

Public Document Pack



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **POLICY AND FINANCE** Committee will be held at **6.30 pm** on **TUESDAY, 20 JUNE 2023** in the **Council Chamber**.

I do hope you can be there.

Yours sincerely

M. H. Scott

CHIEF EXECUTIVE

AGENDA

1. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 5 - 14)
2. **APOLOGIES FOR ABSENCE**
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**
5. **BRIEFING ON THE WORK OF THE POLICY & FINANCE COMMITTEE**

Verbal Presentation

ITEMS FOR DECISION

6. **APPOINTMENT OF WORKING GROUPS** (Pages 15 - 16)
Report of the Chief Executive enclosed.
7. **UK SHARED PROSPERITY FUND** (Pages 17 - 20)
Report of the Director of Economic Planning and Development enclosed.
8. **RURAL ENGLAND PROSPERITY FUND (REPF)** (Pages 21 - 34)

- Report of the Director of Economic Planning and Development enclosed.
9. **DEVELOPMENT OF THE CORPORATE STRATEGY 2023-2027** (Pages 35 - 44)
 Report of the Chief Executive enclosed.
10. **INDEPENDENT PANEL REPORT ON REVIEW OF MEMBERS' ALLOWANCES SCHEME** (Pages 45 - 56)
 Report of the Director of Resources & Deputy Chief Executive enclosed.
11. **REFERENCES FROM COMMITTEES**
- ITEMS FOR INFORMATION**
12. **CAPITAL OUTTURN 2022/23** (Pages 57 - 60)
 Report of the Director of Resources enclosed.
13. **TREASURY MANAGEMENT MONITORING 2023/24** (Pages 61 - 72)
 Report of the Director of Resources enclosed.
14. **REVENUES AND BENEFITS GENERAL REPORT** (Pages 73 - 76)
 Report of the Director of Resources enclosed.
15. **OVERALL CAPITAL OUTTURN 2022/23** (Pages 77 - 84)
 Report of the Director of Resources enclosed.
16. **MINUTES OF WORKING GROUPS**
17. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
18. **EXCLUSION OF PRESS AND PUBLIC**
- ITEMS FOR DECISION**
19. **HOUSEHOLD SUPPORT FUND 4** (Pages 85 - 130)
 2
 Report of the Director of Economic Planning and Development enclosed.
20. **INSURANCE RENEWALS 2023/24** (Pages 131 - 136)
 3
 Report of the Director of Resources & Deputy Chief Executive enclosed.
21. **LAND AT HIGHMOOR PARK, CLITHEROE** (Pages 137 - 146)
 3
 Report of the Chief Executive enclosed.

22. **ROEFIELD LEISURE FURTHER LOAN REQUEST** (Pages 147 - 168)
3
Report of the Director of Resources & Deputy Chief Executive enclosed.
23. **REFERENCES FROM COMMITTEE - MARDALE PLAYING PITCHES** (Pages 169 - 174)
3
Report of the Director of Resources and Deputy Chief Executive enclosed.

Electronic agendas sent to members of Policy and Finance – Councillor Stephen Atkinson (Chair), Councillor Susan Bibby, Councillor David Birtwhistle, Councillor Louise Edge, Councillor Stewart Fletcher, Councillor Mark French, Councillor Gaynor Hibbert, Councillor Stuart Hirst, Councillor Simon Hore (Vice-Chair), Councillor Kevin Horkin MBE, Councillor Lee Jameson, Councillor Gaye McCrum, Councillor Richard Newmark, Councillor James (Jim) Rogerson and Councillor Aaron Wilkins-Odudu.

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

This page is intentionally left blank

Minutes of Policy and Finance

Meeting Date: Tuesday, 28 March 2023, starting at 6.30 pm
Present: Councillor S Atkinson (Chair)

Councillors:

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

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

851 APOLOGIES FOR ABSENCE

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

852 TO APPROVE MINUTES OF MEETINGS HELD ON 14 FEBRUARY (SPECIAL) AND 24 JANUARY

The minutes of the meetings held on 14 February 2023 and 24 January 2023 were approved as correct records and signed by the Chairman.

853 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillor S Hore declared an interest in Agenda Item 11 – Voluntary Organisation Grants 2022/23 (Ribble Valley Crossroads Care)

Councillor S Bibby declared an interest in Agenda Item 11 – Voluntary Organisation Grants 2022/23 (Carers Link)

854 PUBLIC PARTICIPATION

Mr T Hill, Chairman of Whalley Educational Foundation, spoke on agenda item 10 UK Shared Prosperity Fund, specifically relating to the further development of Whalley Old Grammar School Community Centre.

Ms S Hind, Chairman of Clitheroe Town Team, spoke on agenda item 10 UK Shared Prosperity Fund, specifically relating to Clitheroe projects.

Mr R Stephenson, member of Clitheroe Town Team and Chairman of Primrose Nature Trust, spoke on agenda item 10 UK Shared Prosperity Fund, specifically relating to improving Clitheroe and the Primrose Community Nature Reserve.

855 REVIEW OF FINANCIAL REGULATIONS AND CONTRACT PROCEDURE RULES

The Director of Resources submitted a report to recommend to Council the acceptance of the reviewed financial regulations and contract procedure rules and the associated changes necessary to the Corporate Debt Write Off Policy.

Members were advised that the key changes are:

- Changes to the procurement processes in respect of numbers of quotes and tendering limits
- Clarifying the insurance levels that should be sought from suppliers when asking for quotations or procuring through tender and offering guidance on additional levels of insurance or cover types that may be relevant depending on the works, goods or services being procured and the potential risks involved.
- Increasing the level of debt write off that needs committee approval from over £1,000 to over £5,000.

The revised Contact Procedure Rules were annexed to the report and Members were informed that the main changes reflect the changes in respect of quote and tender requirements and clarity on insurance levels.

*****RESOLVED THAT COMMITTEE:**

Recommend to Full Council acceptance of the reviewed Financial Regulations and revised Contract Procedure Rules, together with the associated changes to the Corporate Debt Write Off Policy.

856

TREASURY MANAGEMENT POLICIES AND PRACTICES

The Director of Resources submitted a report to review, approve and adopt the Treasury Management Policy Statement and Practices for 2023/24.

Members were informed that the Treasury Management Policies and Practices document is reviewed on an annual basis to comply with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code. Since March 2022, there have not been any further changes to the CIPFA Treasury Management Code and so the majority of the document remains unchanged.

However, Members were advised that the Council is proposing increases to its counterparty limits to allow greater flexibility in the Council's treasury management operations.

*****RESOLVED THAT COMMITTEE:**

Recommend to Council the Treasury Management Policies and Practices 2023/24.

857

CAPITAL AND TREASURY MANAGEMENT STRATEGY

The Director of Resources submitted a report to seek Member approval for the Council's Capital and Treasury Management Strategy for the 2023/24 financial year.

It was noted that elements of the document had previously been approved as part of the budget setting process, but they were attached to the report together under a single strategy.

*****RESOLVED THAT COMMITTEE:**

Recommend to Council the Capital and Treasury Management Strategy as set out in Annex 1 to the report.

858

MEDIUM TERM FINANCIAL STRATEGY 2023/24 TO 2027/28

The Director of Resources submitted a report to seek approval of the Council's Medium Term Financial Strategy and Plan for the period 2023/24 to 2027/28. The

plan was annexed to the report and it included the implications of the latest budgets for both revenue and capital.

Members were advised that it is a key financial planning document and aims to provide an assurance that the Council's spending plans are affordable over the Medium Term. It is important that it is understood by all members and staff.

RESOLVED THAT COMMITTEE:

Approve the Medium Term Financial Strategy and Plan for 2023/24 to 2027/28.

859

LOCAL TAXATION WRITE OFFS

The Director of Resources submitted a report to obtain Committee's approval to write off business rates debts relating to two businesses that had been dissolved.

RESOLVED THAT COMMITTEE:

Approve writing off a total of £10,666.89 in business rates with £180.00 costs where it has not been possible to collect the amount due.

860

UK SHARED PROSPERITY FUND

The Director of Economic Planning and Development submitted a report seeking a decision from Members in respect of the use of our UK Shared Prosperity Fund allocations for 2023/24.

Members were informed that the release of the UKSPF payments for the financial years 2023-24 and 2024-2025 is dependent on the submission of a Statement of Grant Usage for 2022-23 and 2023-2024 spend and corresponding reporting and monitoring returns.

Members noted that the Council's calculated 2023/24 fund allocation (including roll over from this year) would be £485,965. The UKSPF Working Group met on 2 March 2023 and their recommendations were:

Project	Capital	Revenue	Total
Castle Street Improvements	£300,000		£300,000
Enhanced website and marketing opportunities		£40,000	£40,000
Clitheroe Market Improvements	£100,000		£100,000
Management and administration		£19,520	£19,520
TOTAL	400,000	£19,520	£459,520

Members were advised that further requests for use of the Council's UKSPF had been received recently, namely for:

- the development of social enterprises among newly arrived refugee women
- creating a Community Space in Barrow
- developing Whalley Old Grammar School Community Centre
- International trade show support for a company based in the Ribble Valley
- 'SAFE' (Safer Access for Everyone) to construct a new, two-lane access road with separate pedestrian access to replace the existing, unmade single track to and from Ribchester Road

RESOLVED THAT COMMITTEE:

1. Instruct Officers to commence the projects recommended by the Working Group to utilise the majority of the 2023/24 UK Shared Prosperity Funding allocation, namely:
 - a. Castle Street Improvements.
 - b. Creation of an enhanced website and marketing opportunities.
 - c. Improvements to Clitheroe Market.
2. Instruct the Director of Economic Development and Planning to contact the Parish Councillor involved in the Sports Centre/ Community Park, Whalley project to advise that definitive confirmation that the scheme could be delivered during 2024/25, that sufficient match funding has been secured (including full details of that funding) and full confirmation that all of the required consents have been secured will be required by 31st October 2023. This deadline is specified to enable the Working Group to consider whether any of the 2024/25 funding should be allocated to this project.
3. Refer the new projects listed within Section 5 of the report back to the Working Group for further consideration.

Councillors S Bibby and S Hore left the meeting.

861

VOLUNTARY ORGANISATION GRANTS 2022/23

The Director of Resources submitted a report asking Committee to approve the allocation of voluntary organisation grants for 2023/24.

The Director of Resources outlined the Scheme to Committee and the recommendations of the Voluntary Organisation Grants member working group after having considered the applications made.

It was noted that, after considering the applications, the working group made the following specific suggestions:

- a) That recommended payments of grants is subject to the applicants providing any outstanding supporting documentation that is required per the grant scheme criteria;
- b) That Bowland Pennine Mountain Rescue Team be invited to give a presentation to Policy and Finance Committee later on in the financial year concerning how the group has benefitted from the grant funds
- c) That a review is carried out after six months that asks Citizen's Advice Rossendale and Hyndburn to provide some further details as to their face-to-face meetings in the Ribble Valley.

RESOLVED THAT COMMITTEE:

Approve the allocation of grants as proposed by the Voluntary Organisation Grants Working Group as set out in Annex 2 to the Report, totalling £51,750.

Councillors S Bibby and S Hore returned to the meeting.

862

REFERENCES FROM COMMITTEES

- (i) Changing Places Fund Allocation

The Director of Resources submitted a report asking Committee to consider a request from Community Services Committee for an additional capital programme scheme and also a supplementary revenue estimate in respect of the Governments' Changing Places Fund.

RESOLVED THAT COMMITTEE:

1. Approve a capital programme scheme of £204,000 for the Changing Places toilet schemes at Edisford Riverbank, Ribchester and Clitheroe Castle Field, fully funded from the Government's Changing Places Fund Grant.
2. Approve a supplementary estimate of £18,140 to the revenue budget in respect of running and maintenance costs for the facilities funded from the VAT Shelter Earmarked Reserve in 2023/24 and then be included in the base budget for future years.

(ii) Berry Lane Toilets

The Director of Resources submitted a report to Committee asking them to consider a request from Community Services Committee for an additional capital programme scheme and a supplementary revenue estimate in respect of the provision of Berry Lane Toilets by this Council rather than by Longridge Town Council.

RESOLVED THAT COMMITTEE:

1. Approve a capital programme scheme of £45,000 for the Refurbishment of Berry Lane Toilets in a vandal proof design funded from the VAT Shelter Earmarked Reserve.
2. Approve a supplementary estimate of £3,640 to the revenue budget in respect of annual cleaning and repair costs of Berry Lane Toilets funded from the VAT Shelter Earmarked Reserve in 2023/24 and included in the base budget for future years.

863 SOLAR PANELS

The Head of Cultural and Leisure Services submitted a report providing Committee with a proposal for the installation of PV cells (solar panels) on to Council Buildings.

Members were advised that, given that a feasibility study is planned for the pool, it would be sensible to await the outcome of that before deciding on an investment in panels for that building. However it will be investigated whether an installation of panels on that building could be incorporated in to any future development of the facility.

RESOLVED THAT COMMITTEE:

1. Agree in principle to the installation of solar panels on the Council Offices and request officers to bring a report to the next meeting with more details including an evaluation of:
 - Site panels only on the south facing roof space.
 - Site panels on all roof space.
2. Approve that the scheme costs be met from the Council's Invest to Save Fund Earmarked Reserve.

3. Request officers to further investigate the installation of solar panels on other Council buildings including Ribblesdale Pool, Salthill Depot and the Platform Gallery.

864

HIS MAJESTY KING CHARLES III CORONATION

The Chief Executive submitted a report asking Committee to consider how the Council helps celebrate the King's Coronation.

The report recommended that a grant offer of £250 should be made to each Parish and Town Council to encourage them to organise their own events. However, an amendment was approved to increase this to £500 in line with the grants offered to celebrate the late Queen's Platinum Jubilee.

It was further noted that there will be a live screening of the Coronation on Clitheroe Bandstand and that the Council encourages residents having street parties for the occasion. Reference was also made to the Big Help Out on 8 May and the suggestion of making litter picking resources available to Parishes.

RESOLVED THAT COMMITTEE:

1. Agree to waive charges for processing street closure orders for Coronation street-parties.
2. Agree grants of £500 to each Parish and Town Council to celebrate the Coronation.
3. Agree to make litter picking equipment available to Parishes to support the Big Help Out.

865

DRAFT MEETING CYCLE 2023 - 24

The Chief Executive submitted a report outlining the proposed meeting cycle for the forthcoming municipal year 2023/24.

He informed Committee that as there are elections in May 2023 for both Borough and Parish Councillors, the date of the Annual meeting has been put back by 2 weeks to allow for the legal requirement of 5 days notice of the meeting to all Councillors.

***RESOLVED THAT COMMITTEE:

Approve the draft meeting cycle as set out in Appendix A of the Report for ratification at the Annual Meeting on 23 May 2023.

866

REVENUE MONITORING 2022/23

The Director of Resources submitted an information report advising as to the position for the period April to February 2023 of this year's revised revenue budget as far as this Committee was concerned.

