respect of work related to the upkeep of play areas.

5.6 **Cost Centre and Description** CPADM: Car Parks

The Council maintains numerous public car parks throughout the borough of which 18 are chargeable. Car parking charges are operated in Longridge, Clitheroe, Slaidburn, Ribchester, Sabden and Chipping.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	134,360	5,200		-690	-3,290	-750		134,830
Transport Related Expenditure	12,630	510				-2,820		10,320
Supplies & Services	39,870	1,590		-360	27,440			68,540
Third Party Payments	6,540	260						6,800
Support Services	459,180	0				39,920		499,100
Depreciation and Impairment	11,970	0					17,560	29,530
Total Expenditure	664,550	7,560	0	-1,050	24,150	36,350	17,560	749,120
Customer & Client Receipts	-534,190	-21,380		-8,190				-563,760
Miscellaneous Recharges	-263,130	0				-23,500		-286,630
Total Income	-797,320	-21,380	0	-8,190	0	-23,500	0	-850,390
Net Expenditure	-132,770	-13,820	0	-9,240	24,150	12,850	17,560	-101,270

CPADM: Car Parks

Commentary on Substantial Budget Changes

Premises Related Expenditure

Decrease to business rates due to reduction to the rateable value of various car parks, the largest impacting Railway View and Edisford Road Car Parks.

Transport Related

Reduction to use of vehicles charge as a result of lower depreciation charges.

Supplies and Services

Increase in the use of credit/ debit cards to pay for car parking; with the upgrading of the pay and display machines most of the car parks are now able to receive payments by card.

Support Services

Support services consists of two elements - recharges from other departments dependant upon staff time and also recharges of expenditure coded to Car Parks Administration being charged out to each individual car parks.

There has been an increase in the recharge from Community Services Department mainly due to an increase to the costs of the Community Services department as outlined under COMMD.

Recharges to individual car parks has also increased due to an increase in costs within this service area. The opposite entry showing the recharges being charged out of Car Parks Administration is reported within Miscellaneous Recharges.

Depreciation and Impairment

Increase in the depreciation charge due to the addition of charging points for electric vehicles and the resurfacing of Mardale car park.

Customer & Client Receipts

All charges have been increased in line with the inflationary increase agreed. The further increase in the budget of £8,190 in car park fees is to adjust for an increase in usage seen at various car parks, mainly Railway View, Edisford Road and Lowergate.

Miscellaneous Recharges

Increase in recharge of Car Parking Administration to the individual car parking sites as a result of an increase in costs within this service area.

5.7 Cost Centre and Description CPVEH: Car Park Vehicles

We have two vehicles used for monitoring the council's car parks. The cost of these vehicles is recharged to Car Parks Budget in section 5.6

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Transport Related Expenditure	8,520	350		550	-460			8,960
Depreciation and Impairment	4,110	0					-2,750	1,360
Total Expenditure	12,630	350	0	550	-460	0	-2,750	10,320
Miscellaneous Recharges	-12,630	0				2,310		-10,320
Total Income	-12,630	0	0	0	0	2,310	0	-10,320
Net Expenditure	0	350	0	550	-460	2,310	-2,750	0

5.8 **Cost Centre and Description** CRIME: Crime and Disorder

This covers the Borough Council's contribution to the work of the Ribble Valley Community Safety Partnership, includes officer support, promotional activities and financial support of police community support officers.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Supplies & Services	22,480	900			-11,840			11,540
Transfer Payments	22,000	0						22,000
Support Services	21,500	0				6,390		27,890
Total Expenditure	65,980	900	0	0	-11,840	6,390	0	61,430
Net Expenditure	65,980	900	0	0	-11,840	6,390	0	61,430
Associated Movement in Earmarked Reserves	-14,910	-600			10,600			-4,910
Net After Earmarked Reserves	51,070	300	0	0	-1,240	6,390	0	56,520

CRIME: Crime and Disorder

Commentary on Substantial Budget Changes

Supplies & Services

Expenditure variation reflects funding set aside from previous years underspends being fully utilised in 2023/24.

Support Services

There has been an increase in the recharge from Economic Development and Planning department mainly due to an increase in the allocation of staff time to this area. Partly offsetting this is a reduction to the allocation of staff time by the Resources department.

Associated Movement in Earmarked Reserves

Funds have previously been used from the earmarked reserve to support the Community Safety initiatives however the remaining balance is forecast to be fully used in 2024/25.

5.9 **Cost Centre and Description** CULTG: Culture Grants

Grant aid is given to assist talented young persons with the costs associated with their particular cultural activity.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Transfer Payments	4,280	0						4,280
Support Services	1,030	0				-330		700
Total Expenditure	5,310	0	0	0	0	-330	0	4,980
Net Expenditure	5,310	0	0	0	0	-330	0	4,980

5.10 **Cost Centre and Description** CULVT: Culverts & Water Courses

Responsibility arising out of the Floods and Water Management Act 2010 to 'liaise and cooperate' with the lead Local Flood Authority (Lancashire County Council) for the area.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	3,570	140						3,710
Supplies & Services	6,530	260						6,790
Support Services	19,040	0				-1,570		17,470
Total Expenditure	29,140	400	0	0	0	-1,570	0	27,970
Net Expenditure	29,140	400	0	0	0	-1,570	0	27,970
CULVT: Culverts & Water Courses								
Commentary on Substantial Budget Changes								
<u>Support Services</u> There has been a decrease in the recharge from Community Services Department.								

5.11 **Cost Centre and Description** DRAIN: Private Drains

The Council provides a service to clear private blocked drains and a charge is made for this service. The charges contribute towards the direct costs of staff carrying out the clearance and the management and administration of the process.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	1,320	50						1,370
Supplies & Services	200	10						210
Support Services	3,510	0				380		3,890
Total Expenditure	5,030	60	0	0	0	380	0	5,470
Customer & Client Receipts	-2,100	-90						-2,190
Total Income	-2,100	-90	0	0	0	0	0	-2,190
Net Expenditure	2,930	-30	0	0	0	380	0	3,280

5.12 **Cost Centre and Description** EALLW: Edisford All Weather Pitch

Edisford Sports Complex including a 3G artificial pitch. This is a high quality facility for which there is great demand in terms of football usage.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	30,740	1,230		1,330	2,500			35,800
Premises Related Expenditure	42,750	1,710		-5,550	450			39,360
Transport Related Expenditure	1,720	70			140			1,930
Supplies & Services	11,060	440		-370	120			11,250
Support Services	27,560	0				7,510		35,070
Depreciation and Impairment	69,840	0					6,290	76,130
Total Expenditure	183,670	3,450	0	-4,590	3,210	7,510	6,290	199,540
Customer & Client Receipts	-109,880	-4,390						-114,270
Total Income	-109,880	-4,390	0	0	0	0	0	-114,270
Net Expenditure	73,790	-940	0	-4,590	3,210	7,510	6,290	85,270

EALLW: Edisford All Weather Pitch

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in staffing costs including salary overheads

Premises Related Expenditure

Forecast decrease in electricity and gas prices.

Support Services

Increase to support service costs mainly due to an increase in an allocation of staff time from the Resources department.

Depreciation and Impairment

Increased depreciation charges due to revaluation of assets.

5.13 **Cost Centre and Description** EDPIC: Edisford Picnic Area

This budget head relates to the maintenance of the Edisford picnic area, income from the mobile catering units and also fees received from our share of the model railway income.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	810	40		-240	-140			470
Supplies & Services	2,230	90						2,320
Support Services	990	0				270		1,260
Depreciation and Impairment	1,350	0						1,350
Total Expenditure	5,380	130	0	-240	-140	270	0	5,400
Customer & Client Receipts	-14,200	-570		3,660				-11,110
Total Income	-14,200	-570	0	3,660	0	0	0	-11,110
Net Expenditure	-8,820	-440	0	3,420	-140	270	0	-5,710
EDPIC: Edisford Picnic Area								
Commentary on Substantial Budget Changes								
<u>Customer & Client Receipts</u>								
Adjustment required in order to match the tender agreement of the food concession.								

5.14 **Cost Centre and Description** EVEHA: Works Administration Vehicles

We have a range of vehicles in order to help staff carry out a range of maintenance and repair works for the council. The cost of these vehicles is mainly recharged to Works Administration at section 5.46.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Transport Related Expenditure	37,050	1,500		830	550			39,930
Depreciation and Impairment	23,820	0					-14,020	9,800
Total Expenditure	60,870	1,500	0	830	550	0	-14,020	49,730
Miscellaneous Recharges	-60,870	0				11,140		-49,730
Total Income	-60,870	0	0	0	0	11,140	0	-49,730
Net Expenditure	0	1,500	0	830	550	11,140	-14,020	0

EVEHA: Works Administration Vehicles

Commentary on Substantial Budget Changes

Depreciation and Impairment

Decreased depreciation charges due to reassessment of expected working life of Works Administration vehicle PL68 HRO -£7,120 and the reversal of depreciation that was included in the original budget for an expected replacement vehicle for the Vehicle Workshop that was delayed until 2024/25 -£6,900.

Miscellaneous Recharges

The cost of vehicles to be recharged to works administration has decreased mainly due to a reduction in depreciation charges.

5.15 **Cost Centre and Description** EXREF: Exercise Referral Scheme

Exercise referral was previously funded by LCC. However, this has now been replaced by the Together an Active Future contract. Exercise referral now covers activities such as tai chi and working in community facilities around the borough as either stand alone classes or with local groups to help provide opportunities for people who may not be eligible for help under the Together an Active Future contract. It also delivers other healthy lifestyle programmes supported by grant funding, currently being a Weight Management programme.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	45,490	1,810		1,410	250			48,960
Premises Related Expenditure	3,150	130						3,280
Transport Related Expenditure	1,090	40						1,130
Supplies & Services	2,910	120						3,030
Support Services	105,460	0				1,720		107,180
Total Expenditure	158,100	2,100	0	1,410	250	1,720	0	163,580
Other Grants and Contributions	-25,180	0						-25,180
Customer & Client Receipts	-3,380	-140						-3,520
Miscellaneous Recharges	-22,460	0				-3,500		-25,960
Total Income	-51,020	-140	0	0	0	-3,500	0	-54,660
Net Expenditure	107,080	1,960	0	1,410	250	-1,780	0	108,920
Associated Movement in Earmarked Reserves	-23,580	-940		-1,980				-26,500
Net After Earmarked Reserves	83,500	1,020	0	-570	250	-1,780	0	82,420

EXREF: Exercise Referral Scheme

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in base salary costs due to the pay award being higher than allowed for in the 2023/24 budget.

Support Services

Increase to support service costs mainly due to the increase in costs in the Community Services Department partly offset by a decrease in time spent by Resources staff in this area.

Miscellaneous Recharges

Increase in recharge to Together an Active future programme due to inflationary increase in salary costs.

Associated Movement in Earmarked Reserves

Use of monies set aside in the Exercise Referral Reserve to fund the delivery of Weight Management activities.

5.16 **Cost Centre and Description** GMVEH: Grounds Maintenance Vehicles

We have a range of vehicles, mowers and plant in order to help staff maintain the council's parks, play areas, sports pitches and other public open spaces. The cost of these vehicles is recharged to the Grounds Maintenance Budget 5.25.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Transport Related Expenditure	126,930	5,110		2,470	-6,590			127,920
Depreciation and Impairment	73,290	0					-28,640	44,650
Total Expenditure	200,220	5,110	0	2,470	-6,590	0	-28,640	172,570
Miscellaneous Recharges	-200,220	0				31,430		-168,790
Total Income	-200,220	0	0	0	0	31,430	0	-168,790
Net Expenditure	0	5,110	0	2,470	-6,590	31,430	-28,640	3,780

GMVEH: Grounds Maintenance Vehicles

Commentary on Substantial Budget Changes

Transport Related Expenditure

Decrease mainly due to reduction in diesel costs due to an estimated reduction in prices compared to those previously forecast along with lower consumption of fuel. Partly offsetting this is a forecast increase to vehicle insurance premiums.

Depreciation and Impairment

Reduction in depreciation charges mainly due to the re-living of vehicles combined with a few vehicles being fully depreciated.

Miscellaneous Recharges

Decrease in recharge of vehicle costs due to a reduction in costs as mentioned above.

5.17 **Cost Centre and Description** GRSRC: Grants & Subscriptions - Community

This committee supports a number of organisations that demonstrate the furtherance of committee’s objectives by way of direct grant aid or by subscribing to such organisations.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Supplies & Services	380	20						400
Support Services	760	0				-760		0
Total Expenditure	1,140	20	0	0	0	-760	0	400
Net Expenditure	1,140	20	0	0	0	-760	0	400

5.18 **Cost Centre and Description** HWREP: Highway Repairs

From time to time, depending on circumstances and where it is in the public interest, minor emergency repair works are carried out on unadopted streets and footpaths.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	660	30						690
Support Services	7,290	0				-4,340		2,950
Depreciation and Impairment	1,150	0						1,150
Total Expenditure	9,100	30	0	0	0	-4,340	0	4,790
Net Expenditure	9,100	30	0	0	0	-4,340	0	4,790
HWREP: Highway Repairs								
Commentary on Substantial Budget Changes								
<u>Support Services</u> Decrease to support service costs.								

5.19 **Cost Centre and Description** LDEPO: Longridge Depot

The council retains a small operational base at a depot in Longridge, primarily in relation to our grounds maintenance services carried out in the western fringe of the borough.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	10,840	440		-2,320	220			9,180
Supplies & Services	140	10		70				220
Support Services	1,380	0				40		1,420
Depreciation and Impairment	3,720	0					250	3,970
Total Expenditure	16,080	450	0	-2,250	220	40	250	14,790
Miscellaneous Recharges	-15,630	0				840		-14,790
Total Income	-15,630	0	0	0	0	840	0	-14,790
Net Expenditure	450	450	0	-2,250	220	880	250	0
Associated Movement in Earmarked Reserves	-450	-20			470			0
Net After Earmarked Reserves	0	430	0	-2,250	690	880	250	0
LDEPO: Longridge Depot								
Commentary on Substantial Budget Changes								
<u>Premises Related Expenditure</u>								
Decrease in expenditure on electricity due to a forecast reduction in electricity prices.								

5.20 **Cost Centre and Description** LITTR: Litter Bins

Litter bins are provided throughout the area and are emptied by the refuse collection service and the street cleansing operatives. The Council has a duty to keep the streets and land open to the public free of litter and refuse, and the provision of litter bins aids that process. The budget allows the existing stock to be maintained but with little scope for expansion.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	4,100	160						4,260
Supplies & Services	5,040	200						5,240
Support Services	18,910	0				-3,240		15,670
Total Expenditure	28,050	360	0	0	0	-3,240	0	25,170
Net Expenditure	28,050	360	0	0	0	-3,240	0	25,170
LITTR: Litter Bins								
Commentary on Substantial Budget Changes								
<u>Support Services</u>								
Decrease to support service cost.								

5.21 **Cost Centre and Description** MCAFE: Museum Cafe

The Museum Café is operated by a contractor, who pays the Council an annual fee and a share of the turnover. The café forms part of the overall heritage offer at Clitheroe Castle Museum. The café is currently without an occupier.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	48,850	300		-30	-5,920	-18,420		24,780
Supplies & Services	4,400	180		20				4,600
Support Services	4,820	0				2,540		7,360
Depreciation and Impairment	12,410	0					570	12,980
Total Expenditure	70,480	480	0	-10	-5,920	-15,880	570	49,720
Customer & Client Receipts	-16,330	-650						-16,980
Total Income	-16,330	-650	0	0	0	0	0	-16,980
Net Expenditure	54,150	-170	0	-10	-5,920	-15,880	570	32,740

MCAFE: Museum Cafe

Commentary on Substantial Budget Changes

Premises Related Expenditure

Reduction in the recharge of gas due to a forecast decrease in gas prices £18,420 and the premises being exempt from a business rates charge as it is a vacant listed building.

Support Services

Increase to support service costs mainly due to an increase in staff time being spent in this area by Community Services staff.

5.22 **Cost Centre and Description** MUSEM: Castle Museum

The Castle Museum is operated on behalf of the Council by Lancashire Museums Service, and is the Borough's prime heritage attraction.

Row Labels	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	114,470	4,580		-26,430	-2,080			90,540
Supplies & Services	2,060	80		-130				2,010
Third Party Payments	162,520	6,500						169,020
Support Services	26,320	0				2,870		29,190
Depreciation and Impairment	69,170	0					11,680	80,850
Total Expenditure	374,540	11,160	0	-26,560	-2,080	2,870	11,680	371,610
Customer & Client Receipts	-56,210	-2,240						-58,450
Miscellaneous Recharges	-41,490	0				18,420		-23,070
Total Income	-97,700	-2,240	0	0	0	18,420	0	-81,520
Net Expenditure	276,840	8,920	0	-26,560	-2,080	21,290	11,680	290,090

MUSEM: Castle Museum

Commentary on Substantial Budget Changes

Premises Related Expenditure

Decrease in utility costs caused by a forecast decrease in electricity and gas prices £35,140 and a decrease in business rates following a revaluation of the premises for rating purposes £2,080. Partly offsetting this is an increase in the insurance premium the amount of insurance cover that is required for the building and contents has increased £8,890.

Support Services

Increase to support service costs mainly due to an increase in staff time being spent in this area by Community Services staff.

Depreciation and Impairment

Increase in the depreciation charge due to capital works including the roof renewal.

Miscellaneous Recharges

Decreased income from the utilities recharge to the Museum Cafe due to an expected price reduction in gas.

5.23 **Cost Centre and Description** PAPER: Waste Paper and Card Collection

The Council's waste paper collection service provides households with the collection of all clean paper and cardboard.

Row Labels	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	129,740	5,190		3,680	1,250			139,860
Premises Related Expenditure	30	0		10				40
Transport Related Expenditure	129,150	5,170				-4,530		129,790
Supplies & Services	7,280	290						7,570
Support Services	32,230	0				230		32,460
Total Expenditure	298,430	10,650	0	3,690	1,250	-4,300	0	309,720
Customer & Client Receipts	-18,180	-730						-18,910
Total Income	-18,180	-730	0	0	0	0	0	-18,910
Net Expenditure	280,250	9,920	0	3,690	1,250	-4,300	0	290,810

PAPER: Waste Paper and Card Collection

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in base salary costs due to the pay award being higher than allowed for in the 2023/24 budget along with incremental increase on pay grade.

Transport Related Expenditure

A decrease in the expenditure on vehicles used for the collection service mainly due to a reduction in diesel costs as a result of an estimated reduction in prices compared to those previously forecast.

5.24 **Cost Centre and Description** PCADM: Public Conveniences

Provision and support of 16 Public Toilets within the borough. The Ribble Valley community toilet scheme operates alongside the council's direct provision of public toilets, to which approximately 40 venues partake.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	400	20						420
Premises Related Expenditure	155,620	6,210		-3,030	12,460			171,260
Supplies & Services	6,840	260						7,100
Support Services	153,090	0				11,520		164,610
Depreciation and Impairment	36,910	0					11,930	48,840
Total Expenditure	352,860	6,490	0	-3,030	12,460	11,520	11,930	392,230
Other Grants and Contributions	-30	0						-30
Customer & Client Receipts	-230	-10						-240
Miscellaneous Recharges	-125,070	0				-7,130		-132,200
Total Income	-125,330	-10	0	0	0	-7,130	0	-132,470
Net Expenditure	227,530	6,480	0	-3,030	12,460	4,390	11,930	259,760

PCADM: Public Conveniences

Commentary on Substantial Budget Changes

Premises Related Expenditure

An increase in repairs and maintenance has been included in the budget in respect of the addition of Changing Places facilities at Castle Field and Edisford premises £12,570. Partly offsetting this is a decrease to electricity expenditure due to a forecast reduction in electricity prices £5,150.

Support Services

Recharges to individual toilet sites has increased due to an increase in costs within this service area and the inclusion of Berry Lane toilets being cleaned by council staff.

Depreciation and Impairment

Increased depreciation charges across various toilet sites mainly due to the completion of capital works adding value to premises.

Miscellaneous Recharges

Increase in recharge of Public Conveniences Administration to the individual toilet sites as a result of an increase in costs within this service area.

Cost Centre and Description

PKADM: Grounds Maintenance

- 5.25 The grounds maintenance service comprises a team of staff and a range of vehicles and equipment to support the provision of the service. The team maintain the many areas of council owned parks and general open spaces in the ownership of the council, including trees and woodlands, play areas, sports pitches, cemeteries. They also undertake work for third parties, such as parish councils, for which a charge is made. This cost centre is where all costs are collated before being recharged out in full to various other service areas.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	303,000	12,130		9,040	-2,460			321,710
Premises Related Expenditure	74,180	110		990		-8,040		67,240
Transport Related Expenditure	198,500	7,940				-37,650		168,790
Supplies & Services	23,400	930		200	-1,150			23,380
Support Services	84,270	0				-3,170		81,100
Total Expenditure	683,350	21,110	0	10,230	-3,610	-48,860	0	662,220
Other Grants and Contributions	-13,060	0						-13,060
Oncosts Recovered	-670,290	0			21,130			-649,160
Total Income	-683,350	0	0	0	21,130	0	0	-662,220
Net Expenditure	0	21,110	0	10,230	17,520	-48,860	0	0

PKADM: Grounds Maintenance

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in base salary costs due to the pay award being higher than allowed for in the 2023/24 budget

Premises Related Expenditure

Decrease in recharge of Salthill Depot due to a reduction of costs as detailed under SDEPO below.

Transport Related Expenditure

Decreased recharge from Grounds Maintenance Vehicles (GMVEH) mainly due to a reduction in depreciation charges as a result of the re-living of vehicles combined with a few vehicles being fully depreciated.

Support Services

Decrease to support service recharges from Community Services and Resources departments due to a reduction in staff time allocated to this area.

Oncosts Recovered

Decreased estimated expenditure within this service area has resulted in a reduction in oncosts to be recovered.

5.26 **Cost Centre and Description** PLANT: Plant

We have a number of items of plant and equipment to help staff provide essential council services. These costs are all recharged out to the services using the plant and equipment

Row Labels	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	880	40		240				1,160
Transport Related Expenditure	31,430	1,240		-3,930	-350			28,390
Depreciation and Impairment	15,260	0					2,780	18,040
Total Expenditure	47,570	1,280	0	-3,690	-350	0	2,780	47,590
Miscellaneous Recharges	-47,570	0				-20		-47,590
Total Income	-47,570	0	0	0	0	-20	0	-47,590
Net Expenditure	0	1,280	0	-3,690	-350	-20	2,780	0

Cost Centre and Description PLATG: Platform Gallery and Visitor Information

- 5.27 The Platform Gallery specialises in contemporary craft exhibitions and has gained a reputation within the region for its excellence in this field. There is a retail space that provides an outlet for a range of local artists and makers. There is also an education space that is used for workshops and arts activities, and the visitor information centre offers all the latest information about local events. Visitors can also book tickets and accommodation, and buy maps, books and souvenirs.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	104,970	4,200		4,930	2,430			116,530
Premises Related Expenditure	36,580	1,470		-10,810	670	10		27,920
Transport Related Expenditure	40	0						40
Supplies & Services	33,780	1,360	-2,080	560	260			33,880
Support Services	64,150	0				10,210		74,360
Depreciation and Impairment	4,650	0					170	4,820
Total Expenditure	244,170	7,030	-2,080	-5,320	3,360	10,220	170	257,550
Customer & Client Receipts	-49,680	-1,990						-51,670
Total Income	-49,680	-1,990	0	0	0	0	0	-51,670
Net Expenditure	194,490	5,040	-2,080	-5,320	3,360	10,220	170	205,880

PLATG: Platform Gallery and Visitor Information

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in base salary costs due to the pay award being higher than allowed for in the 2023/24 budget.

Premises Related Expenditure

Decrease in expenditure on utilities due to a forecast reduction in utility prices.

Support Services

Increase to support service costs mainly due to an increase in the allocation of staff time of the Resources Department.

Cost Centre and Description

RCOLL: Refuse Collection

- 5.28 The collection of household waste is a statutory requirement placed on the Council. The overall service provided includes the collection of green waste for recycling into compost, a commercial waste collection service for shops, offices and other businesses in the borough and the emptying of litter bins, as well as the collection of domestic refuse from all properties in the borough and also the collection of dry mixed recyclables.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	957,680	38,300		27,310	1,920			1,025,210
Premises Related Expenditure	73,390	100		30		-8,840		64,680
Transport Related Expenditure	773,570	30,950		440		-48,320		756,640
Supplies & Services	48,230	1,940		380	910			51,460
Third Party Payments	50	0						50
Support Services	173,530	0				28,580		202,110
Depreciation and Impairment	51,010	0					-43,710	7,300
Total Expenditure	2,077,460	71,290	0	28,160	2,830	-28,580	-43,710	2,107,450
Customer & Client Receipts	-38,520	-1,540						-40,060
Miscellaneous Recharges	-146,340	0				-17,030		-163,370
Total Income	-184,860	-1,540	0	0	0	-17,030	0	-203,430
Net Expenditure	1,892,600	69,750	0	28,160	2,830	-45,610	-43,710	1,904,020
Associated Movement in Earmarked Reserves	-8,970	-360						-9,330
Net After Earmarked Reserves	1,883,630	69,390	0	28,160	2,830	-45,610	-43,710	1,894,690

RCOLL: Refuse Collection

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in base salary costs due to the pay award being higher than allowed for in the 2023/24 budget along with incremental increase on pay grade.

Premises Related Expenditure

Decrease in recharge of Salthill Depot due to a reduction of costs as detailed under SDEPO below.

Transport Related Expenditure

Decrease in the use of refuse collection vehicles mainly due to the decrease in diesel expenditure and partly offset by the addition to depreciation costs regarding a planned replacement vehicle, as mentioned in the refuse collection vehicle summary.

Support Services

Increase to support service recharges from Community Services due to an increase in the allocation of staff time to the Refuse Collection Service.

Depreciation and Impairment

Reduction in depreciation charge due to 2013/14 bin purchases scheme being fully depreciated.

Miscellaneous Recharges

Higher recharge of the Refuse Collection service to other departments due to an increase in costs as outlined above along with the inflationary increase allowed for.

Cost Centre and Description RCVEH: Refuse and Paper Collection Vehicles

- 5.29 We have a fleet of split bodied refuse collection and recycling vehicles in order to carry out the statutory service. The cost of these vehicles is recharged to Refuse Collection Budget 5.28 and Waste Paper and Collection Budget 5.23.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Transport Related Expenditure	678,620	27,240		-53,760	-11,570			640,530
Depreciation and Impairment	221,960	0					21,270	243,230
Total Expenditure	900,580	27,240	0	-53,760	-11,570	0	21,270	883,760
Miscellaneous Recharges	-900,580	0				16,820		-883,760
Total Income	-900,580	0	0	0	0	16,820	0	-883,760
Net Expenditure	0	27,240	0	-53,760	-11,570	16,820	21,270	0

RCVEH: Refuse and Paper Collection Vehicles

Commentary on Substantial Budget Changes

Transport Related Expenditure

Decrease to estimated diesel costs to reflect an update to the forecast price £62,500 and usage £11,970. This is partly offset by an increase to vehicle insurance premiums £7,560.

Depreciation and Impairment

Replacement refuse vehicle purchased as part of the 2023/24 Capital Programme has resulted in an increase in depreciation charged, partly reduced by the result of the re-living of some vehicles in the fleet.

Miscellaneous Recharges

Expenditure on refuse collection vehicles is recharged to Refuse Collection and Paper vehicles to Waste Paper and Card Collection. A decrease in expenditure on the vehicles has resulted in a lower recharge.

Cost Centre and Description

RECUL: Recreation Grants

5.30

The Recreation Grants Scheme provides valuable support for the voluntary sports and arts sectors with an aim to increase participation in voluntary community activities. Grants are normally awarded on an annual basis. However, applications can be considered outside the annual timetable.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Transfer Payments	31,140	0						31,140
Support Services	4,540	0				-720		3,820
Total Expenditure	35,680	0	0	0	0	-720	0	34,960
Net Expenditure	35,680	0	0	0	0	-720	0	34,960

Cost Centre and Description

RIVBK: Riverbank Protection

5.31

The Council has land adjacent to main rivers where there is a riparian owner responsibility to safely maintain the banking.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	1,530	60						1,590
Depreciation and Impairment	3,480	0						3,480
Total Expenditure	5,010	60	0	0	0	0	0	5,070
Net Expenditure	5,010	60	0	0	0	0	0	5,070

Cost Centre and Description

ROEBN: Roefield Barn

- 5.32 The building is occupied by Roefield Leisure Centre who pay a quarterly rent to the Council. The Council are not responsible for running costs or repairs and consequently there are few costs here.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	310	10		300				620
Support Services	0	0				1,640		1,640
Total Expenditure	310	10	0	300	0	1,640	0	2,260
Customer & Client Receipts	-460	-20		-40				-520
Total Income	-460	-20	0	-40	0	0	0	-520
Net Expenditure	-150	-10	0	260	0	1,640	0	1,740

Cost Centre and Description

RPOOL: Ribblesdale Pool

5.33

Ribblesdale Pool provides a varied programme of use for casual public swimming, swimming instruction and hire by clubs and groups. The facility is well attended in comparison to other pools of its size.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	447,430	17,900		17,390	15,260			497,980
Premises Related Expenditure	652,840	26,080		-41,080	-270,940	70		366,970
Transport Related Expenditure	440	20						460
Supplies & Services	56,680	2,290	-1,110	-20	-460			57,380
Support Services	97,170	0				1,590		98,760
Depreciation and Impairment	67,090	0					-12,660	54,430
Total Expenditure	1,321,650	46,290	-1,110	-23,710	-256,140	1,660	-12,660	1,075,980
Customer & Client Receipts	-463,800	-18,560						-482,360
Miscellaneous Recharges	-11,270	0				-1,300		-12,570
Total Income	-475,070	-18,560	0	0	0	-1,300	0	-494,930
Net Expenditure	846,580	27,730	-1,110	-23,710	-256,140	360	-12,660	581,050

RPOOL: Ribblesdale Pool

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in base salary costs due to the pay award being higher than allowed for in the 2023/24 budget along with an increase in the working hours of a lifeguard and receptionist post.

Premises Related Expenditure

Decreased estimated expenditure on utilities including a forecast decrease in electricity expenditure £43,390 as the increase in the price of electricity is lower than allowed for in the original budget.

Decrease in gas expenditure is forecast at the pool £286,760. At the time when the 2023/24 budget was being prepared energy prices were volatile due to world affairs, the average unit price assumed at Original Estimate 2023/24 was £0.2616. However, we are now assuming the unit price to be £0.1216.