The comparison between actual and budgeted expenditure shows a total underspend of £184,593 to February 2023 of the financial year 2022/23. After allowing for transfers to/from earmarked reserves there is an underspend of £199,830.

£136,351 of the variance is attributable to the Household Support Fund (£69k) and the UK Shared Prosperity Fund (£67k) where grant funds were received after the budgets were estimated. It was noted that these variances would largely resolve by the end of the financial-year as the accounts are closed down.

- 867 CAPITAL PROGRAMME 2023/24
- The Director of Resources submitted a report to inform Members of the schemes approved for inclusion in this Committee's 2023/24 capital programme.
- This Committee has a capital programme for 2023/24 of nine schemes, totalling £522,550. Any slippage on the schemes in the 2022/23 capital programme would be reported to this Committee.
- 868 LOCAL COUNCIL TAX SUPPORT ADDITIONAL SUPPORT FUND
- The Director of Resources submitted an information report to update Committee on the progress made with the Local Council Tax Support Additional Support Fund for 2023/24.
- Committee noted the £55,503 allocation from Government for the Council Tax Support Additional Support Fund 2023/24 and the progress made in reducing the Council Tax bills of eligible households.
- 869 REVENUES AND BENEFITS GENERAL REPORT
- The Director of Resources submitted a report to inform Committee of debts outstanding for business rates, council tax and sundry debtors. The report also updated Committee on benefits performance, including benefits processing times and overpayment recovery.
- It was noted the continuing progress that the Council makes in collecting these debts, and the performance of the Housing Benefit Section remains satisfactory.
- 870 ALTERNATIVE FUNDING SCHEMES FOR THE ENERGY BILLS SUPPORT SCHEME AND THE ALTERNATIVE FUEL PAYMENT UPDATE
- The Director of Resources submitted an information report to update Committee about the progress made with the alternative support for household energy bills announced by Department for Energy Security and Net Zero (ESNZ) in December 2022.
- 871 MINUTES OF BUDGET WORKING GROUP - 19 DECEMBER 2022
- The minutes of the Budget Working Group meeting held on 19 December 2022 were submitted for Committee's information.
- 872 MINUTES OF WORKING GROUPS - CCWG
- The minutes of the Climate Change Working Group meeting held on 23 November 2022 were submitted for Committee's information.
- 873 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES
- There were no reports from representatives on outside bodies.
- 874 EXCLUSION OF PRESS AND PUBLIC
- RESOLVED: That by virtue of the next item of business being exempt information under Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

875

LOCAL TAXATION AND HOUSING BENEFITS WRITE OFFS

The Director of Resources submitted a report to obtain Committee's approval to write off certain Council Tax and Housing Benefits debts relating to individuals.

RESOLVED THAT COMMITTEE:

Approve writing off £3,897.09 of Council Tax debts plus £337.40 costs and £5,247.90 of Housing and Council Tax benefit debts where it has not been possible to collect the amount due.

876

REFERENCE FROM COMMITTEES

(i)

Biofuel for Trial for the Council Vehicle Fleet

The Director of Resources submitted a report asking Committee to consider a request from Community Services Committee for a supplementary revenue estimate in respect of a biofuel trial in respect of a number of vehicles on the Council's fleet.

RESOLVED THAT COMMITTEE:

Approve a supplementary estimate of £15,000 to the revenue budget in respect of a twelve-week trial of biofuel funded from the VAT Shelter Earmarked Reserve.

The Director of Resources left the meeting

877

SENIOR MANAGEMENT CHANGES

The Chief Executive submitted a report to set out recent staff changes in the senior management positions within the Council and asking Committee to consider amendment to the management structure.

Members were informed that the main issue that has arisen from the recent significant changes in senior management positions is the need for succession planning. Going forward it is intended that a report will be prepared for Personnel Committee on a workforce plan which will include succession planning.

Members were informed that one immediate change that would provide some continuity relates to the role of Chief Executive. The position would be much improved if within the Council's structure there was a formal Deputy Chief Executive. This could be achieved with the Council's Statutory Section 151 Officer, the Director of Resources becoming Deputy Chief Executive alongside the existing duties of the post.

RESOLVED THAT COMMITTEE:

1. Note the significant changes in senior management positions.
2. Agree to amend the Council's structure and add the role of Deputy Chief Executive to the Director of Resources post at the grade set out in the report.
3. Agree that a workforce plan be brought to a future meeting of this Committee.
4. Agree that a policy be put in place confirming that the Deputy Chief Executive is also the Statutory Section 151 Officer and to create a new job description for the Deputy Chief Executive role.

The meeting closed at 8.03 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin 01200 413214 jenny.martin@ribblevalley.gov.uk.

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

meeting date: TUESDAY 20 JUNE 2023
title: APPOINTMENT TO WORKING GROUPS 2023/24
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: REBECCA TAIT – DEMOCRATIC SERVICES AND CIVIC OFFICER

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities

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

2 BACKGROUND

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

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

3 ISSUES

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

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

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

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

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with working groups is included in the budget for 2023/24.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

5 RECOMMENDED THAT

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

Marshal Scott
CHIEF EXECUTIVE

Rebecca Tait
ADMINISTRATION OFFICER

For further information please ask for Rebecca Tait, extension 4408

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: TUESDAY 20 JUNE 2023
 title: UK SHARED PROSPERITY FUND
 submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
 principal author: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

1 PURPOSE

1.1 To update Members in respect of the use of our UK Shared Prosperity Fund allocation for 2022/23 and seek approval for allocation of funds.

1.2 Relevance to the Council’s ambitions and priorities:

- Community Ambitions-
 - To sustain a strong and prosperous Ribble Valley
 - To help make people’s lives safer and healthier
- Corporate Objectives –
 - To work with our partners to ensure that the infrastructure in the Ribble Valley is improved
 - To promote stronger, more confident, and more active communities throughout the borough

2 BACKGROUND

2.1 On 13th April 2022 the UK Shared Prosperity Fund (UKSPF) was launched by the Department for Levelling Up, Housing & Communities. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. Ribble Valley’s conditional allocation is £1,967,754 over the three-year funding period.

2.2 On 5th December 2022 the Department for Levelling Up, Housing and Communities (DLUHC) confirmed that our Investment Plan had been accepted. The Secretary of State has allocated funding for 2022/23 with indicative allocations for the further two financial years up to and including 2024/25. The annual breakdown is shown in the table below.

Allocation 2022/2023 (£)			Indicative allocation 2023/2024 (£)	Indicative allocation 2024/2025 (£)
Capital	Revenue	Capacity	477610	1251339
189000	49805	20000		

2.3 The Council’s Investment Plan included several identified projects to deliver in the 2022/23 financial year and Committee (24th January 2023) agreed to progress this following the receipt of our year one allocation. An update on each scheme is as follows:

- Rail Feasibility study- **completed with next steps currently being discussed.**
- Additional CCTV Provision (pilot project)- **a meeting has been held on site with the police with a possible suitable location identified- further detail below.**
- Refurbishment of Mardale Playing Field Changing Rooms, Longridge including resurfacing the car park- **ongoing**
- Clitheroe Market Feasibility Study- **completed**

- Business support for net zero transition & decarbonisation- **ongoing**
- EV charging points in villages feasibility study- **ongoing**

3 REPORTING

3.1 To date two reports have been submitted to DHLUC in respect of our UKSPF allocation as follows:

- 3.1.1 Summary Report (March 2023) detailing our spend until the end of February 2023
- 3.1.2 6 monthly report (May 2023) detailing our spend until the end of March 2023. This report included our credible plan (which was required by DHLUC to seek to justify rolling over any underspend from 2022/23 into this financial year) and set out our proposed spend for this year. Confirmation as to whether the Councils credible plan has been accepted and that we will receive our 2023/24 allocation is awaited.

3.2 At the end of March 2023, we had spent £93,187 of our 2022/23 allocation. Members should note that we did not receive our allocation until January 2023 and as such full use of our allocation before the end of March was unlikely. This has been acknowledged by DHLUC by allowing for the underspend to be carried forward subject to the submission of a credible plan.

3.3 Our credible plan seeks to carry forward £145,618 of the 2022/23 allocation into this financial year. 81% of our underspend is already committed to projects as follows:

- Mardale Playing Field Changing Rooms- £64,880- expected to be complete June 23
- Mardale car park resurfacing works- £46,670- expected to be complete June 23
- EV Charging points feasibility works- £1,050- expected to be complete June 23
- Whalley CCTV pilot- £5000- see below

3.4 When the UKSPF Working Group has been formed a meeting of this group will discuss the use of our remaining underspend of £28,018 to make recommendations to the next Policy and Finance Committee. Members will note a separate report on this agenda in respect of the Mardale drainage works. Members of this Committee may decide to utilise part of this underspend (approximately £18,500) to enable the drainage works at Mardale to be completed.

4 INTERVENTION E5: BUILT & LANDSCAPED ENVIRONMENT TO 'DESIGN OUT' CRIME

4.1 Our investment plan targets a proportion of our allocation to intervention E5 which relates to designing out crime. In this regard, as part of the 2022/23 UKSPF allocation, the feasibility of erecting standalone CCTV cameras in Whalley has been considered.

4.2 A meeting on site with the police established that the most suitable location with a view to deterring crime was at The Sands. This is an identified anti-social behaviour area, and it will assist in identifying car licence plates and ASB suspects. Discussions with Whalley CofE Primary School have established that a stand-alone camera could be erected in the school grounds and Whalley Parish Council have confirmed that they are willing to be responsible for the camera including the ongoing management and monitoring in accordance with the requirements of the Information Commissioners office.

4.3 The cost of purchasing and installing this camera is approximately £690. It is proposed to passport this money to the Parish Council with an associated agreement specifying the requirements of this grant funding.

4.4 £5,000 of our 2022/23 UKSPF allocation was allocated to this scheme and the suggested spend to date is significantly below this allocation. Any underspend will be

passed back to the Working Group as part of the wider consideration of our unallocated 2022/23 underspend.

5 2023/24 allocation

5.1 Whilst receipt of this year's allocation is awaited Members of Policy and Finance Committee (March 2023) have allocated the majority of our allocation to the following schemes:

- Castle Street Improvements
- Creation of an enhanced website and marketing opportunities
- Improvements to Clitheroe Market

5.2 Work has begun on these projects as the funding has to be spent before the end of March 2024 and it is not expected that a carry over will be permitted into 2024/25.

6 GOVERNANCE

6.1 Both the UKSPF and the Rural Fund follows the same public procurement governance and assurance processes as other Central Government funds. To ensure compliance with all such matters an internal officer group has been formed to oversee these processes for all schemes which our funding will be utilised for.

7 RISK ASSESSMENT

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

- Resources – Whilst commitments have been made to use the UK Shared Prosperity funding for 2023/24 and against the residual amount from 2022/23, it is not possible to progress schemes until the funding is physically received from Central Government, and also until assurances have been given that the funds from 2022/23 can be carried forward and retained.

There is concern that there is currently a definitive deadline given by the Government for the use of our 2023/24 grant award of 31 March, and yet funding has yet to be received.

The governance arrangements that are being put in place in line with the grant scheme memorandum of understanding and the formation of an internal officer group provides added assurance.

- Technical, Environmental and Legal – Projects will not be progressed until suitable agreements have been entered into. Other legal comments are incorporated into the body of this report.
- Political - N/A
- Reputation – N/A
- Equality and Diversity – Members have chosen to spend the majority of the UKSPF on the communities and place priority by enhancing community facilities and ensuring access for all. It is considered that the projects identified above meet our Public Sector Equality duties.

8 RECOMMEND THAT COMMITTEE

8.1 Approve the use of upto £18,500 of the UKSPF 2022/23 underspend (not yet allocated) to part fund the drainage works at Mardale.

8.2 Approve grant funding to Whalley Parish Council totalling £690 for the erection of a standalone CCTV camera at Whalley CofE Primary School.

NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: TUESDAY 20 JUNE 2023
title: RURAL ENGLAND PROSPERITY FUND (REPF)
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: HASSAN DITTA – SENIOR ECONOMIC DEVELOPMENT OFFICER

1 PURPOSE

1.1 To update Members on the Rural England Prosperity Fund (REPF) and seek approval for the suggested grant scheme.

1.2 Relevance to the Council's ambitions and priorities:

- Community Ambitions-
 - To sustain a strong and prosperous Ribble Valley
 - To help make people's lives safer and healthier
- Corporate Objectives –
 - To work with our partners to ensure that the infrastructure in the Ribble Valley is improved
 - To promote stronger, more confident, and more active communities throughout the borough

2 BACKGROUND

2.1 On 3rd September 2022 the Rural England Prosperity Fund (REPF) was launched. This fund is complementary to the UK Shared Prosperity Fund (UKSPF) and is a top-up to the UKSPF available to eligible local authorities in England.

2.2 The following interventions were approved at Policy & Finance Committee on 8 November 2022 which formed the basis the addendum and steered the proposed spend for REPF;

SUPPORTING LOCAL BUSINESSES PRIORITY

Funding (capital grants) for growing the local social economy and supporting innovation. This includes:

- community businesses
- cooperatives and social enterprises
- research and development sites

This intervention corresponds to the UK Shared Prosperity Fund (UKSPF) intervention E26.

Funding (capital grants) for the development and promotion (both trade and consumer) of the visitor economy, such as:

- local attractions
- trails
- tourism products more generally

This intervention corresponds to the UKSPF intervention E17.

COMMUNITY AND PLACE PRIORITY

Funding (capital grants) for investment and support for digital infrastructure for local community facilities. This intervention corresponds to the UKSPF intervention E15.

Funding (capital grants) for investment in capacity building and infrastructure support for local civil society and community groups. This intervention corresponds to the UKSPF intervention E11.

Funding (capital grants) for creation of and improvements to local rural green spaces. This intervention corresponds to the UKSPF intervention E3.

Funding (capital grants) for existing cultural, historic and heritage institutions that make up the local cultural heritage offer. This intervention corresponds to the UKSPF intervention E4.

2.3 Council Officers met with the REPF Partnership Group to discuss the potential projects that would meet the interventions agreed by members and meet the funding criteria set out by Central Government. Feedback from the partnership meeting was used to form the addendum to the UKSPF Investment Plan.

2.4 Following on from the Partnership Meeting, Ribble Valley Borough Council successfully submitted an addendum to the UKSPF investment plan which has resulted in the award of £433,680 capital funding which is to be invested in rural capital projects over the next two financial years. £75,000 is available in the current financial year (2023/24) with a further £358,680 available in 2024/25.

3 PROPOSED GRANT SCHEME

3.1 Given the interventions identified and the direction given to Officers by members, a grant scheme is considered the best option to spend the funding within the timeframe of the funding programme.

3.2 The grant scheme has been devised inline with the proposed investment plan and is a similar approach that is being taken by other authorities in England who have secured REPF.

3.3 The proposed full grant criteria is attached at Appendix 1 and will be administered by Ribble Valley Council Officers.

3.4 To filter applications, there will be an initial expression of interest form (EOI) for relevant organisations to complete (Appendix 2). The Expression of Interest form will allow Officers to filter potential applications to ensure the proposed project is in line with the grant funding.

3.5 All EOI's will be presented to the UKSPF Members Working Group for consideration. Recommendations as to which projects will be supported will be brought back to this Committee. Successful applicants will then be invited to complete a full application which will follow the grant process set out in Appendix 3.

3.6 Full applications will be scored on various factors including the outputs and outcomes expected from the scheme. The outputs and outcomes have been provided and are required to be included as part of the Councils' return to Central Government (Appendix

4). Extra weighting will be given to those applicants who can demonstrate they have secured match funding.

3.7 As part of the ongoing monitoring process, applicants will provide biannual updates on progress made towards the pre-agreed outputs and outcomes. The updates will be used to complete returns to.

3.8 An additional Partnership Meeting was held on 30th May to discuss the proposed grant criteria. The grant criteria was received positively by members who attended the meeting. An additional comment was submitted regarding the lack of support for businesses.

4 RISK ASSESSMENT

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

- Resources – REPF will provide Ribble Valley Borough Council with £433,680 funding which will be spent on this programme. Grants will be paid out retrospectively (unless otherwise agreed in writing with Ribble Valley Borough Council) once it has been confirmed the scheme receiving the grant funding meets the criteria of the funding providers. Ongoing monitoring will ensure outputs and outcomes are recorded.

- Technical, Environmental and Legal – Work outlined in this report fits in with the Council's Corporate Strategy (2019-2023) Ambition 2 – to sustain a strong and prosperous Ribble Valley and Ambition 3 – to help make people's lives safer and healthier.

Legal have been consulted and their comment are incorporated into the report. Suitable agreements and assurances will be put in place in respect of administering the scheme.

- Political – N/A

- Reputation – N/A

- Equality and Diversity – work in relation to this report supports the Council's aim in delivering a sustainable local economy to the benefit of all its community.

5 RECOMMEND THAT COMMITTEE

5.1 Approve grant criteria for the REPF capital grant scheme.

5.2 Approve the grant process for the REPF capital grant scheme.

5.3 Authorise the Director of Economic Development and Planning to deliver the scheme in line with the criteria.

HASSAN DITTA
SENIOR ECONOMIC DEVELOPMENT
OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

BACKGROUND PAPERS

None.

For further information please ask for Hassan Ditta, extension 4424

Appendix 1 – Grant Criteria

Ribble Valley Borough Council has been awarded £433,680 of capital funding from the Government's Rural England Prosperity Fund (REPF) which is to be invested in rural capital projects over the next two financial years. £75,000 is available in the current financial year (2023/24) with a further £358,680 available in 2024/25.

Objectives of the Scheme

This grant scheme intends to improve productivity and strengthen the Borough's rural economy and rural communities by funding capital projects for small businesses and community infrastructure.

Amount of grant

Grants of up to £50,000 are available to eligible organisations. Schemes that have secured match funding of up to 50% will be scored favourably.

All successful projects applicants must have completed their capital project and spent all of the grant by 1st March 2025 at the latest.

Project Monitoring

Applicants will be required to submit to requested site visits from Ribble Valley Borough Council officers during and upon completion of the agreed project, and to provide updates on progress towards the achievement of fund/ project priorities, outputs and outcomes at timescales agreed in advance of project commencement.

Who can apply

The following organisations/ groups with legal status can apply:

- parish councils
- registered charity/community association
- charitable incorporated organisation (CIO)
- community benefit society (Bencom)
- constituted community groups
- faith groups, where the activity is not promoting religion
- public sector organisations
- higher and further education institutions

The project must be located in a Tier 1 or Tier 2 village settlement as defined in the adopted Core Strategy. A breakdown of the villages in these Tiers can be found [here](#).

Example projects

- Community energy schemes such as scaled up biomass, heat pumps or solar.
- Capital grants for sustainable kitchens in community hubs which can support food and drink entrepreneurs to get accreditation for food production
- Capital grants to establish or enhance community gardens and green spaces
- Capital grants to develop, restore or refurbish local natural, cultural and heritage assets and sites
- Improving visitor experience and accessibility such as providing all terrain wheelchairs
- Capital grants to enable the provision of venues to host creative events
- Creation/improvement of footpaths and cycle paths
- Capital grants to set up community led cafes or workshops including tools and equipment

- Capital grants to purchase equipment for local volunteering groups
- Installing EV charging points for the local community
- Installation of superfast broadband infrastructure to communities
- Retrofitting community buildings to reduce energy consumption and emissions e.g., installing insulation, double glazing etc.
- Drainage of playing fields/playing equipment (park)

We cannot support projects that have received funding from other Defra schemes in line with Government guidance. This includes:

- The Farming in Protected Landscapes Programme - funding for farmers and land managers to work in partnership with National Parks and Areas of Outstanding Natural Beauty bodies to deliver projects on climate, nature, people and place
- The Farming Investment Fund - grants to improve productivity and bring environmental benefits, covering 2 funds - the Farming Equipment and Technology Fund and the Farming Transformation Fund
- The Platinum Jubilee Village Hall Improvement Grant Fund - grant funding over 3 years (to 2025) to support capital improvement projects for village halls, covering extending buildings and modernising facilities. More details on how to apply will be available shortly
- We cannot support projects or costs where there is a statutory duty to provide them.

What could the local benefits of REPF investment be?

- EV Charging Points
- Visitors or locals using charging points
- Community energy projects
- Improved cycleways or paths
- Increased use of cycleways or paths from improved paths and cycleways
- Local events or activities supported
- Green or blue infrastructure created or improved
- Number of facilities supported or created
- Increased users of facilities or amenities
- Improved engagement numbers
- Volunteering numbers as a result of the support
- Reducing carbon footprint and greater access to charging points

General

- 1)Applicants must demonstrate that they support or develop community action in a way that is sustainable and contributes to local community life.
- 2)Applications will only be accepted from properly constituted organisations. A valid constitution or memorandum and articles or association must accompany all applications.
- 3)Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.
- 4)Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fund raising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their

organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.

- 5) Applications will only be considered if they include a statement showing how much an organisation has in all its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required.
- 6) Applicants seeking grants will be required to submit the organisation's most recent set of accounts that have either been approved by an independent examiner, or auditor (based on your annual income levels).
- 7) The grant scheme will not normally fund the following:
 - Capital projects on which work has already started or in aid of expenditure already committed or paid.
 - Commercial organisations/businesses (including CICs).
 - Any activity that is designed to promote political party politics or influence government policies.
 - Applications from the County Council or other government agencies.
- 8) Applications should not contravene the policies and principles of this Council. Organisations receiving grant support will have to provide details as to how they will publicise the Council's support.
- 9) Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used.
- 10) Applicants who receive funding from the Council agree to notify and repay the Council any unspent grant balances.
- 11) Grant funding is subject to UK subsidy control legislation and as such all applicants will be required to complete and return a subsidy declaration to be considered for the scheme.

Capital Grants

Note: Capital grants refers to buildings infrastructure or equipment with a life expectancy of not less than two years and a purchase value of not less than £1,000.

- 1) The level of grant awarded from the fund for any individual capital project will not normally exceed £50,000. The Council may review these limits under exceptional circumstances.
- 2) Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years).
- 3) Applicants must demonstrate that all licences and consents have been obtained, including planning and building control approvals, and that the balance of funding is in place (or soon will be).
- 4) Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.
- 5) Applicants will need to provide three written estimates of building and/or purchase costs.
- 6) Capital grants will be paid in arrears and net of VAT (where applicants are required to register for VAT with HMRC), following satisfactory completion of the project and submission of receipts or invoices.

Express an interest in the REPF programme

Ribble Valley Borough Council will be inviting Expressions of Interest for the REPF grant programme from July 2023, for eligible CAPITAL projects. You will need to submit an Expression of Interest via our online form. If you are successful, you will be invited to complete a full application. Supporting evidence will be required at full application. Applications will be reviewed in order of receipt.

Outputs and outcomes will be agreed in advance of grant receipt to ensure the project funded will deliver the required investment priorities.

Appendix 2 – Expression of Interest Form

GENERAL	
1)	Name of Organisation
2)	Charity number (If applicable)
3)	Contact name
4)	Contact address
5)	Daytime telephone number
6)	E-mail address
7)	Please state the aims and objectives of your organisation.
8)	Please give a brief description and history of your organisation.
9)	How does the work of your organisation benefit the residents of Ribble Valley?
10)	Size of organisation
11)	Justification for application
12)	Please tell us how you think the proposed investment or project will positively impact the rural economy in Ribble Valley and/or contribute to Net Zero. We are looking for information on reductions in carbon footprint, energy efficiency savings, visitor numbers etc. (please note the attached spreadsheets to indicate which outcomes and outputs you expect your scheme to deliver)
REQUESTED GRANT	
13)	Purpose for which the grant is requested
14)	Is this a new application or have you been supported you previously?
15)	If previously supported please give details.
16)	Please describe who will benefit from this grant
17)	How many people will the grant benefit?
18)	Please give an indication of the number of Ribble Valley residents that will specifically be supported.
FINANCIAL INFORMATION (Please note if the amount you require is greater than £10,000, we will require a 3-year financial plan.)	

19)	Please specify the estimated level of grant you need – please note precise figures with appropriate quotations or invoices will be required at the time of application.	
20)	Total investment required: What is the total cost of your project? Please give details of any additional match funding required to complete the project. Match funding is your own capital or funds from another source available to deliver the total investment required. Proof that any additional funding is secured will be necessary at application stage. Match funding is not a requirement of REPF but schemes that have secured match funding will be scored favourably.	
21)	Please briefly give details of precisely how any capital grant award will be invested. Please note the grant can only be used for capital expenditure and revenue items such as salaries or stock are excluded.	
22)	2.REPF is subject to State subsidy regulation. Please tell us if your organisation has received any other grant funding or subsidy, including COVID-19 Grants in the last 5 years. Please supply details of any other applications for grant aid that have been made to any other organisations or other Ribble Valley Borough Council grant schemes.	
23)	Name of auditors	
24)	Address of auditors	
25)	Please give us any information you feel is important	
SUPPORTING INFORMATION		
26)	Do you have a copy of your latest audited accounts?	YES/ NO
27)	Please provide a reason for not uploading your latest audited accounts?	
28)	Do you have your organisations most recent bank statement?	YES/ NO
29)	Please provide a reason for not uploading your most recent bank statement	
30)	Do you have a 3 year financial plan?	
31)	Please provide a reason for not uploading a 3yr plan	YES/ NO
32)	Do you have a valid constitution or memorandum?	
33)	Please provide a reason for not uploading a constitution or memorandum?	

ELIGIBLE FOR GRANT FUNDING	NOT ELIGIBLE FOR GRANT FUNDING
Capital expenditure	Revenue expenditure (professional fees e.g. planning and building regulation fees)
Equipment and machinery purchase including computers but excluding vehicles	Staffing costs
Solar panels, investments in energy efficiency that will contribute towards Net Zero	Stock for resale
Building conversions or improvement/alterations (3 Quotations, plans and planning permission will be required at application)	Software licenses or franchises
Website build or Bespoke App	Marketing or advertising expenditure
Land or Property (subject to planning permission where required)	Cash flow
Digital infrastructure and broadband	Rental, Hire Purchase or other Contract hire agreements
	Rent and rates (NNDR)

OUTPUTS	E3: Creation of and improvements to local green spaces	E4: Enhancing existing cultural, historic & heritage institutions offer	E11: Capacity building & infrastructure support local groups	E15: Investment and support for digital connectivity for local community facilities	E17: Development & promotion of visitor economy
Number of businesses supported (Number of businesses)					
Number of farm businesses supported (Number of businesses)					
Number of farm diversification projects supported (Number of projects)					
Number of micro businesses supported (Number of businesses)					
Number of organisations receiving grants (Number of organisations)					
Number of facilities supported, created or installed (Number of facilities)					
Number of EV charging points (Number of charging points)					
Number of visitors or locals using charging points (Number of users)					
Number of community energy projects funded (Number of projects)					
Amount of rehabilitated land (M2)					
Number of rehabilitated premises (Number of premises)					
Amount of land made wheelchair accessible/step-free (M2)					
Amount of public realm created or improved (M2)					
Amount of green or blue space created or improved (M2)					
Number of tourism, culture or heritage assets created or improved (Number of assets)					

Number of potential entrepreneurs assisted to be enterprise ready (Number of entrepreneurs)					
Number of events/participatory programmes (Number of events/participatory programmes)					
Total length of new or improved cycle ways or foot paths (KM)					
Number of new or improved cycle ways or footpaths (Number of cycle ways or footpaths)					
Number of people reached (Number of people)					
Number of projects successfully completed (Number of projects)					

Outcome					
	E3: Creation of and improvements to local green spaces	E4: Enhancing existing cultural, historic & heritage institutions offer	E11: Capacity building & infrastructure support local groups	E15: Investment and support for digital connectivity for local community facilities	E17: Development & promotion of visitor economy
Jobs created as a result of support (Number of Full time equivalent (FTE))					
Jobs safeguarded as a result of support (Number of full time equivalent (FTE))					
Number of new enterprises created as a result of support (Number of new enterprises)					
Increased number of enterprises supported (Number of enterprises)					
Number of enterprises adopting new to the firm technologies or processes (Number of enterprises)					
Number of enterprises with improved productivity (Number of enterprises)					
Number of enterprises experiencing growth (Number of enterprises)					

Number of enterprises increasing their export capability (Number of enterprises)					
Number of enterprises increasing their turnover (Number of Enterprises)					
Increased users of facilities or amenities (Number of users)					
Improved perception of facility or infrastructure project (Number of users)					
Improved perception of facilities/amenities (Number of people)					
Improved perceived/experienced accessibility (Number of people)					
Increased footfall (Number of people)					
Increased visitor numbers (Number of people)					
Increased use of cycleways or footpaths (Number of cyclists or pedestrians)					
Improved engagement numbers (Number of people)					
Number of community-led arts, cultural, heritage and creative programmes as a result of support (Number of programmes)					
Improved perception of events (Number of people)					
Number of community-led programmes as a result of support (Number of Programmes)					
Number of volunteering opportunities created as a result of support (Number of volunteering roles created)					

Appendix 3

Grant Process

1. Applicants will need to arrange for an initial site visit from the Ribble Valley Borough Council Officer before completing the application form.
2. All applicants must complete a grant application form and provide additional documentation.
3. All grants are discretionary and will be assessed by a panel. The panel will consist of a minimum of 1 council officer and a nominated Working Group made up of elected members.
4. All applicants will receive a letter informing them of the grant decision.
5. This decision will be final and no further correspondence will be entered into.