There has also been a reduction in gas usage; 1,629,715 kWh were assumed to be used in the Original Estimate for 2023/24 compared to 1,288,060 kWh at 2024/25. This reduction is due to operational adjustments including to the Pool Hall ventilation system.

There has also been an increase in business rates due to an increase in the rateable value of the premises (£7,660).

Depreciation and Impairment

An increase to the life of additional works at the pool has resulted in the depreciation charge being over a longer period therefore resulting in a smaller charge each year.

Cost Centre and Description

RVPRK: Ribble Valley Parks

- 5.34 Costs and income relating to the many parks and general open spaces in the ownership of the council are recorded under this cost centre. This comprises all public open spaces across the borough, including costs associated with play areas and sports facilities such as football pitches that are an integral part of our parks and general open spaces. A large proportion of the costs here relate to the council's own grounds maintenance service. The costs of that service are collated under cost centre PKADM and then recharged to various other service areas, including this one.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	582,620	23,300		-13,500	-31,450			560,970
Supplies & Services	46,420	1,870		-130				48,160
Support Services	49,570	0				1,960		51,530
Depreciation and Impairment	121,980	0					49,950	171,930
Total Expenditure	800,590	25,170	0	-13,630	-31,450	1,960	49,950	832,590
Other Grants and Contributions	-1,700	0						-1,700
Customer & Client Receipts	-27,280	-1,090		300				-28,070
Total Income	-28,980	-1,090	0	300	0	0	0	-29,770
Net Expenditure	771,610	24,080	0	-13,330	-31,450	1,960	49,950	802,820
Associated Movement in Earmarked Reserves	-40,000	-1,600			41,600			0
Net After Earmarked Reserves	731,610	22,480	0	-13,330	10,150	1,960	49,950	802,820

RVPRK: Ribble Valley Parks

Commentary on Substantial Budget Changes

Premises Related Expenditure

Decreased grounds maintenance recharge £31,450 largely due to an anticipated reduction in grounds maintenance service costs, which are recharged to this cost centre.

Decrease in electricity £11,530 and gas £3,870 expenditure due to forecast reduction in prices to these utilities.

Support Services

Increase to support services recharges mainly due to an increase in time allocation of Community Services staff and partly offset by a reduction in time allocation of Resources staff.

Depreciation and Impairment

Increased depreciation charge due to various capital schemes increasing the value of premises including the upgrading of various play areas and drainage works at Mardale playing fields.

Associated Movement in Earmarked Reserve

Funding was used in 2023/24 for expenditure on the maintenance of play areas that was previously funded from capital. This has now been allowed for in the 2024/25 base budget.

Cost Centre and Description

SDEPO: Salthill Depot

- 5.35 This is the council's main operational base for the staff who carry out directly delivered services in the borough, such as refuse collection and recycling, street cleansing, grounds maintenance, vehicle repair and maintenance and general works. In addition the Councils main stores are located here.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	34,120	1,370		1,180				36,670
Premises Related Expenditure	107,910	4,300		-23,470	8,920			97,660
Transport Related Expenditure	540	0				20		560
Supplies & Services	10,710	430		-3,070	650			8,720
Support Services	58,960	0				-5,590		53,370
Depreciation and Impairment	30,200	0					-390	29,810
Total Expenditure	242,440	6,100	0	-25,360	9,570	-5,570	-390	226,790
Customer & Client Receipts	-970	-40						-1,010
Oncosts Recovered	-67,180	0			-6,790			-73,970
Miscellaneous Recharges	-174,290	0				22,480		-151,810
Total Income	-242,440	-40	0	0	-6,790	22,480	0	-226,790
Net Expenditure	0	6,060	0	-25,360	2,780	16,910	-390	0

SDEPO: Salthill Depot

Commentary on Substantial Budget Changes

Premises Related Expenditure

Decrease in electricity costs £24,500 due to a forecast reduction in electricity prices partly offset by an increase to estimated metered water costs £5,020 due to a reassessment of usage and an increase in business rates £3,900 due to an increase in rateable value.

Support Services

Decrease in support service costs mainly due to a reduction in the allocation of Computer Services costs.

Oncosts Recovered

Increase in recovery of costs relating to stores issues due to increases in the cost of stores goods purchased.

Miscellaneous Recharges

As this cost centre is in essence a holding account, reductions in expenditure within this service area results in decreases in recharges to other service areas.

Cost Centre and Description

SEATS: Roadside Seats

- 5.36 This budget pays for the maintenance of 150 seats situated in areas of public open spaces (except parks and recreation grounds) throughout the borough. There is no provision in this budget for new or replacement seats.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	2,330	90						2,420
Supplies & Services	690	30						720
Support Services	3,960	0				220		4,180
Total Expenditure	6,980	120	0	0	0	220	0	7,320
Net Expenditure	6,980	120	0	0	0	220	0	7,320

Cost Centre and Description SIGNS: Street Nameplates & Signs

- 5.37 The Council has a duty to allocate names to streets and to provide appropriate street nameplates. Also included here are the costs associated with the Gazetteer which is a software system containing all property addresses within the borough. Ribble Valley maintains the local property Gazetteer which then feeds through to the national property Gazetteer.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	4,560	180						4,740
Supplies & Services	5,690	230						5,920
Third Party Payments	1,040	40						1,080
Support Services	24,780	0				3,790		28,570
Depreciation and Impairment	2,650	0						2,650
Total Expenditure	38,720	450	0	0	0	3,790	0	42,960
Customer & Client Receipts	-13,370	-530						-13,900
Total Income	-13,370	-530	0	0	0	0	0	-13,900
Net Expenditure	25,350	-80	0	0	0	3,790	0	29,060

SIGNS: Street Nameplates & Signs

Commentary on Substantial Budget Changes

Support Services

Increase to support service costs due to a increase in costs in Community Services and Resources Departments.

Cost Centre and Description SPODV: Sports Development

- 5.38 Contributing to the Council's ambition to create safer and healthier lifestyles. The role of the sports development unit is to create and extend sporting opportunities throughout the Ribble Valley, particularly within identified low participation groups. This is done through the provision of specific activity programmes, supporting voluntary sector providers and working in partnership with others to achieve cross cutting outcomes.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	1,010	40		-550				500
Premises Related Expenditure	780	30		790				1,600
Supplies & Services	13,850	550			-2,010			12,390
Support Services	76,320	0				4,210		80,530
Total Expenditure	91,960	620	0	240	-2,010	4,210	0	95,020
Customer & Client Receipts	-190	0						-190
Total Income	-190	0	0	0	0	0	0	-190
Net Expenditure	91,770	620	0	240	-2,010	4,210	0	94,830

SPODV: Sports Development

Commentary on Substantial Budget Changes

Supplies and Services

Reduction in insurance charge for the skatepark.

Support Services

Increase to support service costs due to an increase in time allocation of Community Services staff.

Cost Centre and Description

SPOGR: Sports Grants

5.39 Grant aid is given to assist talented young sports persons with the costs associated with their sport.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Supplies & Services	230	10						240
Transfer Payments	3,720	0						3,720
Support Services	2,570	0				-160		2,410
Total Expenditure	6,520	10	0	0	0	-160	0	6,370
Net Expenditure	6,520	10	0	0	0	-160	0	6,370

Cost Centre and Description

STCLE: Street Cleansing

- 5.40 The street cleansing service undertakes a borough wide operation for the cleansing of public adopted highways within the borough. A fly tipping service is also provided for the removal of dumped waste items on adopted areas within the borough. The service undertakes the clearance of leaves in autumn and winter and is also available for emergency call outs via Lancashire County Council with 24 hour/7 day cover.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	203,920	8,160		7,240	1,420			220,740
Premises Related Expenditure	29,660	20		20		-240		29,460
Transport Related Expenditure	187,280	7,480		1,750	240			196,750
Supplies & Services	54,460	2,190		100	-41,010			15,740
Support Services	68,670	0				2,860		71,530
Total Expenditure	543,990	17,850	0	9,110	-39,350	2,620	0	534,220
Other Grants and Contributions	-27,660	0		-940	-67,440			-96,040
Miscellaneous Recharges	-1,680	0				-70		-1,750
Total Income	-29,340	0	0	-940	-67,440	-70	0	-97,790
Net Expenditure	514,650	17,850	0	8,170	-106,790	2,550	0	436,430
Associated Movement in Earmarked Reserves	-39,430	0			39,430			0
Net After Earmarked Reserves	475,220	17,850	0	8,170	-67,360	2,550	0	436,430

STCLE: Street Cleansing

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in base salary costs mainly due to impact of 2023/24 pay award being higher than budgeted.

Transport Related Expenditure

Increase mainly due to the increase in the cost of vehicle hire as a result of the shortage of vans.

Supplies and Services

Adjustment in respect of additional expenditure that related to 2023/24 for carrying out public realm work on behalf of Lancashire County Council.

Support Services

Increase to support service costs is mainly due to an increase in costs in both Community Services and Resources departments.

Other Grants and Contributions

Additional funding received from Lancashire County Council to support public realm work carried out on their behalf for weed spraying and leaf clearance.

Associated Movement in Earmarked Reserves

Unspent funds received in past years have previously been used from the earmarked reserve. These funds are anticipated to be fully utilised in 2023/24.

Cost Centre and Description

TAFUT: Together an Active Future

- 5.41 Together an Active Future is a scheme funded by Sport England whereby projects are developed to increase the physical activity and well being of targeted groups of people.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Supplies & Services	1,750	70						1,820
Third Party Payments	35,000	1,400			-3,600			32,800
Support Services	24,650	0				1,310		25,960
Total Expenditure	61,400	1,470	0	0	-3,600	1,310	0	60,580
Other Grants and Contributions	-61,400	0		820				-60,580
Total Income	-61,400	0	0	820	0	0	0	-60,580
Net Expenditure	0	1,470	0	820	-3,600	1,310	0	0
TAFUT: Together an Active Future								
Commentary on Substantial Budget Changes								
<u>Third Party Payments</u> Decrease in contract payments as a reduction in delivery of projects by third parties.								

5.42 **Cost Centre and Description** TFRST: Waste Transfer Station

The operation of the waste transfer station in the depot at Salthill Industrial Estate is part of both the Council's commitment to supporting the Lancashire Municipal Waste Management Strategy and providing an efficient and effective refuse collection and recycling service to our residents.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	31,910	1,280		1,020				34,210
Premises Related Expenditure	25,470	1,020			7,890			34,380
Transport Related Expenditure	36,680	1,470				-10,670		27,480
Supplies & Services	3,390	130						3,520
Support Services	26,190	0				360		26,550
Depreciation and Impairment	910	0						910
Total Expenditure	124,550	3,900	0	1,020	7,890	-10,310	0	127,050
Net Expenditure	124,550	3,900	0	1,020	7,890	-10,310	0	127,050

TFRST: Waste Transfer Station

Commentary on Substantial Budget Changes

Premises Related Expenditure

Increase in business rates due to an increase in the rateable value of the premises.

Transport Related Expenditure

Expenditure incurred in the use of the Shovel (SHOVL) is charged to the Transfer Station. Decreases in the cost of diesel and depreciation charge of the Shovel have reduced the charge.

Cost Centre and Description

TRREF: Trade Refuse

5.43 The Council provides a commercial waste collection service to business premises in the borough at competitive charges.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	123,460					14,450		137,910
Supplies & Services	247,650	9,910						257,560
Support Services	95,300	0				-5,000		90,300
Total Expenditure	466,410	9,910	0	0	0	9,450	0	485,770
Customer & Client Receipts	-488,310	-19,530						-507,840
Total Income	-488,310	-19,530	0	0	0	0	0	-507,840
Net Expenditure	-21,900	-9,620	0	0	0	9,450	0	-22,070
Associated Movement in Earmarked Reserves	2,440	100						2,540
Net After Earmarked Reserves	-19,460	-9,520	0	0	0	9,450	0	-19,530

TRREF: Trade Refuse
Commentary on Substantial Budget Changes
Premises Related Expenditure

Increased recharge from refuse collection due to trade refuse waste being a higher proportion of the total waste tonnages collected and increased costs of the Refuse Collection service.

Support Services

Increase to support service costs in mainly due to a reduction in time allocation of staff in the Chief Executives Department and an increase in costs of Community Services and Resources Departments.

Cost Centre and Description

TWOWR: Two Way Radio

5.44 We have a radio system linking staff based at Salthill depot and vehicles and staff working out in the borough.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	2,650	100						2,750
Supplies & Services	460	20		70				550
Support Services	0	0				300		300
Total Expenditure	3,110	120	0	70	0	300	0	3,600
Miscellaneous Recharges	-3,110	0				-490		-3,600
Total Income	-3,110	0	0	0	0	-490	0	-3,600
Net Expenditure	0	120	0	70	0	-190	0	0

Cost Centre and Description

VEHCL: Vehicle Workshop

5.45

The garage at the depot maintains the Council's fleet of commercial vehicles and charges all of these costs to the relevant service area. The main services charged by the garage are the refuse collection service, works administration and grounds maintenance.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	78,370	3,140		1,570	2,400			85,480
Premises Related Expenditure	9,970	200		310	2,060	-640		11,900
Transport Related Expenditure	15,390	90			-2,060	-5,640		7,780
Supplies & Services	7,430	290			220			7,940
Support Services	41,530	0				4,560		46,090
Total Expenditure	152,690	3,720	0	1,880	2,620	-1,720	0	159,190
Oncosts Recovered	-152,690	0			-6,500			-159,190
Total Income	-152,690	0	0	0	-6,500	0	0	-159,190
Net Expenditure	0	3,720	0	1,880	-3,880	-1,720	0	0

VEHCL: Vehicle Workshop

Commentary on Substantial Budget Changes

Employee Related Expenditure

Increase in base salary costs mainly due to impact of 2023/24 pay award being higher than budgeted and incremental increases in pay grade.

Premises Related Expenditure

Recategorization of calibration service from Transport Related Expenditure.

Transport Related Expenditure

Decrease in recharge of the mechanics vehicle costs due to a delay in replacing the mechanics' vehicle resulting in a decrease in depreciation and recategorization of the calibration service to Premises Related Expenditure.

Support Services

Increase to support service costs is mainly due to an increase in estimated time to be spent on the Vehicle Workshop by members of Community Services Department along with increases to costs to that service.

Oncosts Recovered

Increase in oncosts to be recovered due to a higher costs within this service area as outlined above.

Cost Centre and Description

WKSAD: Works Administration

The works administration service carries out a wide range of maintenance services across most of the council services, notably engineering services. The cost of all work carried out by works administration is charged out to the relevant service area.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	164,640	6,590		4,880	10			176,120
Premises Related Expenditure	18,580	30				-2,300		16,310
Transport Related Expenditure	58,120	2,320				1,380		61,820
Supplies & Services	9,920	390		-30	750			11,030
Support Services	42,530	0				-920		41,610
Total Expenditure	293,790	9,330	0	4,850	760	-1,840	0	306,890
Oncosts Recovered	-293,790	0			-13,100			-306,890
Total Income	-293,790	0	0	0	-13,100	0	0	-306,890
Net Expenditure	0	9,330	0	4,850	-12,340	-1,840	0	0

WKSAD: Works Administration**Commentary on Substantial Budget Changes****Employee Related Expenditure**

Increase in base salary costs mainly due to impact of 2023/24 pay award being higher than budgeted.

Premises Related Expenditure

Decrease in recharge of Salthill Depot due to a reduction of costs as detailed under SDEPO.