The following documents must be submitted in support of the application:

- 3 x itemised quotations based on a common specification will be required for all aspects of the proposed investment (where appropriate).
- 1 x schedule of works on which the three quotations are based (where applicable).
- Layout and evaluation plans (where applicable).
- A copy of the lease for the property (where applicable)
- A letter of support from the Land (where applicable)
- A copy of the relevant planning permission (where applicable) and/or building regulations approval.
- Evidence of match funding (where applicable)

Payment of grant

- All grants will be paid retrospectively on evidence of expenditure/payment defrayed by the applicant (unless otherwise agreed in writing with Ribble Valley Borough Council)
- Only on production of evidence of payment will Ribble Valley Borough Council reimburse the applicant for the pre-agreed grant amount.
- Only payments for services/products by the applicant made **after the date of the offer letter** will be eligible. Grant will not be paid for any activity undertaken prior to the offer letter date.
- The project may not start until the grant offer, and any conditions, are accepted in writing. Otherwise, payment will not be made.

Appendix 4 – Outputs and Outcomes

Outputs

- 1.Number of businesses supported (Number of businesses)
- 2.Number of farm businesses supported (Number of businesses)
- 3.Number of farm diversification projects supported (Number of projects)
- 4.Number of micro businesses supported (Number of businesses)
- 5.Number of organisations receiving grants (Number of organisations)
- 6.Number of facilities supported, created or installed (Number of facilities)
- 7.Number of EV charging points (Number of charging points)
- 8.Number of visitors or locals using charging points (Number of users)
- 9.Number of community energy projects funded (Number of projects)
- 10.Amount of rehabilitated land (M2)
- 11.Number of rehabilitated premises (Number of premises)
- 12.Amount of land made wheelchair accessible/step-free (M2)
- 13.Amount of public realm created or improved (M2)
- 14.Amount of green or blue space created or improved (M2)
- 15.Number of tourism, culture or heritage assets created or improved (Number of assets)
- 16.Number of potential entrepreneurs assisted to be enterprise ready (Number of entrepreneurs)
- 17.Number of events/participatory programmes (Number of events/participatory programmes)
- 18.Total length of new or improved cycle ways or foot paths (KM)
- 19.Number of new or improved cycle ways or footpaths (Number of cycle ways or footpaths)
- 20.Number of people reached (Number of people)
- 21.Number of projects successfully completed (Number of projects)

Outcomes

- 1.Jobs created as a result of support (Number of Full time equivalent (FTE))
- 2.Jobs safeguarded as a result of support (Number of full time equivalent (FTE))
- 3.Number of new enterprises created as a result of support (Number of new enterprises)
- 4.Increased number of enterprises supported (Number of enterprises)
- 5.Number of enterprises adopting new to the firm technologies or processes (Number of enterprises)
- 6.Number of enterprises with improved productivity (Number of enterprises)
- 7.Number of enterprises experiencing growth (Number of enterprises)
- 8.Number of enterprises increasing their export capability (Number of enterprises)
- 9.Number of enterprises increasing their turnover (Number of Enterprises)
- 10.Increased users of facilities or amenities (Number of users)
- 11.Improved perception of facility or infrastructure project (Number of users)
- 12.Improved perception of facilities/amenities (Number of people)
- 13.Improved perceived/experienced accessibility (Number of people)
- 14.Increased footfall (Number of people)
- 15.Increased visitor numbers (Number of people)
- 16.Increased use of cycleways or footpaths (Number of cyclists or pedestrians)
- 17.Improved engagement numbers (Number of people)
- 18.Number of community-led arts, cultural, heritage and creative programmes as a result of support (Number of programmes)
- 19.Improved perception of events (Number of people)
- 20.Number of community-led programmes as a result of support (Number of Programmes)
- 21.Number of volunteering opportunities created as a result of support (Number of volunteering roles created)

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: TUESDAY 20 JUNE 2023
title: DEVELOPMENT OF THE CORPORATE STRATEGY 2023-2027
submitted by: CHIEF EXECUTIVE
principal author: JAQUI HOULKER - PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

1.1 To put forward recommended next steps in the development of the Council's Corporate Strategy for 2023-2027.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – The Council's Corporate Strategy's purpose is to set out the Council's vision and priorities, to outline how we propose to deliver them and how progress will be measured.
- Corporate Priorities –
- Other Considerations -

2 BACKGROUND

2.1 The Council's Corporate Strategy document sets out the strategic direction of the Council, providing a focus to ensure that the services we deliver meet the needs of our communities.

2.2 The 2019-2023 Strategy (attached for information at Appendix A) had a four-year scope and was reviewed annually to ensure that it continued to reflect the changes to our priorities that occurred over time.

2.3 The strategy is now due a complete review following the local elections which took place in May 2023. We will develop a new strategy, which will again have a four-year life span covering 2023-2027.

2.4 The strategy should contain:

- High level corporate priorities to address issues that matter most to the borough. The priorities should be deliberately limited to focus our attention over the lifespan of the strategy.
- Each priority should have a number of supporting objectives – things that will help us achieve the priorities.
- The objectives should be supported by key actions – the things we will do to achieve the objectives.
- Key measures of success – the measures or Key Performance Indicators (KPIs) will allow progress towards the achievement of the priority and objective to be monitored.

2.5 Actions and measures of success should be developed in service plans that detail how each service will plan to deliver the key actions.

2.6 Performance against our priorities should be published, in accordance with good practice, on the Council's web site.

3 NEXT STEPS

3.1 The setting of our local priorities should be based on:

- The Council's Objectives

- The Local Plan (under review)
 - Consultation with our Communities (2023 People’s Survey – Life in Ribble Valley)
 - Other strategies and plans e.g., Climate Change
- 3.2 It is suggested that in order to review the Council’s priorities a small working group is established. Membership of the group should be considered and agreed by Policy and Finance Committee. For information, the 2019-2023 Corporate Strategy Working group consisted of three Conservative Councillors and one Liberal Democrat Councillor.
- 3.3 The new working group will be tasked with bringing a new Corporate Strategy 2023-2027 to the Policy and Finance Committee meeting scheduled on 7 November for approval.
- 4 GENERAL COMMENTS
- 4.1 There are a number of unknowns and changes in the external environment which may impact on the Council and how it carries out its business. It is known for certain that there will be ever decreasing resources available for the Council to deliver its priorities. The Strategy should be written to clearly identify priorities, whilst allowing for flexibility as national policy evolves.
- 5 RISK ASSESSMENT
- 5.1 The approval of this report may have the following implications
- Resources - Paper copies of the Corporate Strategy are printed in-house and therefore from within existing budgets. Financial implications of delivering the strategy will be identified as part of the review process.
 - Technical, Environmental and Legal – None identified.
 - Political – None identified.
 - Reputation – It is important that the priorities reflect the concerns and needs of our communities. The Council has undertaken consultation in recent years which should inform our priority setting.
 - Equality & Diversity - In line with the Council’s approach to equalities, individual equality impact assessments will be carried out as appropriate for actions/projects within the Strategy.
- 6 RECOMMENDED THAT COMMITTEE
- 6.1 Agree the suggested approach to reviewing the Corporate Strategy.
- 6.2 Establish a small working group to review the Corporate Strategy.

Jaqui Houlker
 PRINCIPAL POLICY AND
 PERFORMANCE OFFICER

Marshal Scott
 CHIEF EXECUTIVE

BACKGROUND PAPERS:

REF: Appendix A – Corporate Strategy 2019-2023

For further information please ask for Jaqui Houlker, extension 4421

Ribble Valley Borough Council

CORPORATE STRATEGY

2019 - 2023



Ribble Valley
Borough Council
www.ribblevalley.gov.uk

Our Vision

An area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors.

Foreword

Welcome to Ribble Valley Borough Council's Corporate Strategy for 2019 - 2023.

This document sets out the strategic direction of the Council over the period 2019 - 2023, providing a focus to ensure that the services we deliver meet the needs of our communities.

Overall, people who live in Ribble Valley are more likely to enjoy a good quality of life than in most of the other parts of the UK. We want to ensure that we continue to be an independent, responsive authority in a 2-tier system, delivering efficient, high quality services based on the strong sense of place.

The Strategy is reviewed annually to ensure that it continues to reflect changes to our priorities that occur over time. Following the next local elections taking place in 2023, we will develop a new Strategy.

Cllr Stephen Atkinson
Leader of the Council



Marshal Scott
Chief Executive



What communities are telling us

Through participation in the Ribble Valley Citizens' Panel and the 2018 Perception Survey, we know that residents see the following issues as the most important in making somewhere a good place to live (in order of priority):

- Health services
- Road and pavement repairs
- Crime levels
- Clean streets
- Access to nature
- Education provision
- The level of traffic

The following issues were scored highly by residents as both 'make the area a good place to live' and 'most need improving':

- Road and pavement repairs
- The level of traffic
- Affordable, decent housing
- Clean Streets
- The amount of dog fouling
- Public Transport

Our partners' priorities and what they mean for Ribble Valley Borough Council

We have also had regard to the priorities of our partners, particularly where we have a role in delivering them.

The Ribble Valley Sustainable Community Strategy

The Ribble Valley Sustainable Community Strategy is working across eight agreed core areas:

- Education and Economy
- Community Safety
- Local Democracy
- Environment
- Housing
- Vulnerable People and Families
- Health and Older People
- Facilities

Our Ambitions

This strategy contains five corporate ambitions to address issues that matter most to the borough. Our ambitions are deliberately limited to focus our attention over the lifespan of the strategy. Each ambition has a number of objectives, underlying priority actions, and key measures of success, which should allow progress towards the achievement of the priority to be monitored.



Core Values

In pursuing our priority actions, the Council will continue to deliver the services people want, in a fair and consistent manner. It is important that we explain exactly what our values are. These values guide and influence our actions as we continuously improve the services we deliver. We will:

- Lead the Community
- Strive to achieve excellence
- Ensure that access to services is available to all
- Treat everyone equally
- Respect all individuals and their views, and
- Appreciate and invest in our staff.

Our approach to Equality and Diversity

Ribble Valley Borough is made up of socially diverse communities. The Council is committed to providing equality of opportunity and to valuing diversity.

We aim to treat all customers fairly, with respect and professionalism regardless of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race (including national origin and ethnicity), religion or belief, sex or sexual orientation.

To enable all residents to have access to information and equal access to our services, Ribble Valley Borough Council uses plain English in the information it publishes. Where a customer is experiencing any difficulties assistance suited to the person's needs is available. Information, on request and where appropriate, will be provided in different languages and formats and through a range of media. Feedback is also accepted through a variety of different routes taking account of individual customer's preferences or needs.

To demonstrate that our approach to equality is being realised, we collect equalities information. This helps to establish whether all members of the community are accessing our services. This feeds into our monitoring and review process.

Full details of our approach are set out in our Equality and Diversity Policy.



Ambition 1 - To be a well-managed council providing efficient services based on identified customer needs

People living in, working in and visiting Ribble Valley expect to receive efficient and excellent Council services. The majority of our services are high quality, well regarded and perform well above the average. We aim to provide services that are amongst the best in the country. We will continue to do this by targeting improvement to services to ensure all our services are performing well, and are rated by our customers, as above average.

Our objectives:

- To maintain critical financial management and controls, and ensure the authority provides council tax payers with value for money, within the current financial constraints
- To treat everyone equally and ensure that access to services is available to all, including our most vulnerable citizens
- To engage with all our communities to ensure we deliver services to meet customer needs and expectations

Our short-term priority actions:

- To set a sustainable balanced budget
- To explore all viable options for income generation and financial savings in order to deliver the Council's efficiency agenda whilst protecting front line services
- To meet the General Equality Duty and the Specific Duties

Our medium-term priority actions:

- To assess the implications of the Fair Funding review and the business rates review
- To seek to continually improve, ensuring that council services are fit for purpose and customer focused
- To continue to be a responsive Council meeting the needs of the people who live, work and visit the borough
- To move to level 2 of the Equality Standard for Local Government

Our key measures of success:

- Percentage of residents that think the Council provides value for money
- Equality Duty met
- Equality Standard level improved
- Percentage of residents satisfied with the Council



Ambition 2 - To sustain a strong and prosperous Ribble Valley

The prosperity of the economy in the Ribble Valley is demonstrated through the continuing high levels of economic growth in the area. However, there is a need to ensure that opportunities are available for businesses to continue to develop in the area. There is a need to continue to promote and regenerate our market towns and villages as places to do business and to ensure that there is employment land available for development. The public transport issues, particularly accessibility to isolated villages, are part of a perceived need for a more flexible approach and a more accessible service.

Without economic prosperity, many other problems e.g. health, housing, crime, access to services are all much harder to address.

Our objectives:

- To encourage economic development throughout the borough with specific focus on tourism, the delivery of sufficient land for business development, and supporting high growth business opportunities
- To seek to improve the transport network, especially to our rural areas
- To work with our partners to ensure that the infrastructure in the Ribble Valley is improved
- To promote stronger, more confident and more active communities throughout the borough

Our short-term priority actions:

- To agree an Economic Plan for the borough
- To explore options for making improvements to the key service centres
- To identify options and support the delivery of employment land and business accommodation (in particular serviced offices and community business hubs)
- To identify options for increasing the frequency of train services to Clitheroe
- To devise a course of action to tackle identified poverty and deprivation issues across the borough
- To complete a borough-wide Housing and Economic Needs Assessment

Our medium-term priority actions:

- To develop, with relevant partners, additional measures to support the visitor economy
- To work with the County Council and other providers to improve the local infrastructure
- To encourage parish councils and local communities to take more responsibility, wherever possible, for the local delivery of services
- To support the delivery of digital connectivity to households and businesses
- To promote a direct rail link to the West Coast main line

Our key measures of success:

- Business start-ups and survival rates
- Tourism visitor numbers
- Percentage change in spend in the visitor economy
- Percentage of residents satisfied overall with the local area as a good place to live



Ambition 3 - To help make people's lives safer and healthier

Ribble Valley is a low crime area and a safe place to live. This success is in part due to the excellent work of our Community Safety Partnership.

Baseline data, which has been collated in terms of health, presents a generally healthy picture, but health issues surrounding an aging population and access to services in isolated communities represent potential issues.

Our objectives:

- To improve the health and wellbeing of people living and working in our area
- To improve the opportunity for people to participate in cultural, recreational and sporting activity
- To ensure that Ribble Valley remains a safe place to live
- To combat rural isolation

Our short-term priority actions:

- To continue to work with our Community Safety Partnership, ensuring that low crime levels are maintained, by tackling crime, anti-social behaviour and fear of crime
- To deliver a 3G pitch at Edisford and to develop its use to contribute towards healthy, active lifestyles
- To increase the activity levels of target groups using 'Together an Active Future' pathfinder funding
- To review and improve the measures in place to control drinking and associated anti-social behaviour
- To work with the NHS, Ribble Valley GP's and other partners on local health and wellbeing needs
- To use the planning system to add to the healthy lifestyle infrastructure

Our medium-term priority actions:

- To ensure there is adequate policing across the borough
- To work with the NHS, Ribble Valley GP's and other partners on local health and wellbeing needs
- To use our Dementia Friendly status to assess how we can improve the delivery of services to residents whilst enhancing mental health and wellbeing
- To ensure access to services in isolated communities
- To promote wellbeing and support those in need of help ie mental health

Our key measures of success:

- Percentage of residents satisfied with sports and leisure facilities
- Life expectancy of males and females
- Percentage of people who are living well
- Percentage of adults who are physically active
- Percentage of children who are physically active
- Percentage of residents who feel safe in their local area during the day and after dark
- Percentage of residents with access to services



Ambition 4 - To protect and enhance the existing environmental quality of our area

Our ambition is to protect the local environment, parts of which rank amongst the finest in England. The Council provides a high quality environment, including safe, clean parks and open spaces.

The Council is very proud of its weekly refuse collection service.

Our objectives:

- To conserve our countryside, the natural beauty of the area and enhance our built environment
- To retain weekly collections of residual waste
- To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
- To be an environmentally sustainable area, prepared for the future
- To aspire to be a carbon neutral borough by 2030

Our short-term priority actions:

- To provide an economic, efficient and effective waste collection service
- To continue with our approach of zero tolerance of dog fouling, litter and fly tipping
- To deliver a waste and responsible dog ownership education and awareness programme
- To develop an action plan to work towards being a carbon neutral borough by 2030 which is based on a better understanding of our current carbon emissions
- To install electric charging points on Council owned car parks
- To eliminate wherever possible single use plastics within the Council and to share good practice and raise awareness around single use plastic usage and avoidance
- To reduce the use of paper wherever possible
- To undertake Landscape Character Assessments to support the Local Plan update and incorporate suitable planning policies in respect of Green Infrastructure
- To support the work of the Forest of Bowland AONB

Our medium-term priority actions:

- To take available opportunities to recycle
- To use energy from renewable sources more efficiently
- To respond to the Government consultation paper on recycling

Our key measures of success:

- Energy consumption of local authority property/ CO2 reduction from local authority operations
- Percentage of residents satisfied with parks and open spaces
- Percentage of residents satisfied with green space
- Percentage of residents satisfied with the cleanliness of the borough
- Percentage of residents satisfied with the waste and recycling collection services
- Percentage of waste sent for reuse, recycling and composting
- Cost savings of a reduction in paper usage and printing



Ambition 5 - To match the supply of homes in our area with the identified housing needs

Like the rest of the country, Ribble Valley has seen a rise in house prices in recent years. A clear priority for local people has been identified as providing accommodation which is affordable for local people.

Our objectives:

- To meet the housing needs of all sections of the Community
- To provide an adequate mix of additional affordable homes throughout the Ribble Valley
- To develop the right housing in the right places

Our short-term priority actions:

- To complete a borough-wide Housing and Economic Needs Assessment
- To bring empty properties back into use
- To update the Housing Allocations Policy
- To work with partners to agree priorities and secure investment in housing
- To implement measures to address the specific housing needs of younger people
- To adopt the Housing and Economic Development – Development Plan Document
- To complete the 5 year review of the Core Strategy by December 2019

Our medium-term priority actions:

- To review housing spacing standards
- To identify other mechanisms for delivering affordable housing in our villages
- To consider the provision of Extra Care Accommodation
- To deliver a co-ordinated approach to Planning through the Local Development Framework (update the Local Plan by 2021)

Our key measures of success:

- Maintaining a 5 year housing land supply
- Number of empty properties brought back in to use
- Number of homes delivered for which there is an identified need (eg affordable housing/older persons accommodation)
- Number of homeless households, and length of time spent, in temporary accommodation
- Provision of older people accommodation within new residential developments
- Housing delivery in line with the agreed Local Plan requirement
- Number of households able to live independently through the provision of disabled adaptations in the home

How to contact us

If you would like to know more, tell us what you think of this Corporate Strategy, or receive information about our current performance, please contact the Policy and Performance section at:

Post: Ribble Valley BC, Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

Tel: 01200 425111 Email: michelle.haworth@ribblevalley.gov.uk

Web: www.ribblevalley.gov.uk

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 20 JUNE 2023
 title: INDEPENDENT PANEL REPORT ON REVIEW OF MEMBERS' ALLOWANCES SCHEME
 submitted by: DIRECTOR OF RESOURCES & DEPUTY CHIEF EXECUTIVE
 principal author: JANE PEARSON

1 PURPOSE

- 1.1 To consider the report of the independent remuneration panel on members' allowances following their review of the current scheme.
- 1.2 To make recommendations regarding the new scheme to Full Council.

2 BACKGROUND

- 2.1 The Local Authorities (Members' Allowances) (England) 2003 require the Council to establish a scheme of members' allowances in accordance with these regulations.
- 2.2 The Council is required to agree and publicise its members' allowance scheme each year and have an independent review at least every 4 years. A panel was established in March 2023 with a view to review the scheme for the 2023/24 municipal year.
- 2.4 The panel consisted of the following:

John Houldsworth	Director, Houldsworth Solicitors, Clitheroe
Michael Ranson	Retired former Council Leader, Ribble Valley Borough Council
Sharon Senior	Executive Director, North West Employers

- 2.5 The Council, in revising the existing scheme, must have regard to the recommendations made by the panel. Final recommendations on the future scheme will be approved by Full Council in July.

3 OUTCOME OF REVIEW OF MEMBERS' ALLOWANCES SCHEME

- 3.1 The Panel conducted interviews with seven councillors, including the Leader, Leader of the Opposition, Labour group leader, an Independent and 3 Committee Chairs
- 3.2 The Panel also reviewed details of members allowances schemes from the 11 other Lancashire District Councils.
- 3.3 In summary the panel concludes that overall, the current Members Allowance Scheme is a fair reflection of councillor duties and responsibilities.
- 3.4 However, in view of the recent changes to the political make-up of the Council and the additional demands and responsibilities on group leaders, the panel recommends that the Special Responsibility Allowances should be amended. They propose these should include an allowance for the leader of each political group where the group has a minimum of 5 members or more.
- 3.5 The Panel recommends no changes to the level of the Annual Basic Allowance and no changes to the remainder of the Special Responsibility Allowances.

- 3.6 The full report of the panel is attached at Annex 1 which sets out their findings and full recommendations.
- 3.7 This Committee needs to consider the independent panel's report and decide whether to accept the recommendations of the panel and/or make any further recommendations for Full Council to consider at the meeting on 11 July 2023 when the new Members' Allowances scheme will be agreed for the current municipal year. Any changes agreed will be backdated to the date of the Annual Meeting.

4 PUBLICITY

- 4.1 As soon as reasonably practicable after receiving the Independent Remuneration Panel's report the Council must make it available for public inspection. A notice must be publicised in the local press describing the main features of the panel's recommendations and specifying the amounts of each allowance. The notice must also state that copies of the Panel's report are available for public inspection.
- 4.2 Once the Council has approved the Scheme for Members' Allowances it must make arrangements for its publication by:-
 - ensuring that copies of the scheme are available for public inspection; and
 - publishing a notice in the local press describing the main features of the scheme and specifying the amounts payable in respect of each allowance mentioned in the scheme.
- 4.3 There should be an indication of any differences from the recommendations in the report of the Independent Remuneration Panel.
- 4.4 The Council is also required to publish the amount of allowances paid to each Member as soon as practicable at the end of each financial year. This takes place via the Council's website.

5 COST OF SCHEME

- 5.1 The Council's full year budget for 2023/24 for members' allowances is £262,350. The recommendations of the Independent Panel would result in potentially an extra SRA of £6,180 to group leaders.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Considers the attached report of the Independent Remuneration Panel on Members' Allowances.
- 6.2 Agrees a revised Scheme for Members' Allowances to recommend to Full Council on 11 July 2023.
- 6.3 Thank the Independent Remuneration Panel for their work in formulating proposals for a revised scheme.

DIRECTOR OF RESOURCES

PF43-23/JP/AC

12 June 2023

RIBBLE VALLEY BOROUGH COUNCIL
REPORT OF THE INDEPENDENT REMUNERATION PANEL
ON MEMBERS ALLOWANCES

June 2023

THE INDEPENDENT REMUNERATION PANEL

John Houldsworth – Director, Houldsworth Solicitors, Clitheroe

Michael Ranson - Retired former Council Leader, Ribble Valley Borough Council

Sharon Senior - Executive Director, North West Employers

Officers:

- Marshal Scott, Chief Executive
- Jane Pearson, Director of Resources
- Mair Hill, Head of Legal and Democratic Services

1 PURPOSE OF THE INDEPENDENT PANEL

- 1.1 The Independent Panel was established under the Local Authorities (Members Allowances) (England) Regulations 2003 to formulate and recommend to the Council a revised scheme of allowances for elected members that would reflect their duties and responsibilities under the Council's Constitution.

2 TERMS OF REFERENCE

- 2.1 To review the existing scheme and propose a scheme for members allowances which:
- recognises the roles, duties and responsibilities of members both as decision makers and community representatives under the Council's Constitution;
 - is easy to understand by councillors and the public;
 - is simple to operate;
 - includes provision for annual review without the need for fundamental change;
 - considers what other allowances, such as travel and subsistence, should be paid, and in what circumstances, and whether a dependents carers allowance should be paid; and
 - considers provision for different levels of allowances reflecting the responsibilities of the post holder or group of post holders and standing according to the political composition of the Council.
- 2.2 The Independent Panel is also asked to make other recommendations as it considers necessary.

3 PRESENT MEMBERS ALLOWANCE SCHEME

3.1 The Council's present members allowance scheme was approved by the Council in April 2019. In reaching its decision members took account of the report of an Independent Panel that had been established. Allowances have been updated under the agreed formulae on an annual basis.

3.2 The existing scheme of Members Allowances (2022/2023) is shown below:

- A Basic Allowance for all members of £4,120 per year
- Special Responsibility Allowances:
 - Leader – 4 x basic allowance £16,480 pa
 - Deputy Leader – 2.5 x basic allowance £10,300 pa
 - Leader of the Opposition – 2 x basic allowance £8,240 pa
 - Committee Chair – 1.5 x basic allowance £6,180 pa
 - Planning & Development Committee Chair 2 x basic allowance £8,240pa
 - Vice Chair – Planning & Development Committee -£1,178 pa
 - Committee Vice Chair – £590 pa
- Dependent Carers Allowance – National Living Wage per hour
- No member to be entitled to more than one special responsibility allowance.
- Travel & subsistence to be paid in accordance with Schedule 'B':
 - Not exceeding 999c – 46.9p per mile
 - 1000cc and above – 52.2p per mile.
- These allowances are updated annually in line with any increase based upon the National Salary increases of Local Government Staff.

4 THE EVIDENCE CONSIDERED

4.1 The panel met on three occasions and considered the legal background to the payment of members' allowances, the terms of reference, political composition of the Council, the present committee arrangements, attendance at committee meetings, attendance at outside bodies, total costs of expenses and allowances, and the current members allowance scheme.

4.2 The Annual Basic Allowance is increased each year in line with the National Salary increases of Local Government Staff. Between May 2019 and April 2023, the Annual Basic Allowance has increased by 13%.

OTHER LOCAL AUTHORITIES

4.3 The Panel reviewed details of members allowance schemes from the 11 other Lancashire District local authorities.

INTERVIEWS WITH COUNCILLORS

4.4 The Panel conducted interviews with seven councillors, including the Leader, Leader of the Opposition, Labour group leader, an Independent and 3 Committee Chairs. Each councillor was asked the following questions:

- What are your thoughts on the basic member allowance?
- How do you feel your role as a councillor has changed over the last 4 years and how do you envisage it changing in the next 4 years?

- Can you talk us through a typical week/month in the life of a Leader/Group Leader/Chair/Councillor?
- From your perspective, are you aware of any difference in responsibilities between the Chairs of the different Committees?
- What are your thoughts on the payment of special responsibility allowances to all group leaders?
- The current scheme is based upon multipliers – for example a Chair might attract the basic allowance x 1.5. What are your thoughts on this approach and whether the special responsibility allowances should be a flat rate rather than a multiplier?
- Are there any other factors you think the panel should take into account in this review?

4.5 The responses were noted and subsequently discussed by the Panel. See paragraph 5.14.

5 OBSERVATIONS

5.1 The Panel made the following observations.

5.2 There have been no substantial changes to the responsibilities of members since the last review in 2019.

5.3 The current Annual Basic Allowance is slightly lower when compared to the Lancashire District Local Authorities, with 4 local authorities paying a lower Annual Basic Allowance than this Council.

5.4 Some of this Council's Special Responsibility Allowances are higher when compared with the Lancashire District Local Authorities.

5.5 Special Responsibility Allowances Comparisons are as follows:

Lancashire District Councils (x11)

- Leader - two pay more than this Council
- Deputy Leader - two pay more than this Council and two make no payments
- Leader of the Opposition - none pay more than this Council. Nine authorities pay all group leaders (amount dependent on how many are in the group)
- Chair of Planning Committee – this allowance is the highest across district councils in Lancashire
- Committee Chair – two of the other Lancashire councils have a Committee System, however there is insufficient data to make a comparison
- Committee Vice-Chair – there is insufficient data to make a comparison however one council only pays an allowance per actual meeting chaired
- Vice Chair – Planning Committee. This is the lowest allowance in comparison to other district councils.

5.6 The Special Responsibility Allowance for the Chair of the Planning and Development Committee is higher than other Committee Chairs. This committee meets twelve times per year and deals with a large number of complex issues, numerous technical matters and considerable public interest as well as “pressure” from applicants and objectors. This requires additional time from the Chair and Vice Chair for reading, briefings and meetings which is reflected in the increased allowance.