Oncosts Recovered

Increase in oncosts to be recovered is mainly due to forecast inflationary cost increases.

Cost Centre and Description

XMASL: Xmas Lights & RV in Bloom

- 5.47 Grants are available to organised groups looking to provide Christmas light displays within the borough's parishes and towns, provided that match funding by the organisation is available. Also incorporated here is the Ribble Valley in Bloom budget, which is a small budget, used by local groups and parishes to enhance the borough as a place to visit. This creates one combined budget specifically for lights and flowers.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Transfer Payments	2,060	0						2,060
Support Services	2,030	0				40		2,070
Total Expenditure	4,090	0	0	0	0	40	0	4,130
Net Expenditure	4,090	0	0	0	0	40	0	4,130

6 SUMMARIES

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

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Cost Centre and Description	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
ARTDV: Art Development	40,390	1,020		370		-570		41,210
BUSSH: Bus Shelters	20,910	510				420		21,840
CARVN: Caravan Site	-9,520	-380						-9,900
CCTEL: Closed Circuit Television	174,090	6,580		3,140	1,910	-8,780		176,940
COMMD: Community Services Department	0	40,980	-5,410	-2,020	5,790	-39,340	2,580	2,580
CPADM: Car Parks	-132,770	-13,820		-9,240	24,150	12,850	17,560	-101,270
CPVEH: Car Park Vehicles	0	350		550	-460	2,310	-2,750	0
CRIME: Crime and Disorder	65,980	900			-11,840	6,390		61,430
CULTG: Culture Grants	5,310	0				-330		4,980
CULVT: Culverts & Water Courses	29,140	400				-1,570		27,970

Cost Centre and Description	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
DRAIN: Private Drains	2,930	-30				380		3,280
EALLW: Edisford All Weather Pitch	73,790	-940		-4,590	3,210	7,510	6,290	85,270
EDPIC: Edisford Picnic Area	-8,820	-440		3,420	-140	270		-5,710
EVEHA: Works Administration Vehicles	0	1,500		830	550	11,140	-14,020	0
EXREF: Exercise Referral Scheme	107,080	1,960		1,410	250	-1,780		108,920
GMVEH: Grounds Maintenance Vehicles	0	5,110		2,470	-6,590	31,430	-28,640	3,780
GRSRC: Grants & Subscriptions - Community	1,140	20				-760		400
HWREP: Highway Repairs	9,100	30				-4,340		4,790
LDEPO: Longridge Depot	450	450		-2,250	220	880	250	0
LITTR: Litter Bins	28,050	360				-3,240		25,170
MCAFE: Museum Cafe	54,150	-170		-10	-5,920	-15,880	570	32,740
MUSEM: Castle Museum	276,840	8,920		-26,560	-2,080	21,290	11,680	290,090

Cost Centre and Description	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
PAPER: Waste Paper and Card Collection	280,250	9,920		3,690	1,250	-4,300		290,810
PCADM: Public Conveniences	227,530	6,480		-3,030	12,460	4,390	11,930	259,760
PKADM: Grounds Maintenance	0	21,110		10,230	17,520	-48,860		0
PLANT: Plant	0	1,280		-3,690	-350	-20	2,780	0
PLATG: Platform Gallery and Visitor Information	194,490	5,040	-2,080	-5,320	3,360	10,220	170	205,880
RCOLL: Refuse Collection	1,892,600	69,750		28,160	2,830	-45,610	-43,710	1,904,020
RCVEH: Refuse and Paper Collection Vehicles	0	27,240		-53,760	-11,570	16,820	21,270	0
RECUL: Recreation Grants	35,680	0				-720		34,960
RIVBK: Riverbank Protection	5,010	60						5,070
ROEBN: Roefield Barn	-150	-10		260		1,640		1,740
RPOOL: Ribblesdale Pool	846,580	27,730	-1,110	-23,710	-256,140	360	-12,660	581,050
RVPRK: Ribble Valley Parks	771,610	24,080		-13,330	-31,450	1,960	49,950	802,820

Cost Centre and Description	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
SDEPO: Salthill Depot	0	6,060		-25,360	2,780	16,910	-390	0
SEATS: Roadside Seats	6,980	120				220		7,320
SIGNS: Street Nameplates & Signs	25,350	-80				3,790		29,060
SPODV: Sports Development	91,770	620		240	-2,010	4,210		94,830
SPOGR: Sports Grants	6,520	10				-160		6,370
STCLE: Street Cleansing	514,650	17,850		8,170	-106,790	2,550		436,430
TAFUT: Together an Active Future	0	1,470		820	-3,600	1,310		0
TFRST: Waste Transfer Station	124,550	3,900		1,020	7,890	-10,310		127,050
TRREF: Trade Refuse	-21,900	-9,620				9,450		-22,070
TWOWR: Two Way Radio	0	120		70		-190		0
VEHCL: Vehicle Workshop	0	3,720		1,880	-3,880	-1,720		0
WKSAD: Works Administration	0	9,330		4,850	-12,340	-1,840		0

Cost Centre and Description	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
XMASL: Xmas Lights & RV in Bloom	4,090	0				40		4,130
Grand Total	5,743,850	279,490	-8,600	-101,290	-370,990	-21,580	22,860	5,543,740
Associated Movement in Earmarked Reserves	-124,900	-3,420	0	-1,980	92,100	0	0	-38,200
Net After Earmarked Reserves	5,618,950	276,070	-8,600	-103,270	-278,890	-21,580	22,860	5,505,540

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	3,516,990	140,720		80,330	40,000			3,778,040
Premises Related Expenditure	2,293,060	77,120		-124,360	-279,240	-27,540		1,939,040
Transport Related Expenditure	2,325,120	92,590	-4,960	-52,240	-23,980	-108,230		2,228,300
Supplies & Services	735,560	29,430	-3,640	-3,630	-23,370			734,350
Third Party Payments	338,200	13,520		3,140	-3,600			351,260
Transfer Payments	66,200	0						66,200
Support Services	2,105,930	0				124,250		2,230,180
Depreciation and Impairment	834,770	0					22,860	857,630
Total Expenditure	12,215,830	353,380	-8,600	-96,760	-290,190	-11,520	22,860	12,185,000
Other Grants and Contributions	-130,560	0		-120	-67,440			-198,120
Customer & Client Receipts	-1,846,960	-73,890		-4,270				-1,925,120
Departmental Recharges	-1,284,170	0		-140		-60,460		-1,344,770
Oncosts Recovered	-1,183,950	0			-13,360			-1,197,310
Miscellaneous Recharges	-2,026,340	0				50,400		-1,975,940
Total Income	-6,471,980	-73,890	0	-4,530	-80,800	-10,060	0	-6,641,260
Net Expenditure	5,743,850	279,490	-8,600	-101,290	-370,990	-21,580	22,860	5,543,740
Associated Movement in Earmarked Reserves	-124,900	-3,420		-1,980	92,100			-38,200
Net After Earmarked Reserves	5,618,950	276,070	-8,600	-103,270	-278,890	-21,580	22,860	5,505,540

7 EARMARKED RESERVES

- 7.1 In the Original Estimate for 2023/24 this committee planned to take £124,900 from earmarked reserves to support its expenditure in future years. Looking forward to 2024/25, the proposal included in the estimates is that this committee take £38,200 from earmarked reserves.
- 7.2 The table below provides a summary of the DRAFT Original Estimate for 2024/25 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves.

	DRAFT Original Estimate 2024/25	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	5,543,740	
COBAL/H239: Crime & Disorder Reserve	-4,910	Monies set aside from previous years underspends, to be used to fund future years expenditure.
COBAL/H282: Exercise Referral Reserve	-26,500	Utilisation of unspent funding relating to Weight Management set aside from previous years to be used to fund future years expenditure.
COBAL/H333: Refuse Collection Reserve	-6,790	Income generated from the sale of householder bins and the bin hire scheme to be set aside in an earmarked reserve to fund future purchase of bins issued through the scheme.
Committee Net Cost of Services after Movements on Earmarked Reserves	5,505,540	

8 KEY VARIATIONS

- 8.1 Within the proposed Original Estimate 2024/25 there are a number of substantial movements, and the main ones are summarised in the table below.

Description	Movement from Original Estimate 2023/24 to DRAFT Original Estimate 2024/25
<p><u>VARIOUS: Standard Inflation</u> The impact of inflation applied to the budget forecast at 4% for pay, other costs and income.</p>	279,490
<p><u>STCLE: Street Cleansing</u> Additional funding received from Lancashire County Council to support public realm work carried out on their behalf for weed spraying and leaf clearance.</p>	-67,440
<p><u>RCVEH: Refuse Collection Vehicles</u> Decrease to estimated diesel costs to reflect an update to a reduction in the forecast price £62,500 and usage £11,970.</p>	-74,470
<p><u>RPOOL: Ribblesdale Pool</u> Decreased estimated expenditure on utilities including a forecast decrease in electricity expenditure £43,390 as the increase in the price of electricity is lower than allowed for in the original budget.</p> <p>Decrease in gas expenditure is forecast at the pool £286,760. At the time when the 2023/24 budget was being prepared energy prices were volatile due to world affairs, the average unit price assumed at Original Estimate 2023/24 was £0.2616. However, we are now assuming the unit price to be £0.1216.</p> <p>There has also been a reduction in gas usage; 1,629,715 kWh were assumed to be used in the Original Estimate for 2023/24 compared to 1,288,060 kWh at 2024/25. This reduction is due to operational adjustments including the Pool Hall ventilation system being turned down out of hours and adjustments made to the day-time air temperatures.</p>	-330,150

9 CONCLUSION

- 9.1 The difference between the Proposed Original Estimate 2024/25 and Original Estimate 2023/24 is a decrease in net expenditure of £113,410 after allowing for transfers to and from earmarked reserves.

9.2 It is anticipated that there will be some substantial reductions on utility budgets for this committee across most services next year. These include gas, electric, diesel and water costs. World prices remain very volatile and the spend in these areas will need to be kept under review and a further assesment made before the final budgets for 2024/25 are agreed.

10 RISK ASSESSMENT

10.1 The approval of this report may have the following implications

- Resources: The total movement from the Original Estimate 2023/24 to the Original Estimate 2024/25 is a decrease of £200,110, or £113,410 after movements in earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

11 RECOMMENDED THAT COMMITTEE

11.1 Approve the revenue original estimate for 2024/25 and submit this to the Special Policy and Finance Committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

CM2-24/HS/AC
3 January 2023

For further background information please ask for Helen Seedall

BACKGROUND PAPERS - None

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 9 JANUARY 2024
title: REVISED CAPITAL PROGRAMME 2023/24
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To approve the 2023/24 revised estimate for this Committee's capital programme.
- 1.2 Relevance to the Council's ambitions and priorities:
 - Community Objectives – none identified.
 - Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer needs.
 - Other Considerations – none identified.

2 CAPITAL PROGRAMME 2023/24 BACKGROUND

- 2.1 There were 14 capital schemes that were originally approved for this committee totalling £1,095,750 (including budget and schemes moved from 2022/23). These were approved by the Policy and Finance Committee and Full Council at their meetings in February 2023 and March 2023 respectively.
- 2.2 At the 2022/23 year-end, it was identified that there were 6 schemes that had not been completed. The balance of budget for these schemes was £53,950, and the transfer of this budget to the 2023/24 financial year is known as slippage and was approved by this committee at the meeting held on 30 May 2023.
- 2.3 Furthermore, there have been two new schemes approved and additional budget approved for an existing scheme. These additional approvals totalled £302,210.
- 2.4 Another scheme previously approved for 2024/25 has been brought forward in to 2023/24 due to the urgency for a replacement. This scheme budget is for £19,300.
- 2.5 As a result of the above, the total approved budget for this Committee's capital programme of 22 schemes is £1,471,210. This is provided in detail at Annex 1.

3 REVISING THE 2023/24 CAPITAL PROGRAMME

- 3.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect progress on the schemes and estimated full year expenditure. Following this review, the proposed revised 2023/24 capital programme for this committee is £960,410 for 19 schemes.
- 3.2 The reduction of £510,800 in the revised capital programme can be accounted for as follows:

Element	£
Current Total Approved Budget	1,471,210
Less Budget Moved to 2024/25	-440,170
Adjustments Needed Due to Scheme Savings/Changes/Increased Costs	-70,630
Resulting Proposed Revised Estimate	960,410

- 3.3 Detailed below is a summary of the position on the schemes that are recommended for moving to the 2024/25 financial year.

Scheme	Latest Position Resulting in Transfer of Scheme to 2024/25	Budget Being Moved to 2024/25 £
CASKP: Castle Keep Lime Repointing Works and Repairs	The structural survey, in advance of the pointing works, has highlighted potential issues with localised stability resulting in the Keep being temporarily closed. The proposed remedial structural works will be incorporated into the restoration works which are expected to start March 2024 and take six months to complete.	301,770
EDPDR: Edisford Playing Pitches Drainage Works	Work has been delayed due to the breakdown of our tractor which was needed to carry out the work. It had been hoped to carry out this work before the end of October 2023 but due to the weather this work will now take place in the spring when the ground conditions have improved to avoid causing damage to the surface with vehicles	10,900
LDASR: Longridge Depot 'Ambulance Shed' Refurbishment	All the work has been identified. Some will be undertaken by the Council's DSO team and some will be tendered. This scheme, whilst important to complete, is not high priority and has been re-programmed for June-August 2024.	47,000
RVAYK: Replacement of Refuse Iveco Tipper (PO60 AYK)	Purchase of this vehicle is on-hold whilst a number of alternatives are trialled for suitability of the collection of the recently identified persistent organic pollutants waste stream. A new vehicle will be ordered January 2024, but is not expected to be delivered until the new financial year.	46,000
WVWUC: Replacement of High Top Transit Van PJ63 WUC	This vehicle will be ordered as part of a framework contract this financial year, but is not expected to be delivered until the new financial year.	34,500
		440,170

3.4 Schemes where adjustments to the budget are needed at the Revised Estimate are summarised below:

Scheme	Reasons for Adjustments	Adjustment in 2023/24 for Revised Estimate £
CHPLT: Changing Places Toilet Scheme	The scheme has been reduced in size from 3 sites to 2 as it was not going to be possible to complete the schemes within the grant funding timescales. The reduction here reflects this.	-68,000
FLPIP: Ribblesdale Pool Filter and Tile Works	These were residual works needed to complete a scheme from 2022/23. The adjustment here sees the addition of budget associated with the pool filter works.	5,710
GMHYJ: Replacement Kubota Mower PO15 HYJ	After a review of machines available, it was decided to buy an ex-hire machine, which was available at a lower price. This has resulted in a reduction in the budget needed.	-6,720
PLAYW: Play Area Improvements 2022/23	A small residual amount of budget remained after the completion of the scheme.	-670
RPFST: Ribblesdale Pool Feasibility Study	Following a tendering exercise, the works are to be completed at a cost below that budgeted for. As a result the budget is being reduced at the revised estimate to reflect this.	-5,940
RPJET: Replacement Drain Jetter – trailer mounted	This scheme was brought forward to 2023/24 from the 2024/25 financial year due to urgency. The cost of replacement exceeded the budget allowed for the scheme, hence the adjustment needed.	4,400
RPKYK: Replacement of Refuse Collection Vehicle VN12 KYK	The cost of a replacement refuse vehicle marginally exceeded the budget, hence the adjustment needed.	1,410
SDGAR: Salthill Depot Garage - Replace Roller Shutter Doors and Rewire Garage	The scheme has been completed within budget and the residual balance is no longer needed.	-820
		-70,630

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

Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Total Approved Budget 2023/24 £	Revised Estimate 2023/24 £	Budget Moved to 2024/25 £	Actual Expenditure including commitments as at end of November 2023 £
616,310	479,440	53,950	321,510	1,471,210	960,410	440,170	587,595

- 3.3 At the end of November 2023 £587,595 had been spent or committed. This is 61.2% of the revised capital programme for this Committee.