- 5.7 The current calculation of Special Responsibility Allowances is achieved by multiplying the Annual Basic Allowance by a prescribed multiplier. This is easy to understand, is simple to operate and rewards those Councillors who have particular responsibilities.
- 5.8 The Full Council meets six times a year with one of those being Annual Council. Annually there are eleven Planning and Development Committee meetings and six Policy and Finance Committee meetings. The Community Services Committee, Personnel Committee, Health and Housing Committee, Economic Development Committee, Licensing Committee, Parish Council Liaison Committee and the Accounts and Audit Committee all meet five times in a year.
- 5.9 There are a total of 59 meetings in a year. During 2022/23 the attendance at meetings by councillors averaged 80.96%, with seven councillors having 100% attendance and seven councillors having less than 75% attendance.
- 5.10 During 2022/23 to date the Chairs of the various committees have only been absent on two occasions.
- 5.11 27 councillors are members of Outside Bodies. The membership of Outside Bodies is considered to be part of the councillor's role as community representatives.
- 5.12 The current Travel and Subsistence Allowances are the same as the allowances paid to Council Officers.
- 5.13 The current seats on the Council by Political Parties are:-
- Conservatives - 18
 - Liberal Democrats - 8
 - Labour - 7
 - Independents - 5
 - Green - 2
- 5.14 CONSIDERATIONS FROM INTERVIEWS WITH COUNCILLORS
- All the members interviewed acknowledged that the allowance was intended to reflect the duties of a councillor and was not a salary. It was noted that for some members, the allowance was a financial necessity and for others it was less so, however the point was made that it was difficult to attract the right type of person to stand as a councillor and the allowance could be a factor in encouraging such a decision.
 - The consensus was that the allowance was reasonable and members valued that the fact that it was reviewed on an annual basis and adjusted in line with Local Government pay levels.
 - In terms of the councillor role, it was felt that there was now more paperwork and more pressure on Councillors as bureaucracy has increased. There was also recognition that there was now more public scrutiny of those in the public domain, particularly with the rise of social media as a platform.
 - Members welcomed the fact that most meetings were held in the evening and therefore there was not too much requirement for people to take time off from work unless they were Chairs etc.
 - Councillors had varied views on their workload but felt that they had a duty to represent their wards and the work varied depending on the needs and requirements of the ward. There were a number of Council Meetings together with Committee meetings, briefing meetings, Group meetings, and reading all the papers before the meetings.
 - All of the members interviewed acknowledged the significant responsibilities held by the

Leader of the Council and that the Special Responsibility Allowance for the Leader was reasonable.

- Members recognized that the Chair of the Planning and Development Committee had a higher workload than that of the other Committee Chairs with more meetings and responsibilities and that this should be reflected in the Special Responsibility Allowance.
- Not all members interviewed were aware of the multiplier formula used to calculate the Special Responsibility Allowances. When this was explained, it was widely accepted as a reasonable and transparent way of calculating the additional allowances.
- In view of the recent political changes, there was some discussion about whether there should be an allowance for leaders of other political groups. The consensus, although it wasn't unanimous, was that the current position of applying an allowance to the main Opposition Leader only should continue.

6 UNANIMOUS RECOMMENDATIONS OF THE PANEL

After considering all the evidence, the panel feels that overall, the current Member Allowance Scheme is a fair reflection of the councillor duties and responsibilities.

However, in view of the change in the political make-up of the council and the additional demands and responsibilities on group leaders, the panel recommends that the Special Responsibility Allowances should be amended to include an allowance for the leader of each political group. Using the Lancashire district council data as a benchmark, the panel recommends that this allowance would apply to the leader of a political group that has a minimum of 5 members or more. Using the multiplier formula, the recommended allowance would be 1.5 x basic allowance =£6,180.

Annual Basic Allowance

- 6.1 The Panel recommends no change to the level of the Annual Basic Allowance, payable to all councillors, presently £4,120. This will be increased annually in accordance with the National Salary Increases of Local Government Staff.

Special Responsibility Allowances

- 6.2 The Panel recommends the following Special Responsibility Allowances based upon an appropriate multiplier of the Annual Basic Allowance as detailed in the following table:

RESPONSIBILITY	CURRENT		RECOMMENDED	
	Multiplier	Annual Amount	Multiplier	Annual Amount
Leader	X 4	16,480	X 4	16,480
Deputy Leader	X 2.5	10,300	X 2.5	10,300
Leader of the Main Opposition Group	X 2	8,240	X 2	8,240
Chair of Planning and Development Committee	X 2	8,240	X 2	8,240

Chair of Community Services Committee, Health and Housing Committee, Economic Development Committee, Personnel Committee, Licensing Committee, and Accounts and Audit Committee	X 1.5	6,180	X 1.5	6,180
Leader of political group (5 or more members)			X 1.5	6,180
Vice Chair Vice Chair – Planning & Development	N/A	590 1,178		590 1,178

Comments on the above

6.3 The Panel recommends that no Councillor is entitled to more than one Special Responsibility Allowance.

6.4 The Panel assumes that the Majority Group Leader continues to be the Chair of the Policy and Finance Committee and the Deputy Majority Group Leader continues to be the Vice Chair of the Policy and Finance Committee.

Dependents Carers Allowance

6.5 The Panel recommends no changes to the payment of the National Minimum Wage per hour for the cost of arranging for the care of children, elderly relatives or disabled relatives requiring full-time care whilst Councillors are conducting their approved duties.

Travel and Subsistence Allowance

6.6 The Panel recommends no changes to the payment of Travel and Subsistence allowances (which is attached as an Annex 1).

6.7 For any travel outside a 50 mile radius of BB7 2RA priority should be given to the use of public transport, which should be booked through the Procurement Assistant. Alternatively the cost of public transport or the car mileage should be reimbursed depending on which is the cheaper.

Suspension of a Councillor

6.8 The Panel recommends no changes in that payment of any allowances should be withheld by the Council where a councillor is suspended or partially suspended from his/her responsibilities or duties as a member of the Council.

Other Recommendations

6.9 The Panel recommends that:

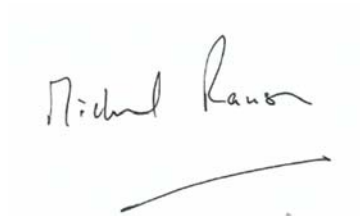
- The Annual Basic Allowance and the Special Responsibility Allowances continue to be paid in 12 equal, monthly instalments.
- The Panel considers that the details of “approved duties”, which are eligible for travel and subsistence allowances, should be provided to all councillors.

7 COST OF THE RECOMMENDED MEMBERS ALLOWANCES SCHEME

- 7.1 There are no changes recommended to the Annual Basic Allowance therefore costs of the Basic Allowance is unchanged.
- 7.2 The changes to the Annual Special Responsibility Allowances recommended would result in an increase of £2,060 pa., based on the current political make-up.



John Houldsworth



Michael Ranson



Sharon Senior

RIBBLE VALLEY BOROUGH COUNCIL
MEMBERS' ALLOWANCES SCHEME
SCHEDULE 'B' – TRAVELLING AND SUBSISTENCE ALLOWANCES

TRAVEL COSTS

(a) Car Mileage

The rate for travel by a councillor in a private vehicle shall not exceed:

Cylinder capacity	Rate per mile
Not exceeding 999cc	46.9p
1000cc and above	52.2p

The above rates will be revised in accordance with the rates determined by the National Joint Council for Local Authorities, or otherwise in accordance with locally agreed rates applicable to Ribble Valley employees.

Travel within a 50 mile radius of BB7 2RA

Reimbursement at the Car Mileage Rate.

Alternatively Public Transport can be booked ideally through the Council's Procurement Assistant.

Travel outside a 50 mile radius of BB7 2RA

For any travel outside a 50 mile radius of BB7 2RA priority should be given to the use of public transport, which should be booked through the Procurement Assistant. Alternatively the cost of public transport or the car mileage should be reimbursed depending on which is the cheaper.

(b) Public Transport

Where public transport is used, costs will be reimbursed on the production of the relevant receipts.

(c) Car Sharing

Where a councillor brings another councillor or councillors to approved duties he/she shall be entitled to a passenger allowance of 5p per mile for each passenger.

(d) Bicycles

When a councillor uses a bicycle the rate shall not exceed 20p per mile. This rate shall be revised in accordance with the maximum allowance for income tax purposes as determined by HMRC.

(e) Other Travel Expenses

Expenditure incurred on tolls, ferries or car parking fees, may be claimed on production of receipts.

SUBSISTENCE

Overnight Accommodation

Where the nature of the duties being undertaken result in a councillor being absent from his/her usual place of residence overnight accommodation will be booked and paid directly by the borough council.

In exceptional circumstances where it is not possible for the borough council to make a direct booking on behalf of a councillor, the actual receipted cost of accommodation including breakfast will be reimbursed to the councillor. Such reimbursement will be subject to a maximum allowance per night as follows:

Area	
London	£162.48
Elsewhere in the UK	£138.07

These maximum allowances are reviewed each April using the retail price index.

DAY SUBSISTENCE

For an absence of more than 4 hours from the normal place of residence, councillors may claim reimbursement in respect of actual receipted expenditure incurred on subsistence subject to the following maximum allowances:

Period	
For a period greater than four hours but less than eight hours	£24.35
For a period greater than eight hours but less than twelve hours	£40.60
For a period greater than twelve hours	£56.85

These maximum allowances are reviewed each April using the retail price index.

WHEN TRAVEL AND SUBSISTENCE CAN BE CLAIMED

Appropriate travel and subsistence allowances may be claimed in accordance with the above details where such travelling and/or subsistence has been undertaken in connection **with one or more of the following duties:**

- (a) The attendance at a meeting of the Authority or of any Committee or Sub-Committee of the Authority, or of any body to which the Authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body.
- (b) The attendance at any other meeting, the holding of which is authorised by the Authority or a Committee or Sub-Committee of the Authority or a joint Committee of the Authority and one or more local authorities within the meaning of section 270(1) of the Local Government Act 1972 or a Sub-Committee or such a joint committee provided that:
 - (i) where the Authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) if the Authority is not so divided, it is a meeting to which at least two members of the Authority have been invited.

Examples of instances when Councillors can claim travel and subsistence

Claimable	Not Claimable
Committee meetings	Political Group meetings
Full Council meetings	Constituency work/visits
Sub Committee meetings	Adhoc visits to council offices
Authorised Working Group meetings eg Budget Working Group	Car Parking fees for visits to/meetings at council offices
Chairman's briefings	
Political Group meetings with CMT	
Approved site visits	
Approved training	
Approved attendance at conferences	
Attendance at outside bodies as a nominated representative of the council	

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

meeting date: 20 JUNE 2023
title: CAPITAL OUTTURN 2022/23
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

1.1 The purpose of this report is to review the final outturn of the 2022/23 capital programme for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

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

2 2022/23 CAPITAL PROGRAMME BACKGROUND

2.1 There were 6 capital schemes for this Committee's original estimate budget, totalling £335,480. These were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2022 and March 2022 respectively. This included 2 new schemes for 2022/23 and budget for 4 schemes that had been moved from the 2021/22 capital programme.

2.2 In addition, at the end of the 2021/22 financial year, there was £7,020 for one scheme that had remaining unspent budget that was moved to the 2022/23 financial year following committee approval in June 2022. This unspent budget that was moved is known as slippage.

2.3 Later in the year, there was also a further additional approval of 1 scheme for £13,500.

2.4 As a result of the above elements, the total approved budget for this Committee's capital programme of 8 schemes was £356,000.

2.5 Later in the year the capital programme budget was revised to £88,920 in respect of 4 schemes and was then approved by the Special Policy and Finance Committee in February 2023. This followed a review of progress on all schemes in the capital programme and included moving budget of £256,600 on 3 schemes into the 2023/24 financial year and the deletion of 1 scheme. The revised estimate budget is shown at Annex 1, together with the other movements referred to above.

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

3 CAPITAL OUTTURN 2022/23

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

Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Revised Estimate 2022/23 £	Budget Moved to 2023/24 £	Actual Expenditure 2022/23 £
226,600	108,880	7,020	13,500	356,000	88,920	256,600	88,859

3.2 Actual expenditure on this Committee's capital programme was £88,859, which is just short of 100% of the revised estimate budget.

3.3 All 4 schemes in the revised estimate were completed in year.

4 CONCLUSION

4.1 All schemes in the revised estimate were completed in year and within budget.

4.2 A number of schemes were moved to the 2023/24 financial year at the revised estimate, and these schemes are now included as part of the 2023/24 capital programme.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF40-23/LO/AC
7 June 2023

For further information please ask for Lawson Oddie.

BACKGROUND PAPERS – None

POLICY AND FINANCE COMMITTEE – CAPITAL PROGRAMME OUTTURN 2022/23

Annex 1

Cost Centre	Scheme	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Revised Estimate 2022/23 £	Budget Moved to 2023/24 £	Actual Expenditure 2022/23 £
BRKFT	Brookfoot Footbridge, Ribchester- Replacement of Bridge	110,000				110,000	0	110,000	
ITINF	ICT Infrastructure Refresh	116,600				116,600	0	116,600	
DHRST	Dewhurst Road, Langho - Resurfacing Works		62,850			62,850	61,140		61,133
NTWRK	Network Infrastructure		30,000			30,000	0	30,000	
COADM	Committee Administration IT System		7,600			7,600	7,600		7,551
CFUPG	Financial System Upgrade		8,430			8,430	0		
ITEQC	Replacement IT Equipment for Councillors			7,020		7,020	5,380		5,381
RECEP	Main Reception Adaptation Works				13,500	13,500	14,800		14,794
	Total Policy & Finance Committee	226,600	108,880	7,020	13,500	356,000	88,920	256,600	88,859

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY & FINANCE COMMITTEE

Meeting date: 20 JUNE 2023
title: TREASURY MANAGEMENT MONITORING 2023/24
submitted by: DIRECTOR OF RESOURCES
principal author: VALERIE TAYLOR

1 PURPOSE

- 1.1 To provide you with a monitoring report on our treasury management activities for the period 1 April 2023 to 31 May 2023.
- 1.2 Relevance to the Council's ambitions and priorities:
 - In accordance with the corporate strategy priority -“to ensure a well-managed Council, by maintaining critical financial management and controls.” This report provides members with information regarding the treasury management activities for the period.
- 1.3 In accordance with our treasury management policy, committee receive regular monitoring reports on treasury management activities throughout the financial year.

2 BACKGROUND

- 2.1 Treasury management within an organisation is the '*management of the organisation's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks*'
- 2.2 The council's approach to treasury management is set out in its 'Treasury Management Policies and Practices' document which governs the way that investments and cashflows are managed. It is reviewed annually to ensure continued compliance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code of Practice.
- 2.3 Treasury Management Policies and Practices were reviewed in advance of the 2023/24 financial year, and were approved by this committee in March 2023 prior to full council in April 2023. The most recent document approved by Committee can be found [here](#).