4 CONCLUSION

- 4.3 The proposed revised estimate for this committee's 2023/24 capital programme is £960,410, which is a £510,800 reduction from the previously approved capital budget.

- 4.4 It is recommended that budgets totalling £440,170 on five schemes are moved to the 2024/25 financial year.

- 4.5 At the end of November 2023 £587,595 had been spent or committed. This is 61.2% of the revised capital programme for this Committee.

5 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a decrease of £510,800 in the level of financing resources needed within the 2023/24 financial year. £440,170 of these resources will be transferred to 2024/25 to finance the capital scheme budgets moved to that year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are considered as part of the capital bid process.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the 2023/24 revised estimate of £960,410 for this Committee's capital programme, as set out in Annex 1.

- 6.2 Approve the move of the capital scheme budgets shown at paragraph 3.3 from 2023/24 to 2024/25.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

CM4-24/LO/AC

20 December 2023

For further background information please ask for Lawson Oddie.

BACKGROUND PAPERS – None

ANNEX 1

COMMUNITY SERVICES COMMITTEE – REVISED CAPITAL PROGRAMME 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Current Total Approved Budget 2023/24 £	Proposed Revised Estimate 2023/24 £	Budget Moved to 2024/25 £	Actual Expenditure including commitments as at end of November 2023 £
BGCAF	Refurbishment of Bowling Green Café - Castle Grounds			2,040		2,040	2,040	0	0
BLVPD	Berry Lane Toilets - Vandal Proof Design				45,000	45,000	45,000	0	499
GASKP	Castle Keep Lime Repointing Works and Repairs		307,600	19,170		326,770	25,000	301,770	13,025
CBAYS	Replacement of Concrete Bays to Rear of Depot	32,400				32,400	32,400	0	0
CHPLT	Changing Places Toilet Scheme				204,000	204,000	136,000	0	827
EDPDR	Edisford Playing Pitches Drainage Works		10,900			10,900	0	10,900	0
FLPIP	Ribblesdale Pool Filter and Tile Works					0	5,710	0	5,712
GMHYJ	Replacement Kubota Mower PO15 HYJ	30,000				30,000	23,280	0	23,280
LDASR	Longridge Depot 'Ambulance Shed' Refurbishment	47,500				47,500	500	47,000	402
MARPD	Mardale Playing Pitches Drainage		80,440	-590	53,210	133,060	133,060	0	120,334

ANNEX 1

COMMUNITY SERVICES COMMITTEE – REVISED CAPITAL PROGRAMME 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Current Total Approved Budget 2023/24 £	Proposed Revised Estimate 2023/24 £	Budget Moved to 2024/25 £	Actual Expenditure including commitments as at end of November 2023 £
PLAYV	Play Area Improvements 2021/22			17,940		17,940	17,940	0	17,940
PLAYW	Play Area Improvements 2022/23			11,740		11,740	11,070	0	11,069
PLYRP	Play Areas Refurbishment Programme	108,600				108,600	108,600	0	90,390
REPWB	Replacement of Refuse Wheelie Bins	14,000				14,000	14,000	0	13,997
RFST	Ribblesdale Pool Feasibility Study	32,610				32,610	26,670	0	0
RPJET	Replacement Drain Jetter – trailer mounted	0			19,300	19,300	23,700	0	23,704
RPKYK	Replacement of Refuse Collection Vehicle VN12 KYK	246,200				246,200	247,610	0	247,606
RRUPS	Roof Renewal and Upgrade to Parks Store Building in Castle Grounds	69,400				69,400	69,400	0	2,836
RVAYK	Replacement of Refuse Iveco Tipper (PO60 AYK)		46,000			46,000	0	46,000	0

ANNEX 1

COMMUNITY SERVICES COMMITTEE – REVISED CAPITAL PROGRAMME 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Current Total Approved Budget 2023/24 £	Proposed Revised Estimate 2023/24 £	Budget Moved to 2024/25 £	Actual Expenditure including commitments as at end of November 2023 £
SDGAR	Salthill Depot Garage - Replace Roller Shutter Doors and Rewire Garage			3,650		3,650	2,830	0	2,830
SPCRF	Sabden Public Conveniences Refurbishment	35,600				35,600	35,600	0	13,144
WUC	Replacement of High Top Transit Van PJ63 WUC		34,500			34,500	0	34,500	0
Total Community Services Committee		616,310	479,440	53,950	321,510	1,471,210	960,410	440,170	587,595

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DECISION

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 9 JANUARY 2024
title: CAPITAL PROGRAMME REVIEW AND NEW BIDS
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1. PURPOSE

- 1.1. To ask Committee to consider the future capital programme for this Committee, covering the period 2024/25 to 2028/29.

2. BACKGROUND

- 2.1. This report reviews the schemes that were approved into the capital programme in March 2023, for the financial years 2024/25 to 2027/28 for this committee. Also, new bids received from Heads of Service for 2028/29 are presented for consideration. No bids have previously been requested for 2028/29.
- 2.2. In the same manner as previous years, all Heads of Service were asked to submit new capital bids.

3. REVIEW OF THE CAPITAL PROGRAMME 2024/25 TO 2027/28

- 3.1. For this Committee there were originally 33 schemes approved for the financial years 2024/25 to 2027/28, totalling £3,254,840. One of these schemes, totalling £19,300 in respect of a Replacement Drain Jetter has already been brought forward in to the 2023/24 financial year and completed in that year due to the urgency around that scheme, resulting in a current approved forward capital programme for this committee of 32 schemes totalling £3,235,540. Details of this existing approved Capital Programme are shown at Annex 1.
- 3.2. It has been proposed that the following scheme be amended based on current indicative costs:

Scheme Name	Budget Change Requested £	Programmed Financial Year	Reasons
Replacement of Kubota Mower PO67 BNV	3,320	2024/25	Increased costs based on latest available quote.

- 3.3. The proposed amendment would increase the existing approved capital programme for this committee by £3,320.

	2024/25 £	2025/26 £	2026/27 £	2027/28 £	TOTAL £
Current Approved Capital Programme	527,380	793,340	891,680	1,023,140	3,235,540
Proposed Amendments	3,320	0	0	0	3,320
Proposed Amended Capital Programme	530,700	793,340	891,680	1,023,140	3,238,860

4. NEW CAPITAL BIDS FOR 2028/29

- 4.1. Heads of Service were asked to put forward new scheme bids for 2028/29. For this Committee, 19 new bids have been submitted, totalling £1,800,060. A summary listing of the new scheme bids is shown below. Detailed information for each new scheme bid shown in Annex 2.

Head of Service	Bid Reference	Scheme Title	Scheme Value £
Mark Beveridge	CAPCOM01	Brungerley Park Fences and Paths	99,900
Mark Beveridge	CAPCOM02	Clitheroe Castle Paths and Steps	43,100
Mark Beveridge	CAPCOM03	Replacement of Charterhouse Verti Drain Machine	40,400
Mark Beveridge	CAPCOM04	Replacement of Iveco truck with Hook Lift 5.5 tonne PE19 AUK	58,400
Mark Beveridge	CAPCOM05	Fence and gates around Edisford playing pitches	57,900
Mark Beveridge	CAPCOM06	Replacement of High Top Transit Van ML70FNS	57,200
Mark Beveridge	CAPCOM07	Immants Shock Wave Machine	24,100
Mark Beveridge	CAPCOM08	Replacement of John Deere Front Loader Tractor PN69 UEP	35,600
Mark Beveridge	CAPCOM09	Replacement litter bins	45,000
Mark Beveridge	CAPCOM10	Replacement of Mini Tractor with Electric Utility Vehicle	32,600
Mark Beveridge	CAPCOM11	Replacement of Pegasus Gang Mower	38,800
Mark Beveridge	CAPCOM12	Replacement of artificial surface on RV3G	541,300
Mark Beveridge	CAPCOM13	Replacement of 2 Trimstar Pedestrian Mowers	17,500
Winston Robinson	CAPCOM14	Replacement of Car Park Vehicle MM19 WEK	36,100
Winston Robinson	CAPCOM15	Replacement of Garwood Refuse Collection Vehicle PF18 JUC	148,400
Winston Robinson	CAPCOM16	Replacement of Vehicle VX70 ZGE	328,300
Winston Robinson	CAPCOM17	Car Parks Resurfacing Rolling Programme	57,080
Winston Robinson	CAPCOM18	Replacement of Refuse Wheelie Bins	15,500
Mark Beveridge	CAPCOM19	Play Areas Refurbishment Programme	122,880
Total Community Services Committee			1,800,060

- 4.2. This Committee is asked to consider the new scheme bids. Members are also asked to put forward any capital bid suggestions and amendments that they may wish to make at this stage.

5. APPROVED SCHEMES, PROPOSED AMENDMENTS AND NEW CAPITAL PROGRAMME BIDS – 2024/25 TO 2028/29

5.1. The table below provides a summary of the financial impact of the proposed 2024/25 to 2028/29 capital programme for this Committee following this year's capital programme review and new bids received from Heads of Service.

	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	TOTAL £
Existing Approved	527,380	793,340	891,680	1,023,140	0	3,235,540
Amendments	3,320	0	0	0	0	3,320
New Bids	0	0	0	0	1,800,060	1,800,060
Total	530,700	793,340	891,680	1,023,140	1,800,060	5,038,920

5.2. **Please note that currently only £3,235,540 of this total is approved in the existing capital programme and therefore financed.**

5.3. In practice, Budget Working Group will consider this Committee's proposed capital programme alongside the proposed programmes from all other committees and the level of capital financing resources available to the Council to produce the Council's proposed overall capital programme, for approval at Special Policy and Finance Committee in February 2024.

6. CONCLUSION

6.1. The proposed amendments to the **previously approved** capital programme would increase the capital programme by £3,320. If all new bids were approved, this would increase the proposed capital programme by a further £1,800,060.

6.2. If all amendments and bids were to be approved, this would result in a proposed capital programme for 2024/25 to 2028/29 for this Committee of 48 schemes (3 are rolling programme schemes), totalling £5,038,920.

7. RISK ASSESSMENT

7.1. The approval of this report may have the following implications:

- Resources – The **proposed amendments to the existing approved capital programme** would increase the capital programme by £3,320.

If all bids from the latest bidding round were approved, this would increase the proposed capital programme by a further £1,800,060.

This would mean that a total additional capital funding of £1,803,380 would be required for this Committee's bids and amendments.

- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

8. RECOMMENDED THAT COMMITTEE

8.1. Consider and propose a future capital programme for this Committee's services for onward recommendation to Policy and Finance Committee for the period 2024/25 to 2028/29, based on:

- the proposals included in this report; and
- any capital bid suggestions and amendments that members may wish to make at this stage.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

CM3-24/LO/AC

14 December 2023

For further background information please ask for Lawson Oddie.

BACKGROUND PAPERS – None

**Existing Approved Capital Programme for Community Services
Committee
2024/25 to 2027/28**

	2024/25 £	2025/26 £	2026/27 £	2027/28 £
<u>COMMUNITY SERVICES COMMITTEE</u>				
Play Areas Refurbishment Programme	111,320	114,100	116,950	119,880
Replacement of Refuse Wheelie Bins	14,500	15,000	15,500	15,500
Replacement of Refuse Collection Vehicle VN65 WHR	281,000			
Replacement of Refuse Collection Vehicle VN17 DKA		288,000		
Replacement of Refuse Collection Vehicle VE18 JXP			295,000	
Replacement of Refuse Collection Vehicle VF19 CUV				302,000
Replacement of Paper Collection Vehicle SY11 CRK		63,000		
Replacement of Paper Collection Vehicle VO13 UVV		63,000		
Replacement of 2 Scag Mowers (rvbc014 + rvbc015) and 1 Scag 4x4 Mower (rvbc016)	26,000			
Replacement of Kubota Mower PO67 BNV	30,000			
Replacement of JCB Loadall		135,000		
Replacement of Fork Lift Truck		20,000		
Replacement of Parking Van CX68 FCG			21,000	
Replacement of 2 x Ford Ranger Pick Ups (YR18 TVA & YR18 DXD)			67,000	
Replacement of Ro-Ro 7.5 Tonne Truck PL66 HHZ			76,000	
Replacement of 110hp Gang Mower Tractor PO16 MZL			108,000	
Replacement of Toro Flail Mower AF68 MSX			64,000	
Replacement of Kubota Ride On Mower PO68 BBK			32,000	
Replacement of Car Parking Van MM19 WEK				21,000

**Existing Approved Capital Programme for Community Services
Committee
2024/25 to 2027/28**

	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Replacement of Multi-Use Refuse Collection Vehicle PF18 JUC				181,000
Replacement of Petrol Powered Hand Tools and Blowers with Battery Powered Units				56,000
Replacement of Kubota Mini Digger, Breaker and Trailer				48,000
Replacement of Iveco Daily Tail Lift Tipper PL68 HRO				75,000
Replacement of High Top Long Wheel Based Van CX17 GZE				53,000
Dunsop Bridge Public Conveniences Refurbishment	12,850			
Edisford Public Conveniences Refurbishment		42,240		
Bolton-By-Bowland Public Conveniences Refurbishment			41,900	
Chatburn Public Conveniences Refurbishment				15,680
Car Parks Resurfacing Rolling Programme	51,710	53,000	54,330	55,690
Ribblesdale Pool Fire Alarm Upgrade				20,490
Re-laying of Roadway to the Castle Keep				44,500
Ribblesdale Pool Barrier and Safety Fencing				15,400
Total Community Services Committee	527,380	793,340	891,680	1,023,140

Head of Service
Head of Cultural and Leisure Services

Capital Scheme Title
Brungerley Park Fences and Paths

Category
Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme
The fences and paths in Brungerley Park are in a very poor state, the paths have been the cause of several insurance claims which cost £1000s to settle. Although the worst of the potholes get temporary repairs, these rarely survive longer than a winter, often leaving larger holes once the patched material fails. The fences in many areas provide the only barrier between the paths and a significant drop. The nature of Brungerley is that it is located on the side of the river Ribble, the natural geology has created a steep gradient from the top of the park to the riverbank. The fences are a mixture of cast iron and wood, many of the wooden fence sections are rotten or are frequently vandalised, despite repairs being carried out there are many sections where the paths have little or no fence protection. The cast iron ones are very old and have started to rot away. The Council as land owner has a liability for any accidents in the park which arise from negligence. The state of the paths and fences would be regarded as such. The scheme is for 400m of fencing at £120 per linear metre which equates to £48,000, plus Macadam over 750m of paths at a cost of £50 per sq. m equalling £37,500

Environmental Considerations and Green Credentials
The paths are mostly macadam with some rolled stone alongside the riverbank replacement would be like for like, the fences are wood and cast iron, replacements would be a mixture of recycled plastic and metal.

Equality and Diversity Considerations
Where the paths are potholed, this prevents the safe passage of people with disabilities, the fences are an issue to wide range of people of all ages who might chose to use them to assist them when walking through the park, they cannot do so when the fences are missing or in a poor state of repair.