3 TEMPORARY INVESTMENTS

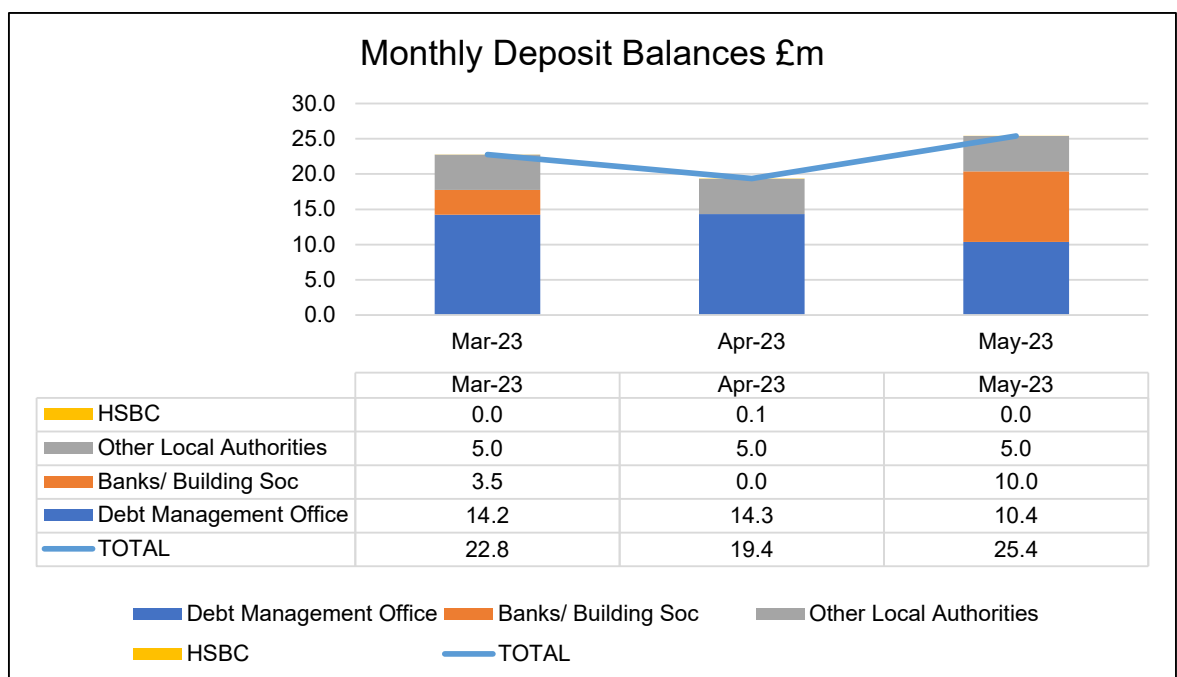
- 3.1 In accordance with the approved treasury management policies and practices, surplus funds are temporarily invested via the money market at the best rate of interest available and with the minimisation of risk to the capital sum. Investment decisions are primarily concerned with the security of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

	Banks/ Building Societies £000	Debt Management Office (DMO) £000	Other Local Authorities £000	Total £000
Monies Invested at 1 April 2023	3,500	14,240	5,000	22,740
Net Movement	6,500	-3,860	0	2,640
Fixed term deposits at 31 May 2023	10,000	10,380	5,000	25,380
Add funds held with HSBC (the council's banking provider)	25	0	0	25
Sum of all funds invested				25,405
Interest earned April – May 2023				161

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

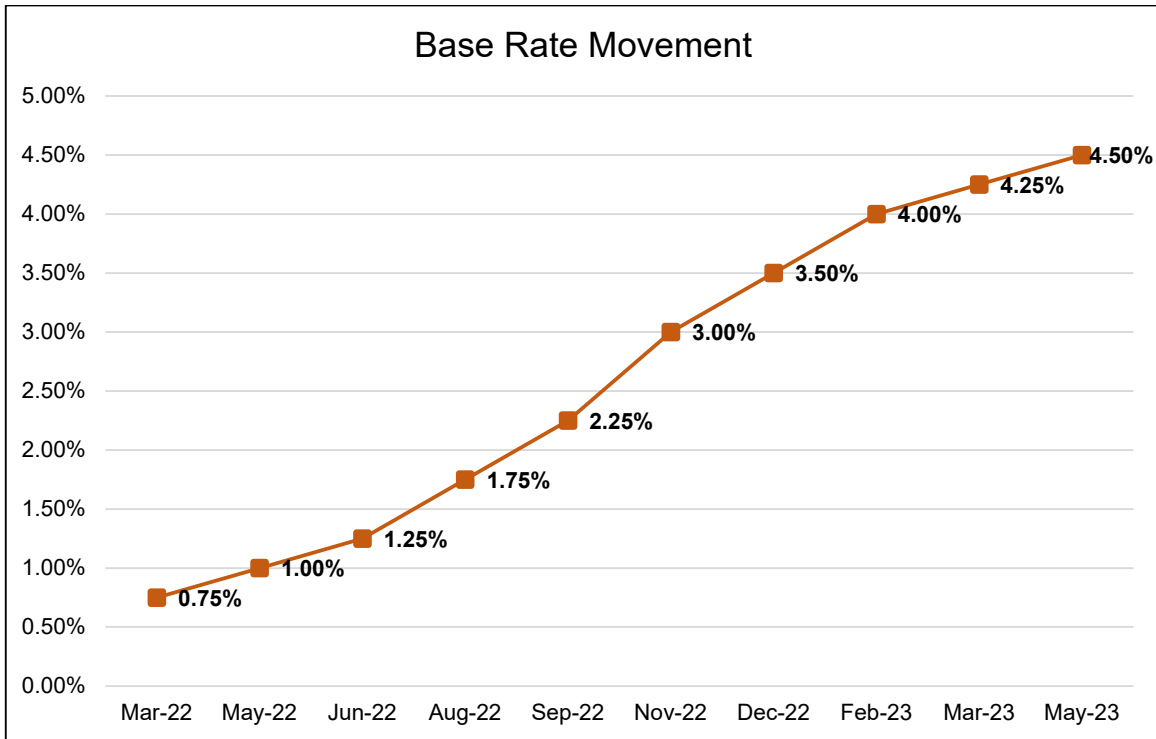
Borrower	Date Invested	Date of Repayment	Rate %	£'000
Blackpool Council	27/03/2023	27/06/2023	4.15	2,500
Cheshire East Council	13/03/2023	13/06/2023	4.50	2,500
Santander UK plc	22/05/2023	14/09/2023	4.64	5,000
Lloyds Bank plc	22/05/2023	23/11/2023	4.76	5,000
Debt Management Office (DMO)	31/05/2023	05/06/2023	4.38	10,380
SUM of fixed term deposits				25,380
Add funds held with HSBC (the council's banking provider)				25
SUM of all investments at 31st May 2023				25,405

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



4 INTEREST ON INVESTMENTS

4.1 The Bank of England base rate influences the rate of interest offered by banks and building societies on investments. The rate has increased as follows between March 2022 and May 2023:



4.2 The council has generated returns on investments of £161,469 during the April to May period, which compares to £27,747 during the same period in 2022. The higher returns are mainly due to the increases in the base rate from 0.75% in April 2022 up to 4.5% in May 2023.

4.3 Income received is higher than estimated in the budget forecast for the reporting period and is expected to exceed the original estimate for the year. An update to the estimated income will be proposed if necessary when the council’s original budget estimates are revised later on in the financial year:

Interest earned on investments April – May 2023*	Annual budget	April – May budget Original estimate
-161,469	-£450,000	-£75,000

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

5 PROSPECTS FOR INTEREST RATES

5.1 Because CPI inflation remains above the Bank of England’s 2% target it is likely that we will see further increases to the base rate this year. Markets are currently predicting that the base rate will increase over the next few months from the current 4.5% to a peak of 5.5% by November 2023.

5.2 We will continue to monitor the interest rates of our counterparties as they are updated over the next few months in response to base rate changes so that we may take advantage of more preferential interest rates as they become available.

6 LOCAL GOVERNMENT BONDS AGENCY

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

7 BORROWING

- 7.1 The council's Borrowing and Debt Strategy is set out within the council's Capital and Treasury Management Strategy. The strategy is reviewed by this Committee in advance of the financial year prior to approval by Full Council. The strategy approved for the 2023/24 financial year can be found [here](#).
- 7.2 Generally long-term borrowing, which is classified as borrowing for a period of between 1-60 years, is normally only used to finance capital expenditure or replace maturing debt. The council's policy is to meet long-term borrowing requirements from the Public Works Loan Board (PWLB).
- 7.3 The PWLB lending facility is operated by the UK Debt Management Office (DMO) on behalf of HM Treasury and provides loans to loan authorities for capital projects.
- 7.4 The council repaid all outstanding long-term loans that were held with the Public Work's Loans Board during the 2022/23 financial year, and so currently does not hold any long-term loan debt.
- 7.5 On occasion it may be necessary to engage in short-term borrowing in order to finance temporary cash deficits, however by managing our cash flow effectively these will be kept to a minimum.
- 7.6 No temporary loans were taken out in the current financial year up to the 31st May 2023, or in the same period during 2022.

8 PRUDENTIAL INDICATORS

- 8.1 Local authorities in England and Wales are required by the Local Government Act 2003 to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities.
- 8.2 The Capital and Treasury Management Strategy includes a number of prudential indicators.
- 8.3 These prudential indicators are designed to deliver accountability in taking capital financing, borrowing and treasury management decisions.
- 8.4 The treasury management specific indicators which form part of the prudential code are the following:

- **Authorised limit for external debt**

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

- **Operational boundary for external debt**

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

- 8.5 The Council's actual long-term debt at 31st May 2023 compared to the approved authorised limit and operational boundary indicators is as follows:

Prudential Indicator	Authorised Limit £000's	Operational Boundary £000's	Actual as at 31st May 2023 £000's
Borrowing	15,001	1,470	0
Other Long-Term liabilities	0	0	0

- 8.6 The Treasury Management code requires that where an authority invests, or plans to invest, for periods of longer than one year that an upper limit for investments maturing in excess of this timeframe is set. This council currently has a policy of not investing for periods of longer than one year and so no upper limits have been set and no investments have been made in the reporting period for longer than 365 days.

9 APPROVED ORGANISATIONS

- 9.1 Principally, Fitch credit ratings are used as an indication of the probability of organisations defaulting on our investments. Definitions for the ratings are provided at Annex 2.
- 9.2 The ratings show an indication of the current credit position and are monitored on a regular basis with any significant changes to be reported to this committee. Prior to investing any monies on a day-to-day basis the ratings given by rating agents S&P Global Ratings and Moody's are also monitored and considered alongside the Fitch ratings. The full list of ratings for our approved institutions at May 2023 is shown at Annex 3.
- 9.3 Investments with Building Societies are limited to the top eight building societies based on their total assets (provided they are included in Fitch ratings). Two of the top building societies do not currently have a Fitch rating, leaving the top six building societies based on their total assets:

Name	Full Transaction Review Date	Fitch Rating	
		Long Term	Short Term
Nationwide	15/12/2022	A	F1
Coventry	04/11/2022	A-	F1
Yorkshire	04/11/2022	A-	F1
Skipton	04/11/2022	A-	F1
Leeds	04/11/2022	A-	F1
Principality	04/11/2022	BBB+	F2

- 9.4 The banks we use are reviewed annually as part of the Treasury Management Policies and Practices to take into account their Fitch IBCA long-term and short-term credit rating. The Council has a policy to only use institutions with a short-term Fitch rating of F2 or above. The banks on the Council's approved list meeting this requirement at May 2023 are as follows:

Name	Fitch's Full Transaction Review Date	Long Term	Short Term
Santander UK Plc	15/12/2022	A+	F1
Barclays Bank Plc	13/09/2022	A+	F1
Bank of Scotland Plc	15/12/2022	A+	F1
HSBC Bank Plc	07/10/2022	AA-	F1+
Lloyds Bank Plc	15/12/2022	A+	F1
National Westminster Bank Plc	16/12/2022	A+	F1
Royal Bank of Scotland Plc (The)	16/12/2022	A+	F1

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

10 RECENT EVENTS

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

10.2 At its meeting in May 2023 the MPC voted by a majority to increase the base rate by 0.25%, to 4.5%. Seven members voted for the increase and two members preferred to maintain the base rate at 4.25%.

10.3 The MPC note in the meeting summary that CPI inflation was 10.2% in 2023 Q1, which was higher than expected at the time of the February and March MPC meetings. While the MPC expect inflation to fall sharply from April, in part as large rises in the price level one year ago drop out of the annual comparison, they expect that food price inflation is likely to fall back more slowly than previously expected.

10.4 In line with market predictions and the MPC's statement from the May meeting summary that 'The MPC will adjust Bank Rate as necessary to return inflation to the 2% target sustainably in the medium term, in line with its remit', it is likely that we will see the base rate increase further over the next few months.

11 EXPOSURE TO RISK

11.1 A prudent approach is adopted for all future cashflow projections, ensuring that the estimated cost of cash commitments will not be underestimated during the current climate of rising inflation, and that estimated cash inflows are not overstated.

11.2 The revenue impact of rising interest rates will be factored into any future capital borrowing decisions.

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

11.4 To ensure that our exposure to all treasury management risk is limited as far as possible, we continue with the following measures:

Daily early morning meetings to discuss the latest position:

- Lending arrangements

- A review of the Markets
- A review of our current investments and whether we consider they are still safe
- Institution Ratings
- Close monitoring of our cash flow position and estimates
- Authorisation prior to investments with either the Director of Resources or the Head of Financial Services
- Keep Leader/Chief Executive informed of any developments when necessary
- Look to arrange new secure options for investments as necessary.

12 CONCLUSION

12.1 Through the careful investment of sums in line with the Council's strategy the level of risk to our investments has been kept to a minimum.