A Breakdown of Your Bid		
Costs	£	Basis
Contractors	98,200	Calculated In-House
Internal Staff Time	1,700	Calculated In-House
Total Capital Costs	99,900	
Funding (Please List Any External Funding Below)	£	Basis
None		
Total External Funding	0	

Please detail other solutions that you have considered but dismissed.
Closing off paths where fences or paths are in a poor state has occurred, but that is not a long term solution to access for a public park.

Timescale for Completion
The work would be completed within the year finance was made available.

Any Risks to Completion
The only real risks are the weather and the state of the ground when the repairs are being carried out, the fencing has to be placed on some severe slopes and foundations will need to be established to enable the fences to be secure and the edges of the paths defined to allow the macadam to be laid.

Revenue Budget Implications - Income and Expenditure	
Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
None	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

Head of Service
Head of Cultural and Leisure Services

Capital Scheme Title
Clitheroe Castle Paths

Category
Service Enhancement - This scheme would enhance our services, but is not essential to provide existing service levels

BRIEF Description of the Scheme
The paths and steps around the Clitheroe Castle Grounds are in a poor state. Although patch repairs have been carried out over the recent past, these do not ensure a permanent solution to the problem and each winter the amount of damage caused by the rain and cold temperatures exceeds the available budget to repair all but the worst pieces. A comprehensive amount of repairs and reinstatement is required to ensure that people's safety is not compromised. There have been several insurance claims over recent years, which have not only cost significant sums to settle but also resulted in injuries to people. The scheme would enable paths and steps to be comprehensively repaired. Some of the steps will be not be touched because they form part of the original listing of the castle. The proposal will see the paths which are in the worst state being replaced, approximately 750 sq. m of paths at a budget cost of £50 per sq. m. the full length of the paths in the Castle grounds is considerably longer, in the region of 3km, so this bid targets the worst areas.

Environmental Considerations and Green Credentials
The nature of the materials used for macadam are oil based. Currently there are no suitable alteratives.

Equality and Diversity Considerations
The paths around the castle grounds allow significant access to most parts of the grounds, though given the historic nature of the site, some parts are only accessible via steps.

A Breakdown of Your Bid		
Costs		Basis
Contractors	43,100	Calculated In-House
Total Capital Costs		43,100
Funding (Please List Any External Funding Below)		Basis
None		
Total External Funding		0

Please detail other solutions that you have considered but dismissed.
Closing off those parts of the grounds which are becoming unsafe, this has been avoided to date by carrying out patch repairs, which are uneconomical to continue in the longer term and are not as effective as permanent repairs.

Timescale for Completion
Within the year budget is made available

Any Risks to Completion
Material and labour costs increasing

Revenue Budget Implications - Income and Expenditure	
Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
None	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

Head of Service

Head of Cultural and Leisure Services

Capital Scheme Title

Replacement of Charterhouse Verti Drain Machine

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

The Verti drain machine was purchased in 2018 and will be 10 years old by the time of replacement, it is used on pitches and public open spaces to help improve the drainage. It is pulled behind the large tractor and has a series of spikes on a roller which as it rotates go into and out of the ground, creating holes which help drainage through the surface layers of the soil.

Environmental Considerations and Green Credentials

The machine has no internal motor and is powered from the tractor, it helps to ensure that the grass surface is kept in the best condition possible allowing growth of new grass

Equality and Diversity Considerations

Not applicable to the purchase

A Breakdown of Your Bid

Costs		£	Basis
Equipment/Materials	40,400	Firm Quote	
Total Capital Costs		40,400	
Funding (Please List Any External Funding Below)		£	Basis
None	0		
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

Hiring in the machine is not a viable option at over £1,000 per week, to not replace will mean that the work that has been done to improve the open spaces in terms of drainage and surface quality will be lost and the state of the surfaces would deteriorate.

Timescale for Completion

Within the year the budget is made available

Any Risks to Completion

None envisaged other prices increase due to model changes before replacement occurs.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
maintain the stream currently being achieved		
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
None		
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service

Head of Cultural and Leisure Services

Capital Scheme Title

Iveco truck with Hook Lift 5.5 tonne PE19 AUK

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

This will replace the current vehicle which was 1st registered in 2018 and will be over 10 years old at renewal. It is used to move equipment around for the grounds staff as well as the mini skip for removing spoil from the cemetery. It is a specialised vehicle and is custom built on a standard chassis.

Environmental Considerations and Green Credentials

At the time of purchase electric or hybrid versions will be considered, they are not currently available, but ought to be available by then.

Equality and Diversity Considerations

Not applicable

A Breakdown of Your Bid

Costs		£	Basis
	Equipment/Materials	58,400	Calculated In-House
Total Capital Costs		58,400	
Funding (Please List Any External Funding Below)		£	Basis
	None	0	
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

Alternative vehicles have been considered such as Pick up with a trailer, however these options do not meet the needs of the service and would require additional journeys to achieve the same outcome.

Timescale for Completion

Within the year of order

Any Risks to Completion

This is a custom built vehicle so lead time can sometimes be an issue

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
	maintain the stream currently being achieved	
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
	None	
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service
Head of Cultural and Leisure Services

Capital Scheme Title
Fence and gates around Edisford playing pitches

Category
Service Enhancement - This scheme would enhance our services, but is not essential to provide existing service levels

BRIEF Description of the Scheme
The Council has invested in machinery to help improve drainage and the overall condition of the playing pitches we operate, plus new goals to make it easier to move them around, however a major challenge is trying to keep them in a good state due to the misuse. The pitches have been used for golf practice, dog training as well as unscheduled football matches and training which is a loss of income and further damages the playing pitches and goals have been vandalised. All of which results in additional work to keep the pitches in good order and expense for repairs to be carried out. The proposal is to put a metal fence around the perimeter with gates at appropriate points to enable teams to retrieve balls which go over it. These gates would be locked unless football was being played. This would safeguard the pitches and goals for the clubs which are then paying the Council to use them. The pitches on the Roefield side would remain unfenced. The total perimeter is 910m, the estimated price per linear m is £50 for a green mesh fence 2m tall with gates for access.

Environmental Considerations and Green Credentials
The fencing of the area would allow staff to have much greater control over the area, allowing the space to be managed much better than currently due to the way that currently unauthorised use means that any attempts to enable the perimeter to grow and introduce new species is not possible because we do not have control of the area, because people access it from various points.

Equality and Diversity Considerations
The space would remain playing pitches and the many of the teams which use them are FA registered and thereby endorse the FA approach to equality and diversity. The space itself is level and accessible for all levels of disability.

A Breakdown of Your Bid		
Costs	£	Basis
Equipment/Materials	52,200	Calculated In-House
Internal Staff Time	4,600	Calculated In-House
Planning Fees/Building Regulations	1,100	Calculated In-House
Total Capital Costs	57,900	
Funding (Please List Any External Funding Below)	£	Basis
None	0	
Total External Funding	0	

Please detail other solutions that you have considered but dismissed.
The only realistic options are to leave the space open as currently or to try and manage it via a fence and gate approach.

Timescale for Completion
Within the year of budget being available

Any Risks to Completion
It is likely the project would require planning permission.

Revenue Budget Implications - Income and Expenditure	
Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
maintain the stream currently being achieved	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

Head of Service

Head of Cultural and Leisure Services

Capital Scheme Title

High Top Transit Van ML70FNS

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

This vehicle is used by the grounds maintenance teams to transport equipment around the Borough to carry out work, for example pedestrian machine, strimmer's, weed spray, line marking equipment. It was replaced in 2020 and will be 8 years old in 2028. it is used daily throughout the year. It is a high top version because staff use a ramp to put machinery in which will not fit into a standard van.

Environmental Considerations and Green Credentials

The current van is diesel, at the time of purchase, the replacement van has been priced as an electric van. However the charging infrastructure will need to be available at the depot to enable such a purchase to be made, otherwise an ICE option would need to be pursued.

Equality and Diversity Considerations

Not Applicable

A Breakdown of Your Bid

Costs		£	Basis
	Equipment/Materials	57,200	Prices Found Online
Total Capital Costs		57,200	
Funding (Please List Any External Funding Below)		£	Basis
	None		
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

Alterative vehicles, however non provide the versatility or cost effectiveness of the option outlined. Other vehicle would require a trailer to be purchased which then provides issues with the age of drivers and their training to enable them to drive the vehicle with a trailer.

Timescale for Completion

Within the year budget is made available

Any Risks to Completion

Having the charging infrastructure available at time of purchase at the depot, otherwise a diesel vehicle would need to be purchased or perhaps a hybrid if they are being made.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
	None	
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
	None	
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service

Head of Cultural and Leisure Services

Capital Scheme Title

Immants Shock Wave Machine

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

This machine is used to break up the top 30cm of soil when it has become compacted due to use, especially our football pitches. Breaking the surface up creates fissures which then allow better drainage. The machine is pulled behind the large tractor and works from the power take off shaft. This machine was purchased to ensure the council pitches and open spaces remain as dry as possible by carrying out our work on them.

Environmental Considerations and Green Credentials

The machine has no internal motor, it is powered from the large tractor, its' use ensures that the drainage is improved and prevents water logging of the surface, it enhances good grass growth which is prevented when compaction occurs.

Equality and Diversity Considerations

Not applicable to the purchase.

A Breakdown of Your Bid

Costs		£	Basis
Equipment/Materials	24,100	Firm Quote	
Total Capital Costs		24,100	
Funding (Please List Any External Funding Below)		£	Basis
None	0		
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

The only alternative to the purchase is hire in the machine which has been costed at over £1000 per week, which is not economically viable. Contracting the work out would be similarly expensive.

Timescale for Completion

Within the year budget is made avialable

Any Risks to Completion

Availability of the machine at time of order.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
maintain the stream currently being achieved		
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
None		
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service

Head of Cultural and Leisure Services

Capital Scheme Title

John Deere Front Loader Tractor PN69 UEP

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

This tractor is used for a variety of tasks throughout the year at different sites around Clitheroe, however the principle site is the cemetery where it is used for moving spoil from the graves which are dug and all the other tractor related work undertaken at the site. it is road registered so that it can be driven to and from the sites without the need for a trailer to transport it.

Environmental Considerations and Green Credentials

The current tractor is diesel, it is expected that the replacement will be hybrid or even fully electric, this will depend on the suppliers providing the machinery and the depot being equipped to charge the vehicles with the convenience required for the operation the Council undertakes.

Equality and Diversity Considerations

Not applicable for the purchase

A Breakdown of Your Bid

Costs		£	Basis
Equipment/Materials		35,600	Firm Quote
Total Capital Costs		35,600	
Funding (Please List Any External Funding Below)		£	Basis
None			
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

The equipment could be hired in however it would prove uneconomical to do so. The department does not have any spare machines to be able to carry out this work at the same time as other pieces of work need to be carried out.

Timescale for Completion

Within the year the budget is made available

Any Risks to Completion

Suppliers able to provide the tractor at the time of order, depending upon supply chain issues at the time.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
None		
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
None		
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service
Head of Cultural and Leisure Services

Capital Scheme Title
Replacement litter bins

Category
Service Enhancement - This scheme would enhance our services, but is not essential to provide existing service levels

BRIEF Description of the Scheme
The Council has over 600 litter bins ranging from post mounted to 240l wheelie bins continued within a spider frame. This bid proposes to replace some of the bins where footfall is greatest with a range of different bins with higher capacity. It only provides for 30 bins in total which represents less than 5% of the current total. They will also be a mixture of general refuse and recycling bins. the bins are not intended to increase the overall total, because that would then have revenue implications for the collection of waste from them. One thing to note about larger bins is that the waste collected will be counted towards the overall residual total for the council which corresponds with a reduction in the Councils' overall recycling percentage.

Environmental Considerations and Green Credentials
All the bins will be sourced from suppliers who are able to incorporate recycled material into their construction.

Equality and Diversity Considerations
The bins are wheel chair accessible and the signage is in accordance with industry standards.

A Breakdown of Your Bid		
Costs	£	Basis
Equipment/Materials	45,000	Firm Quote
Total Capital Costs	45,000	
Funding (Please List Any External Funding Below)	£	Basis
None	0	
Total External Funding	0	

Please detail other solutions that you have considered but dismissed.
Trying to fund the new bins from revenue, however there are insufficient funds in existing budgets to purchase these replacement bins

Timescale for Completion
Within the year budgets made available

Any Risks to Completion
Supplier delays in providing the bins on time

Revenue Budget Implications - Income and Expenditure	
Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
maintain the stream currently being achieved	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

Head of Service
Head of Cultural and Leisure Services

Capital Scheme Title
Replacement of Mini Tractor

Category
Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme
This vehicle will be ten years old in 2028, it is used to carry out work around the castle grounds, towing a trailer as needed. It is kept in the store at the Castle grounds and is used throughout the year. It is proposed that when replacement occurs the tractor is replaced with an electric utility vehicle. because the tractor is never taken from the castle a utility vehicle would be better suited to the changing work demands of the site. It would allow staff to attach a trailer when needed as well as having a small flat pay load capacity itself for moving smaller items around the grounds.

Environmental Considerations and Green Credentials
An electric utility vehicle is proposed as a replacement for the tractor

Equality and Diversity Considerations
None applicable

A Breakdown of Your Bid		
Costs		Basis
Equipment/Materials	32,600	Firm Quote
Total Capital Costs	32,600	
Funding (Please List Any External Funding Below)		Basis
None	0	
Total External Funding	0	

Please detail other solutions that you have considered but dismissed.
The option of hiring a tractor is not viable for the year round use this machine is required for, replacement with another tractor is not the most viable vehicle for the changing nature of the work that is now carried out.

Timescale for Completion
Within the year budget is made available

Any Risks to Completion
Supplier availability at time of purchase and have the charging infrastructure in the Castle grounds to charge the vehicle, otherwise a petrol version would have to be purchased

Revenue Budget Implications - Income and Expenditure		
Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
maintain the stream currently being achieved		
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
None		
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service
Head of Cultural and Leisure Services

Capital Scheme Title
Replacement of Pegasus Gang Mower

Category
Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme
The gang mower has five cutting decks and is pulled behind the large tractor. It is used for cutting the playing pitches and large open grass spaces, where cutting with a ride on machine is not practicable, because the amount of time it would take to cut, as they have a much smaller cutting deck of around 1.5m maximum compared to the 4.5m of the gang mower. The machine is used intensively during the cutting season April to end of Oct.

Environmental Considerations and Green Credentials
The machine does not have any internal motors, it is powered via the power take off shaft from the large tractor. Therefore this does not apply to the actual machine. What is considered is the height of the cutting deck and the frequency of cuts, which would have an impact on the environment and which are considered when these are set for the grass being cut. There is a lower cut height for playing pitches compared to the general amenity areas, which can also be cut less frequently to allow for growth of some flora attractive to pollinating insects.

Equality and Diversity Considerations
Not applicable

A Breakdown of Your Bid

Costs		£	Basis
Equipment/Materials	38,800	Firm Quote	
Total Capital Costs		38,800	

Funding (Please List Any External Funding Below)		£	Basis
None	0		
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.
The only options would be to hire the machine which is not economically viable or to cut the large open spaces with ride on machines, which is costly in terms of the time it would take compared to the gang mower.

Timescale for Completion
Within the year budget is available

Any Risks to Completion
None other than cost of machinery rising over the period beyond the inflation allowed for.

Revenue Budget Implications - Income and Expenditure	
Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
maintain the stream currently being achieved	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

Head of Service
Head of Cultural and Leisure Services

Capital Scheme Title
Replacement of artificial surface on RV3G

Category
Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme
The surfaces of the pitches at the RV3G are all artificial and over time they wear out. By the time this capital year comes round the pitch surfaces will be 10 years old and even with the interruption of the pandemic they are heavily used, the facility brings in well over £100k p.a.. The surfaces have to be tested every 3 years for compliance with safety standards, as they age this becomes more critical, were they to fail, they are no longer safe to use. At the point of replacement it is likely that the current rubber infill will have been replaced industry wide by a more sustainable alternative. The price allowed for at this point is for rubber, once alternatives are available these will be priced for the facility and this bid will be amended at that point, it is anticipated it will be 2 or 3 years before a viable alternative is available. The price includes both the small 5 a side area plus the tennis courts surface.

Environmental Considerations and Green Credentials
The current infill is rubber based, the new infill will most likely be a different material, many are being trialled currently by the manufactures' to determine which offer the best alternatives.

Equality and Diversity Considerations
The facility has no issues with equality and diversity, access for users is unrestricted

A Breakdown of Your Bid			
Costs		£	Basis
Equipment/Materials		539,600	Firm Quote
Internal Staff Time		1,700	Calculated In-House
Total Capital Costs		541,300	
Funding (Please List Any External Funding Below)		£	Basis
None		0	
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.
There are no other solutions to the surface replacement other than closure of the facility. It is a feature of artificial surfaces that they wear out over time.

Timescale for Completion
The work would be scheduled to take place during the summer of the year funding was available for, which is the quietest period for the facility.

Any Risks to Completion
Weather conditions and availability of suitable contractors to carry out the work, also that the industry has found a suitable alternative to the existing rubber infill which enables compliance with safety certificates

Revenue Budget Implications - Income and Expenditure	
Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
maintain the stream currently being achieved	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

Head of Service

Head of Cultural and Leisure Services

Capital Scheme Title

Replacement of 2 Trimstar Pedestrian Mowers

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

The pedestrian mowers are used for verges and smaller areas of grass where the ride on machines cannot reach. They have a useful working life of 4/5 years, at replacement these will be 6 years old and no longer economical to maintain. Current replacement cost is £8,500 per machine.

Environmental Considerations and Green Credentials

If at the time of replacement an electrically powered machine is available, this option will be considered. They are currently petrol powered.

Equality and Diversity Considerations

Not applicable for the replacement

A Breakdown of Your Bid

Costs		£	Basis
Equipment/Materials	17,500	Firm Quote	
Total Capital Costs		17,500	
Funding (Please List Any External Funding Below)		£	Basis
None	0		
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

Not replacing the machines would mean the work they are used for could not be carried out. If they are kept for longer periods the cost of maintenance rises to an unsustainable sum. Given they are designed for working life of 4/5 years, the Council keeps its machines for at least 1 year longer than their expected lifespan.

Timescale for Completion

Within the year the budget is made available

Any Risks to Completion

Availability of the machines and whether if at the time of replacement there is an electric powered option, as inevitably they will be more expensive than the equivalent petrol machines due to the need to have spare batteries for extended use on a day to day basis. Plus the charging infrastructure will need to be in place at the depot.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
None		
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
None		
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service

Head Of Engineering Services

Capital Scheme Title

Replacement Car Park Vehicle MM19 WEK

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

This is the replacement of a car park enforcement vehicle. The existing vehicle will be 10 years old and it is expected that the replacement will be an electric powered small van. The vehicle is needed to support enforcement of the car parks, generating income.

Environmental Considerations and Green Credentials

It is anticipated that a replacement vehicle in the year 2028-2029 will be fully electric eliminating carbon emissions. A new vehicle in its early years will need less maintenance and should be more productive.

Equality and Diversity Considerations

None

A Breakdown of Your Bid

Costs		£	Basis
Equipment/Materials	36,100	Recent Purchase Cost Inflated	
Total Capital Costs		36,100	
Funding (Please List Any External Funding Below)		£	Basis
None			
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

No other solutions suitable

Timescale for Completion

2028-2029

Any Risks to Completion

Vehicle breakdowns will become more frequent risking a reduced level of enforcement and a reduction in income.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
None	0	
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
None		
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service

Head Of Engineering Services

Capital Scheme Title

Replacement Garwood Refuse Collection Vehicle PF18 JUC

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

This is the replacement of the smaller refuse collection vehicle which is essential for navigating restricted access locations. The existing vehicle will be 10 years old. The replacement would be able to run on HVO contributing to reducing Council carbon emissions.

Environmental Considerations and Green Credentials

The replacement vehicle would be able to run on HVO which would cut carbon emissions by 85% compared to the current diesel vehicle. A new vehicle in its early years will need less maintenance and should be more productive.

Equality and Diversity Considerations

None

A Breakdown of Your Bid

Costs		£	Basis
Equipment/Materials		148,400	Recent Purchase Cost Inflated
Total Capital Costs		148,400	
Funding (Please List Any External Funding Below)		£	Basis
None			
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

No other solutions suitable

Timescale for Completion

2028-2029

Any Risks to Completion

Existing vehicle breakdowns will become more frequent, reducing service level to residents and businesses. This is the only small RCV that the Council owns that can access/egress restricted topography.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
None		
Changes to Revenue Income		0
Net Revenue Impact		0

Capital Scheme Bid Form for 2028/29

Head of Service

Head Of Engineering Services

Capital Scheme Title

Replacement Refuse Collection Vehicle VX70 ZGE

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

This is the replacement of a refuse collection vehicle. The existing vehicle will be almost 10 years old. The replacement would be able to run on HVO contributing to reducing Council carbon emissions.

Environmental Considerations and Green Credentials

The replacement vehicle would be able to run on HVO which would cut carbon emissions by 85% compared to the current diesel vehicle. A new vehicle in its early years will need less maintenance and should be more productive.

Equality and Diversity Considerations

None

A Breakdown of Your Bid

Costs		£	Basis
Equipment/Materials	328,300	Firm Quote	
Total Capital Costs		328,300	
Funding (Please List Any External Funding Below)		£	Basis
None			
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

No other solutions suitable

Timescale for Completion

2028-2029

Any Risks to Completion

Existing vehicle breakdowns will become more frequent, reducing service level to residents and businesses, with increased costs.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
		-5,000
Changes to Revenue Costs		-5,000
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
	None	
Changes to Revenue Income		0
Net Revenue Impact		-5,000

Head of Service

Head Of Engineering Services

Capital Scheme Title

Car Park Resurfacing Programme

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

The Council has a legal duty to ensure that its public car parks are 'fit for purpose', especially where fees are charged for the benefit of parking. The Council would be exposed to potential claims if an accident was to occur, being in breach of health and safety legislation. This annual sum of money for resurfacing contributes to good maintenance.

Environmental Considerations and Green Credentials

Well maintained, safe car parks promote work, business and leisure.

Equality and Diversity Considerations

None

A Breakdown of Your Bid

Costs	£	Basis
Contractors	52,000	Recent Purchase Cost Inflated
Internal Staff Time	5,080	Calculated In-House
Total Capital Costs	57,080	
Funding (Please List Any External Funding Below)	£	Basis
None		
Total External Funding	0	

Please detail other solutions that you have considered but dismissed.

No other solutions suitable

Timescale for Completion

2028-2029

Any Risks to Completion

None

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
None	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

Head of Service

Head Of Engineering Services

Capital Scheme Title

Replacement Refuse Wheelie Bins

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

This is the annual sum for the replacement of refuse wheelie bins that have become damaged or that have gone missing.

Environmental Considerations and Green Credentials

The bins are an essential containment for refuse collection, controlling waste and preventing animals from creating a mess sifting through for food.

Equality and Diversity Considerations

None

A Breakdown of Your Bid

Costs		£	Basis
Equipment/Materials	15,500		Recent Purchase Cost Inflated
Total Capital Costs		15,500	
Funding (Please List Any External Funding Below)		£	Basis
None			
Total External Funding		0	

Please detail other solutions that you have considered but dismissed.

No other solutions suitable

Timescale for Completion

2028-2029

Any Risks to Completion

None

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
None		
Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
None		
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service

Head of Cultural and Leisure Services

Capital Scheme Title

Refurbishment of Play Areas

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

The play area refurbishment is a five year programme to improve the overall state of the Council's 18 play areas, it began in 23/24 and seeks to improve each play area, either by replacing or repairing safety surfaces, painting of equipment and replacing existing or installing new equipment entirely, it also includes replacement benches and tables as well.

Environmental Considerations and Green Credentials

The equipment is generally metal and any benches/tables are from recycled plastic, the safety surface is currently oil based although manufacturers are trying to develop alternatives which may be available by the time this budget is being used.

Equality and Diversity Considerations

Where possible equipment is installed that has the widest possible use, though depending upon the disability some equipment may not be suitable, because not every piece can be made accessible.

A Breakdown of Your Bid

Costs	£	Basis
Equipment/Materials	110,880	Recent Purchase Cost Inflated
Internal Staff Time	12,000	Calculated In-House
Total Capital Costs	122,880	
Funding (Please List Any External Funding Below)	£	Basis
None	0	
Total External Funding	0	

Please detail other solutions that you have considered but dismissed.

This bid is based on a five year programme to bring the Council play areas to the same standard, the alternative would be to start considering reducing the number down from 18 to enable the Council to allocate the resources necessary to keep the remaining sites in a good state

Timescale for Completion

Within the year the budget is made available

Any Risks to Completion

None envisaged other than price increases to the equipment and material above the level of inflation

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
None	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 9 JANUARY 2024
title: MEMBERSHIP OF WORKING GROUPS
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE
principal author: REBECCA HODGSON – DEMOCRATIC SERVICES AND CIVIC OFFICER

1 PURPOSE

1.1 For Committee to consider the membership of the Working Groups under the remit of this Committee for the remainder of the municipal year 2023/2024.

1.2 Relevance to the Council's objectives and priorities –

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

2 BACKGROUND

2.1 Committee approved the appointment of Members to the Grants Working Group and Car Parking Working Group for 2023/24 on 30 May 2023.

2.2 Based on the then political balance the allocations consisted of two Conservatives, one Liberal Democrat, one Labour and one Independent Group Councillor, with the memberships as follows:

- Grants – Councillors R Newmark, J Alcock, M Robinson, K Barnsley and L Street
- Car Parking – Councillors R Newmark, S Atkinson, S O'Rourke, L Jameson and J Atherton

3 ISSUES

3.1 Following political group changes, the revised membership of the Community Services Committee based on the new political balance was confirmed at the meeting of the Full Council 12 December 2023 as follows:

CONSERVATIVE (6)	LIBERAL DEMOCRAT (2)	LABOUR (3)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (2)	GREEN (1)	INDEPENDENT (0)
Jan Alcock (VC)	Mary Robinson	Karl Barnsley	Ryan Corney	John Atherton	Malcolm Peplow	
Stephen Atkinson	Donna O'Rourke	Lee Jameson		Lee Street		
Stella Brunskill		Kieran Spencer				
Sophie Cowman						
Ricky Newmark (C)						
Gary Scott						

3.2 The Grants Working group has not been affected and the membership therefore remains unchanged.

3.3 The Car Parking Working Group requires a replacement Member as Councillor S O'Rourke is no longer a member of Community Services Committee.

4 RISK ASSESSMENT

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

- Resources – the costs associated with working groups are included in the budget for 2023/24.
- Technical, Environment and Legal – none.
- Political – none.
- Reputation – none.

5 RECOMMENDED THAT COMMITTEE:

5.1 Note that the membership of the Grants Working Group remains unchanged as follows:
Grants Working Group – Councillors R Newmark, J Alcock, M Robinson, K Barnsley and L Street

5.2 Appoint a replacement Member to the Car Parking Working Group.

REBECCA HODGSON
ADMINISTRATION OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

- 1 Agenda and Minutes of Community Services Committee 30 May 2023
- 2 Agenda and Minutes of Full Council 12 December 2023

For further information please contact Rebecca Hodgson at rebecca.hodgson@ribblevalley.gov.uk.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: 9 JANUARY 2024
 title: PLAYING PITCH STRATEGY INTERIM UPDATE
 submitted by: ADAM ALLEN DIRECTOR OF COMMUNITY SERVICES
 principal author: MARK BEVERIDGE HEAD OF CULTURAL AND LEISURE SERVICES

1 PURPOSE

- 1.1 To provide Committee with an update on the progress of the playing pitch strategy work which the Council has commissioned.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To help make peoples' lives healthier and safer.

2 BACKGROUND

- 2.1 The Council has jointly procured a playing pitch strategy with Pendle Borough Council. The finished reports will be specific to each Borough, but there was a cost saving in the procurement by working with Pendle Council.
- 2.2 A playing pitch strategy (PPS) is a strategic assessment of outdoor playing pitches and courts that provides an up-to-date analysis of supply and demand for playing pitches (grass and artificial) for a local authority area. It does not just cover one sport but all sports that require an outdoor area to play their chosen sport, excluding cycling and athletics.
- 2.3 The PPS is seen as a key document by Sport England and forms part of an authority's local plan. They take nearly a year to complete, because they are an assessment of both summer and winter sports.

3. ISSUES

- 3.1 This Council has not had a PPS previously, which has is now being addressed, having one makes it easier for local clubs and the Council to make a case for funding as appropriate for enhancing existing or developing new facilities.
- 3.2 The full report will not be available until the Spring once the winter season assessment has been carried out.

4 INTERIM REPORT

- 4.1 The initial phase for summer sports has been completed.
- 4.2 The consultants who have been working to prepare the strategy have consulted widely across the Borough and that feedback has helped so far with providing a picture of playing pitches for summer sport.
- 4.3 The sports which formed part of the summer survey were cricket, tennis, bowls, other sports which are traditionally summer e.g., rugby league, rounders are not represented by clubs in the Borough. Although all the recognised clubs in the Borough for the sports were contacted not all responded, which is disappointing, because they lose their chance to engage with our consultants and help in the development of the strategy, identifying their ambitions and requirements for their sports club.

- 4.4 As expected the interim report provides a mixed picture across the Borough, with generally good or adequate facilities for the sports consulted. Though there are opportunities for development, with new courts for tennis and wickets and better changing for cricket sought by some of the clubs that responded.

5 CONCLUSION

- 5.1 The production of a PPS is an important milestone for the Council and the various sports clubs and organisations involved in outdoor sport in the Borough. Once complete the final document will be provided to Committee and incorporated into the Local Plan.

MARK BEVERIDGE
HEAD OF CULTURAL AND LEISURE SERVICES

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

BACKGROUND PAPERS – None

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY, 9 JANUARY 2024
title: 2021/2022 AND 2022/2023 YEAR-END PERFORMANCE INFORMATION
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: JAQUI HOULKER – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 To inform committee about year-end reports for 2021/2022 and 2022/2023 that detail performance against our local performance indicators.
- 1.2 Performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives –
 - Corporate Priorities –
 - Other Considerations -

Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The attachment to this report provide an overview of the Council's performance up to 31 March 2023. Elected members will be aware that the Council responded to the emergencies of the Coronavirus pandemic since early March 2020. Covid rules in England ended at the end of February 2022 as part of Government's "Living with Covid" strategy. This now gives an opportunity to learn from both pre-Covid and during Covid service delivery, and to focus on the recovery from the pandemic.
- 2.4 The report attached at Appendix 1 comprises the following information:
 - The outturn figures for all local performance indicators relevant to this committee for 2021/2022 and 2022/2023. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2021/2022 data and 2022/2023 data. A significant variance is greater than 15% (or 10% for cost PIs).
 - Performance information is also provided for previous year 2020/2021 for comparison purposes (where available) and the trend in performance is shown between 2021/2022 data and 2022/2023 data.
 - Targets for service performance for the year 2022/2023 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
 - Where available targets have also been provided for all three years.
- 2.5 These tables are provided to allow members to ascertain how well services are being

delivered against our local priorities and objectives, as listed in the Corporate Strategy.

- 2.6 Where possible audited and checked data has been included in the report. However, some data may be corrected following the work of Internal Audit and before the final publication of the indicators on the Council's website.
- 2.7 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.
- 2.8 A new Corporate Plan 2023-2027 is presently in development; a revised suite of Corporate KPIs will be established following feedback from the Corporate Plan Working Group and Council officers considering statutory requirements and corporate priorities.
- 2.9 For the past few years the Council has utilised and reported data for 130 KPIs, however this will be reduced to a smaller, and more focussed number. It is important that the Corporate KPI Scorecard is concise and provides assurance against Corporate Plan progress, some KPIs will have cross cutting themes across the diverse range of services and priorities the Council provides. Quarterly reporting for the new suite of KPIs will commence from April 2024 for 2024/2025 with an annual report at year-end. The Corporate Plan and suite of KPIs will also be reviewed on an annual basis
- 2.10 We measure our performance by examining these KPIs. Where available KPI data will be reported in a Quarterly Performance Report and scrutinised by a network of people including Corporate Management Team (CMT) and relevant Committees. Council services also have their own specific plans which look at performance in more detail and include a number of KPIs pertinent to that service.

3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

- 3.1 Analysis shows that of the 8 key performance indicators (KPIs) that can be compared to target:
 - 25% (2) of the KPIs met target (green) and or are on track.
 - 12.5% (1) of the KPIs close to target (amber) where delivery is on track and currently is being managed.
 - 62.5% (5) of the KPIs are either awaiting data, data is unavailable, or a target has not been set.
- 3.2 Of the 8 KPIs where performance trend can be compared over the years:
 - 25% (2) of the KPIs have improved
 - 12.5% (1) of the KPIs have worsened, please see the explanation at 3.3
 - 62.5% (5) of the KPIs are either awaiting data, data is unavailable, or a target has not been set, therefore performance cannot be compared.
- 3.3 In respect of KPIs for Engineering Services, the following information regarding performance and targets has been provided:
 - **PI ES1 Number of reported missed collections per 100,000 collections** – Not all data is available for 2022/23. Bins are missed for a number of reasons, usually as a result of the bin wagon not being able to gain access to the street / back street often due to road closures, highway works and parked cars.
 - **PI ES2 Percentage of missed collections put right in 24 hrs** – Not all data is available for 2022/23. However, over 80% of missed collections are put right within 24 hours. Those that are not put right are usually due to the ongoing issue as why the bin was missed in the first place.
 - **PI ES10 (NI 192) Percentage of household waste sent for reuse, recycling and composting** – The target for this measure was increased to 38% in 2021/22 from

36%. Actual data for 2022/23 is 36.5% which is down on previous years. During 2022/23 we collected less paper, green waste and comingled waste. However, collections for all three types of waste has increased in quarter 1 of 2023/24. Following the 2023 People's Survey a Waste and Recycling newsletter was published in Autumn 2023 to inform residents about Ribble Valley's waste management and to help understand what can be recycled. Further recycling campaigns will be completed during the year.

- **PI PS7 (BV89) Satisfaction with the council keeping public land clear of litter and refuse** – Data for this KPI is collected via the 2023 People's Survey – Life in Ribble Valley. Those not satisfied with their local area were more likely than others to highlight cleanliness of streets, litter and dog fouling as being a problem
- **PI PS8 (BV90a) Satisfaction with household waste collection** – Data for this KPI is collected via the 2023 People's Survey – Life in Ribble Valley. Analysis of the Survey found that 83% of residents are satisfied with household waste collection this compares to 81% in the Local Government survey using a national sample during the same time period.
- **PI PS9 (BV90b) Satisfaction with waste recycling** – The question in the 2023 People's Survey was changed slightly to Satisfaction with doorstep recycling. Survey results revealed that recycling is the biggest area people are doing something about or that they are willing to do more on - this was an area residents felt the council could do more to support and enable residents.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – There are no resource implications as a result of this report. Resource implications of any actions referred to within this report, will be reported to the appropriate Committee.
- Technical, Environmental and Legal – None identified.
- Political – None identified
- Reputation – It is important that correct information is available to facilitate decision-making.
- Equality & Diversity - For all Ribble Valley Borough Council Policies and Strategies and in line with the Council's approach to equalities, an Equality Impact Assessment (EIA) would identify the potential impact of the organisation's policies, services and functions on its residents and staff, and will actively look for negative or adverse impacts of policies, services, and functions on any of the nine protected characteristics. After consideration an EIA is not required for this report.

5 CONCLUSION

- 5.1 For committee to note the 2021/2022 and 2022/2023 performance information provided relating to this committee.






Jaqui Houlker
PRINCIPAL POLICY AND
PERFORMANCE OFFICER




Marshal Scott
CHIEF EXECUTIVE

BACKGROUND PAPERS:





REF: JH/ 24-01-05 Community Services Committee YE Performance Information v1
For further information please ask for Jaqui Houlker, extension 4421







Ribble Valley Borough Council
Year-end monitoring report for 2020/21, 2021/22 & 2022/23
Monitoring Report to Community Services Committee

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Long Term Trends	
	Improving
	No Change
	Getting Worse

Community Services Committee (Engineering Services 8 KPIs)

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
PI ES1	Number of reported missed collections per 100,000 collections	68	17	69	17	See note	17			Not all data is available for 2022/23. Bins are missed for a number of reasons, usually as a result of the bin wagon not being able to gain access to the street / back street often due to road closures, highway works and parked cars.	To collect from every household
PI ES2	Percentage of missed collections put right in 24 hrs	100%	99%	80%	99%	See note	99%			Not all data is available for 2022/23. Over 80% of missed collections are put right within 24 hours. Those that are	To return where collections are missed

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
										not put right are usually due to the ongoing issue as why the bin was missed in the first place.	
PI ES5	Percentage of households receiving a three-stream collection service	96.5%	96.5%	96.5%	96.5%	98.03%	96.5%				To provide three-stream collections to all residents where practical
PI ES9 (NI 191)	Residual household waste per household	628Kg/ household	630Kg/ household	558Kg/ Household	630Kg/ household	531Kg / household	630Kg/ household			2021/22 557.6Kg / household and 2022/23 530.99Kg / household - data rounded for reporting.	To reduce residual waste going to landfill
Page 241 PI ES10 (NI 192)	Percentage of household waste sent for reuse, recycling, and composting	34.53%	36.00%	39.57%	38.00%	36.50%	38.00%			During 2022/23 the amount of paper, green waste and comingled waste was down on the previous year. However, collections for all three types of waste has increased in quarter 1 of 2023/24. Following the 2023 People's Survey a Waste and Recycling newsletter was published in Autumn 2023 to inform residents about Ribble Valley's waste management and to help understand what can be recycled. Further recycling campaigns will be completed during the year	To improve levels of waste recycled

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
PI PS7 (BV89)	Satisfaction with the council keeping public land clear of litter and refuse	N/A	N/A	N/A	N/A	54%	Target not set	?	?	2023 People's Survey	New
PI PS8 (BV90a)	Satisfaction with household waste collection	N/A	N/A	N/A	N/A	83%	Target not set	?	?	2023 People's Survey	New
PI PS9 (BV90b)	Satisfaction with waste recycling	N/A	N/A	N/A	N/A	69%	Target not set	?	?	2023 People's Survey – Question in the survey was Satisfaction with doorstep recycling	New

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COMMUNITY SERVICES COMMITTEE

meeting date: TUESDAY 9 JANUARY 2024
title: GENERAL REPORT
submitted by: ADAM ALLEN, DIRECTOR OF COMMUNITY SERVICES
principal author: ADAM ALLEN, DIRECTOR OF COMMUNITY SERVICES
MARK BEVERIDGE, HEAD OF SERVICE, CULTURAL & LEISURE SERVICES
WINSTON ROBINSON, HEAD OF SERVICE, ENGINEERING

1 PURPOSE

1.1 To update committee on a variety of developments in sports, arts and community development and performance of the Platform Gallery.

1.2 Relevance to the Council's ambitions and priorities:

- Helping to make people's lives healthier and safer
- To ensure a well-managed Council

2 WASTE REGULATIONS

Final national consultation has taken place regarding the changes to waste collections as part of the Environment Act. The proposals are far reaching and will require significant changes to our collections from April 2025 for commercial collections and April 2026 for all residential collections. The key headlines are:

- a. The mandatory weekly collection of food waste for domestic premises needs to be implemented from April 2026.
- b. The collection of food waste for businesses with more than 10 employees starts a year earlier in March 2025.
- c. In theory the minimum number of bins required from March 2026 will be three (Organic food and green waste, dry recyclables and residual waste). Currently we collect paper and cardboard separately to other dry recyclables and have no food waste collection.
- d. Food waste must be collected weekly, residual a maximum of fortnightly.
- e. Money will be provided for capital costs of new vehicles and bins but not depot improvements/extensions. We will be informed of the amount allocated by the end of the financial year 2023/24.
- f. Revenue will be provided for increased rounds required. We do not know the formula yet and this is unlikely to come until later next year. No additional money will be provided to those who already collect food waste.
- g. Kerb-side collection of plastic film will start in March 2027 but we require more detail on this as its very vague.

Discussions are taking place with County Council as the disposal authority as to which waste they can process. The objective is to minimise the number of waste streams to make it as easy as possible for residents to recycle and as efficient as possible to collect.

It is expected that firmer proposals and approximate costings will be available for consideration by committee for the meeting in March 2024.

3 CASTLE KEEP

Following the previous update, the castle keep area remains closed to the public. We are awaiting a structural report which will guide our next steps. It is likely that additional structural works will be required, and it is a priority to get the steps and walkways open as soon as possible so the public can walk around the keep as before. It is likely that the inside of the keep will be closed until Spring 2024.

4 RIBBLESDALE POOL

A number of operational opportunities have been identified to help with improving energy efficiency and these were summarised in the previous update and are working well. These include monitoring consumption and reducing temperatures where possible and water circulation rates. Sensors are being replaced and the building energy management system is being revised to allow more effective control of the atmospheric conditions within the building 24 hours per day.

We await the outcome of our bid for new automated pool covers through the Sport England Support Fund and upgrades to the control systems at the pool are nearing completion. This is being funded by the Council through its invest to save scheme. Pipe insulation has also been improved.

In the next update to committee, we will be able to provide comparison consumption figures and illustrate the savings we have made.

5. THE BRIAN HOLDEN PLAYING PITCHES AT MARDALE

This scheme has been successfully completed and the official opening took place on 4th December 2023 with members of Brian's family in attendance. The drained pitches have been well received by local clubs and the changing facilities have been significantly improved.

6. SABDEN PUBLIC TOILETS

This capital scheme has now been completed and the much improved toilets have been re-opened. The Scheme was completed by our Direct Works Team and was within the allocated £35,000 budget.

7. LONGRIDGE PUBLIC TOILETS

Work in Longridge has commenced and is nearing completion. The internal furnishings have been specifically chosen to be as vandal proof as possible with hidden pipework and stainless steel sinks and toilets. This followed a request and consultations with local Councillors. The budget for this scheme is £46,000 and it is expected the scheme will be within this budget.

8. PLAY AREAS

The refurbishment work on the play areas has been completed for this year following the onset of poor weather, which means the work to be done cannot be carried out until the Spring. Several play areas have had safety surface improvements made, two roundabouts were installed, one at Highfield Road and the other at Mardale. A number of repairs are currently being carried out, these have arisen due to vandalism or wear and tear. This work will be undertaken by Council staff. The major work planned for 2024/25, will be the redevelopment of Salthill Play Area.

9. CLIMATE CHANGE

The first meeting of the Climate Change Working Group took place in November and it was agreed that the focus would be on progressing and monitoring the schemes that have been agreed. This includes the Hydrotreated Vegetable Oil proposal which is on this meeting's agenda, and the solar panels for Council Offices which are a particular priority for the working group. Further lighting improvements have taken place in Council Offices and EV chargers in public car parks are the subject of a report on this meeting's agenda. All decisions relevant to the Community Committee will be brought for decision or information as required.

The Working Group are developing a revised Climate Change Action Plan.

A recycling campaign has been launched and will be expended in the New Year with messaging on refuse vehicles.

ADAM ALLEN
DIRECTOR OF COMMUNITY SERVICES

MARK BEVERIDGE
HEAD OF SERVICE, CULTURAL & LEISURE SERVICES

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HEAD OF SERVICE, ENGINEERING

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REPORT FROM REPRESENTATIVE ON OUTSIDE BODIES COUNCILLOR TONY AUSTIN

The Lancashire Waste Partnership Meeting at Preston on 16th November was very informative.

Two presentations were given relating to possible ways of reducing CO₂ emissions from the next generation of refuse wagons. The average cost of these vehicles continues to spiral - £200K currently for diesel propulsion, £400K for electric and £600K for hydrogen (H₂).

The Assistant Director from St. Helens discussed their trial evaluation of a hydrogen fuel cell vehicle. They had looked at H₂, partly because the adjacent Merseyside bus station was going to use H₂ and the Council would be able to share the fuel dispensing equipment. They also believed that H₂ propulsion could be better for some heavier vehicles than electricity. Another advantage is that a complete H₂ refill can be finished in 10 minutes, compared with electric battery recharging ! One tank of H₂ gives a longer range also. Running costs were slightly lower.

Hyndburn Council had voted to reduce their CO₂ emissions, but were daunted by the problems of installing supporting electricity infrastructure and the significantly higher capital cost of electric vehicles over diesel. They found out that they could save 90% of CO₂ emissions by using Hydro Treated Vegetable Oil (HVO) , instead of ordinary diesel. This fuel is readily available commercially. It is 22% more expensive than ordinary diesel, adding £55,000 to Hyndburn's annual fuel bill, BUT it could be used in existing vehicles without any modification. Our Engineering Manager tells me that some of Ribble Valley's lorries would work similarly, but that some are too old.

Another speaker at the meeting gave a short talk on Digital Waste Tracking, to be fully operational from April 2025. This will give more up-to-date information and aid in reducing criminal disposals by fly-tipping and illegal incineration.

Jo Oliver from Tameside (and on LARAC) outlined many current recycling issues. We will be obliged to collect glass, metal, plastic, paper and food waste, but there will be flexibility as to what is collected separately and what is commingled, though because of the potential extra costs for the disposal authority (LCC) there will need to be some mutual discussion. Food waste will now need to be collected weekly from 31st. March 2026. Garden waste can be charged for, but if collected commingled with food waste, that proportion cannot be chargeable. There will be New Burdens Funding for weekly food collections – some capital costs and some revenue, but no specific figures yet (in answer to my question !) It is suggested that garden waste could be collected from March to October, as some authorities currently do. Government expect residual waste to be collected at least fortnightly.

Extended Producer Responsibility will be introduced based on amount sold by packaging producers. The funds collected will be allocated to LAs, based on efficiency, size and other factors (like rurality important for Ribble Valley). A Deposit Return Scheme will be introduced for PET bottles, steel and aluminium cans, but not glass;
reverse vending machines are currently envisaged. This should reduce littering, but the impact on kerbside collection tonnage is problematic.

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