12.2 Due to the continued uncertainty in the economy, a prudent approach continues to be followed in the investment of any surplus cash balances on a day-to-day basis, ensuring continuing liquidity and security of the council's investments.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF44-23/VT/AC

8 JUNE 2023

For further information please ask for Valerie Taylor

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2023/24**

ANNEX 1

Reference	Organisation	Invested £	Date invested	Interest rate	Date of maturity	Interest to 31/05/2023 £	Principal Repaid £	Long Term Rating	Short Term Rating
Investments brought forward into 2023/24									
45	Lloyds Bank plc	1,750,000	03/01/2023	3.25%	03/04/2023	-14,023.97	-1,750,000	A+	F1
<i>Less interest accrued during 2022/23</i>						13,712.33			
29/2	Santander UK plc	1,750,000	06/01/2023	3.73%	06/04/2023	-16,095.21	-1,750,000	A+	F1
<i>Less interest accrued during 2022/23</i>						15,201.03			
67	Blackpool Council	2,500,000	27/03/2023	4.15%	27/06/2023	-18,476.03	Still invested	n/a	n/a
<i>Less interest accrued during 2022/23</i>						1,421.23			
71	Cheshire East Council	2,500,000	13/03/2023	4.50%	13/06/2023	-24,349.32	Still invested	n/a	n/a
<i>Less interest accrued during 2022/23</i>						5,856.16			
76	Debt Management Office	260,000	24/03/2023	4.05%	11/04/2023	-519.29	-260,000	n/a	n/a
<i>Less interest accrued during 2022/23</i>						230.79			
77	Debt Management Office	11,570,000	27/03/2023	4.05%	03/04/2023	-8,986.56	-11,570,000	n/a	n/a
<i>Less interest accrued during 2022/23</i>						6,418.97			
78	Debt Management Office	2,000,000	30/03/2023	4.05%	03/04/2023	-887.67	-2,000,000	n/a	n/a
<i>Less interest accrued during 2022/23</i>						443.84			
79	Debt Management Office	410,000	31/03/2023	4.05%	17/04/2023	-773.38	-410,000	n/a	n/a
<i>Less interest accrued during 2022/23</i>						45.49			
Investments placed April - May 2023									
1	Debt Management Office	15,600,000	03/04/2023	4.05%	11/04/2023	-13,847.67	-15,600,000	n/a	n/a
2	Debt Management Office	1,680,000	06/04/2023	4.05%	11/04/2023	-932.05	-1,680,000	n/a	n/a
3	Debt Management Office	16,900,000	11/04/2023	4.05%	14/04/2023	-5,625.62	-16,900,000	n/a	n/a
4	Debt Management Office	16,790,000	14/04/2023	4.05%	17/04/2023	-5,589.00	-16,790,000	n/a	n/a
5	Debt Management Office	5,000,000	17/04/2023	4.055%	21/04/2023	-2,221.92	-5,000,000	n/a	n/a

Page 68

**POLICY AND FINANCE COMMITTEE
TEMPORARY INVESTMENT ACTIVITY – 2023/24**

ANNEX 1

Reference	Organisation	Invested £	Date invested	Interest rate	Date of maturity	Interest to 31/05/2023 £	Principal Repaid £	Long Term Rating	Short Term Rating
6	Debt Management Office	12,550,000	17/04/2023	4.06%	24/04/2023	-9,771.81	-12,550,000	n/a	n/a
7	Debt Management Office	350,000	19/04/2023	4.10%	05/05/2023	-629.04	-350,000	n/a	n/a
8	Debt Management Office	12,750,000	24/04/2023	4.08%	28/04/2023	-5,700.82	-12,750,000	n/a	n/a
9	Debt Management Office	370,000	27/04/2023	4.11%	15/05/2023	-749.93	-370,000	n/a	n/a
10	Debt Management Office	13,600,000	28/04/2023	4.08%	02/05/2023	-6,080.88	-13,600,000	n/a	n/a
11	Debt Management Office	16,980,000	02/05/2023	4.10%	05/05/2023	-5,722.03	-16,980,000	n/a	n/a
12	Debt Management Office	19,390,000	05/05/2023	4.10%	09/05/2023	-8,712.22	-19,390,000	n/a	n/a
13	Debt Management Office	19,365,000	09/05/2023	4.235%	15/05/2023	-13,481.22	-19,365,000	n/a	n/a
14	Debt Management Office	440,000	12/05/2023	4.35%	30/05/2023	-943.89	-440,000	n/a	n/a
15	Debt Management Office	19,860,000	15/05/2023	4.38%	19/05/2023	-9,532.80	-19,860,000	n/a	n/a
16	Debt Management Office	20,140,000	19/05/2023	4.38%	22/05/2023	-7,250.40	-20,140,000	n/a	n/a
17	Debt Management Office	9,120,000	22/05/2023	4.38%	25/05/2023	-3,283.20	-9,120,000	n/a	n/a
18	Santander UK plc	5,000,000	22/05/2023	4.64%	14/09/2023	-5,720.55	Still invested	A+	F1
19	Lloyds Bank plc	5,000,000	22/05/2023	4.76%	23/11/2023	-5,868.49	Still invested	A+	F1
20	Debt Management Office	9,140,000	25/05/2023	4.38%	30/05/2023	-5,484.00	-9,140,000	n/a	n/a
21	Debt Management Office	10,490,000	30/05/2023	4.38%	31/05/2023	-1,258.80	-10,490,000	n/a	n/a
22	Debt Management Office	10,380,000	31/05/2023	4.38%	05/06/2023	-1,245.60	Still invested	n/a	n/a
Investments to May 2023		240,895,000			SUM	-119,651.94	-220,515,000		
Total Investments 2023/24 (including b/f from 22/23)		263,635,000			SUM incl b/f	-160,433.53	-238,255,000		
Interest received on balances held at bank						-1,035.63			
Final Total		263,635,000				-161,469.16	-238,255,000		

Page 69

Fitch Rating Definitions

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

Full Rating List of Approved Institutions at 31st May 2023

Organisation	S&P Global Ratings			Moody's			Fitch			
	Long Term	Short Term	Outlook	Long Term	Short Term	Outlook	Full Review Date	Long Term	Short Term	Outlook
Building Societies										
Nationwide	A+	A-1	Stable	A1	P-1	Stable	15/12/2022	A	F1	Stable
Yorkshire	-	-	-	A3	P-2	Stable	04/11/2022	A-	F1	Stable
Coventry	-	-	-	A2	P-1	Stable	04/11/2022	A-	F1	Stable
Skipton	-	-	-	A2	P-1	Stable	04/11/2022	A-	F1	Stable
Leeds	-	-	-	A3	P-2	Stable	04/11/2022	A-	F1	Stable
Principality	-	-	-	Baa2	P-2	Stable	04/11/2022	BBB+	F2	Stable
Banks										
Santander UK Plc.	A	A-1	Stable	A1	P-1	Negative	15/12/2022	A+	F1	Stable
Barclays Bank Plc.	A+	A-1	Stable	A1	P-1	Stable	13/09/2022	A+	F1	Stable
Bank of Scotland Plc.	A+	A-1	Stable	A1	P-1	Stable	15/12/2022	A+	F1	Stable
HSBC Bank Plc.	A+	A-1	Stable	A1	P-1	Stable	07/10/2022	AA-	F1+	Stable
Lloyds Bank Plc.	A+	A-1	Stable	A1	P-1	Stable	15/12/2022	A+	F1	Stable
National Westminster Bank Plc.	A+	A-1	Stable	A1	P-1	Stable	16/12/2022	A+	F1	Stable
Royal Bank of Scotland Plc.	A+	A-1	Stable	A1	P-1	Stable	16/12/2022	A+	F1	Stable
Banks not currently meeting minimum Fitch Short Term requirement of F2 (and not currently approved for investments)										
Co-operative Bank (The)				Ba1	NP	Positive	02/02/2023	BB	B	Stable

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 20 JUNE 2023
 title: REVENUES AND BENEFITS GENERAL REPORT
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
 principal author: MARK EDMONDSON

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions/Community Objectives/Corporate Priorities

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

2 NATIONAL NON-DOMESTIC RATES (NNDR)

2.1 The following is a collection statement to 31 May 2023:

	£000	£000	2023/24 %	2022/23 %
Balance Outstanding 1 April 2023		406		
NNDR amounts due	24,673			
Plus costs	0			
Transitional surcharge	4			
Write ons	0			
	24,677			
Less				
- Transitional relief	-1,948			
- Exemptions	-347			
- Charity, Rural, Community Amateur Sports Clubs Relief, CARF	-1,405			
- Small Business Rate Relief	-3,423			
- Nursery Discount, Retail Discount, SSB, Flood Relief, Revaluation 2017, Pub, SSB and Other reliefs	-3,240			
- Interest Due	0			
- Write Offs	-11			
	-10,374	14,303		
Total amount to recover		14,709		
Less cash received to 31 May 2023		-4,847	33.0	17.0
Amount Outstanding		9,862	67	83

NB The figures included in the table include not only those charges for 2023/24 but also those relating to previous years, but we are required to report to the Department for Levelling Up, Housing and Communities (DLUHC) our in-year collection rate. This figure is published and is used to compare our performance with other local authorities. On this measure our current in year collection rate at 31 May 2023 is 36.38% compared with 18.34% at 31 May 2022.

Furthermore the collection rate for 2022/23 was 98.52% compared to 99.05% in 2021/22.

3 COUNCIL TAX

3.1 The following is a collection statement for Council Tax to 31 May 2023:

	£000	£000	2023/24 %	2022/23 %
Balance Outstanding 1 April 2023		1,158		
Council Tax amounts due	62,123			
Plus costs	8			
Transitional relief	0			
Write ons	0			
	62,131			
Less - Exemptions	-960			
- Discounts	-5,410			
- Disabled banding reduction	-78			
- Council Tax Benefit	0			
- Local Council Tax Support plus Hardship	-2,387			
- Write offs	-4			
	-8,839	53,292		
Total amount to recover		54,450		
Less cash received to 31 May 2023		-10,976	20.2	20.3
Amount Outstanding		43,474	79.8	79.7

NB The figures included in the table include not only those charges for 2023/24 but also those relating to previous years, but we are required to report our in year collection rate to the DLUHC. This figure is published by them and is used to compare our performance against other local authorities. On this measure our current in year collection rate at 31 May 2023 is 20.70% compared to 20.87% at 31 May 2022.

Furthermore the collection rate for 2022/23 was 99.14% compared to 98.95% in 2021/22.

4 SUNDRY DEBTORS

4.1 A summary of the sundry debtors account at 12 June 2023 is:

	£000	£000
Amount Outstanding 1 April 2023		641
Invoices Raised	1,282	
Plus costs	0	
		1,282
Less credit notes		-211
Less Write Offs		0
Total amount to recover		1,712
Less cash received to 12 June 2023		-761
Amount outstanding		951

Aged Debtors	000s	%
< 30 days	135	14.20
30 - 59 days	76	7.99
60 - 89 days	351	36.91
90 - 119 days	16	1.68
120 - 149 days	1	0.11
150+ days	372	39.12
	951	100

4.2 The main balance of debt outstanding for '150+ days' is debt relating to overpaid housing benefit due to reasons including fraud. Recovery action continues on such housing benefit debts, with some being paid by instalments.

5 HOUSING BENEFIT AND COUNCIL TAX SUPPORT PERFORMANCE

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

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

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

Housing Benefit Right Time Indicator 2022/2023

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

Target for year	Actual Performance 1 January 2023 - 31 March 2023	Average Performance
5 days	1.82 days	20 days per IRRV

New claims performance

Target for year	Actual Performance 1 January 2023 – 31 March 2023	Top grade 4 for all LA's 2007/08
15 days	11.07 days	Under 30 days

6 HOUSING BENEFIT OVERPAYMENTS

- 6.1 Overpayment means any amount paid as Housing Benefit when there was no entitlement under the regulations.

Performance for the period 1 January 2023 – 31 March 2023:

Performance Measure	%
The amount of Housing Benefit (HB) overpayments recovered during the period being reported on as a percentage of HB overpayments deemed recoverable during that period.	136.49
The amount of Housing Benefit (HB) overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year plus amount of HB overpayments identified during the period.	15.86
The amount of Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the financial year, plus amount of HB overpayments identified during the period.	8.43

7 CONCLUSION

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

HEAD OF REVENUES AND BENEFITS

DIRECTOR OF RESOURCES AND DEPUTY
CHIEF EXECUTIVE

PF39-23/ME/AC
25 May 2023

For further information please ask for Mark Edmondson.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

INFORMATION

meeting date: 20 JUNE 2023
 title: OVERALL CAPITAL OUTTURN 2022/23
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To provide members with details of the capital programme outturn for all committees for the 2022/23 financial year.

2 CAPITAL PROGRAMME 2022/23 BACKGROUND

2.1 The 2022/23 original capital programme for the Council consisted of 29 schemes, including some schemes where budget had been moved from the 2021/22 capital programme. Six further schemes were added to the capital programme following the approval of budget slippage from the 2021/22 financial year and 4 new schemes were approved in-year by this Committee. This resulted in a capital programme of 39 schemes with a total approved budget of £6,451,950.

2.2 At revised estimate stage, eight schemes were moved to the 2023/24 financial year, together with part of the budget on a number of other schemes. This meant that the 2022/23 revised estimate capital programme consisted of 31 schemes with a budget of £2,385,610.

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

3 CAPITAL PROGRAMME 2022/23 OUTTURN

3.1 The table below summarises the 2022/23 capital programme outturn for all committees. It shows the budget and expenditure for the year and highlights the slippage (the movement of unspent capital budget from one year to the next) into 2023/24 that has been requested.

Committee	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Revised Estimate 2022/23 £	Budget Moved to 2023/24 £	Actual Expenditure 2022/23 £	Slippage Requested into 2023/24 £
Community Services	1,065,500	1,215,000	153,240	0	2,433,740	844,060	479,440	677,184	165,500
Planning and Development	0	26,420	0	0	26,420	0	26,420	0	0
Policy and Finance	226,600	108,880	7,020	13,500	356,000	88,920	256,600	88,859	0
Health and Housing	443,000	339,540	657,620	2,140,880	3,581,040	1,397,630	2,185,460	391,414	1,006,190
Economic Development	0	51,750	3,000	0	54,750	55,000	54,750	0	55,000
OVERALL TOTAL	1,735,100	1,741,590	820,880	2,154,380	6,451,950	2,385,610	3,002,670	1,157,457	1,226,690

- 3.2 Actual expenditure on the Council's capital programme in 2022/23 was £1,157,458, which was 48.5% of the revised estimate budget and means that £1,228,152 budget was unspent in 2022/23.
- 3.3 However, the majority of this unspent balance (£983,228) related to ongoing housing grants which will be continued in the 2023/24 financial year.
- 3.4 The £1,228,152 unspent budget in 2022/23 was made up of:
- £1,226,752 unspent budget on schemes not completed at year-end; and
 - £1,400 net underspends on schemes completed in-year.
- 3.5 Of the twenty-three schemes in the 2022/23 revised capital programme:
- fifteen were completed in-year; and
 - sixteen were not completed by year-end, including three on-going Housing grant schemes.
- 3.6 Budget slippage of £1,226,690 into 2023/24 has been requested on the 16 schemes not completed at year-end, including the three on-going Housing grant schemes.

Latest Position	Slippage £
<u>COMMUNITY SERVICES COMMITTEE</u>	
PLAYW – Play Area Improvements 2022/23: Supplier delays meant that the equipment sought before March 23 could not be obtained. This work is still needed, and the slippage request will enable the work to be completed.	11,740
CASKP – Castle Keep Lime Repointing Works and Repairs: Some initial works on this scheme were started in 2022/23 and the remaining balance of unspent budget is proposed to be moved to the 2023/24 financial year to be added to the scheme balance. Going forward, discussions are to take place with the Council's Conservation Officer, Historic England and a Conservation Structural Engineer regarding the proposed grouting, masonry stitching and re-pointing works. Samples of existing materials will be sent off to a laboratory for analysis to replace like with like. Due to the lengthy process for investigation work and acquiring formal consents it is anticipated that the full scheme works will not be completed until October 2024.	19,170
SDGAR - Salthill Depot Garage - Replace Roller Shutter Doors and Rewire Garage : There were a few elements of the rewiring work to be finalised at the end of the financial year, and the budget that is requested for slippage will allow this work to be finalised in the 2023/24 financial year.	3,650
MARPR – Mardale Playing Pitches Drainage: A report is going to the next Policy and Finance committee to advise that the tenders received are higher than the available budget and seek additional funding to enable the scheme to be completed.	-590
PLAYV - Play Area Improvements (2021/22 scheme): Prices are being obtained for the painting and safety surface work. Once obtained, orders will be placed to try and get some of the work completed ahead of the summer school holidays	17,940
BGCAF - Refurbishment of Bowling Green Café - Castle Grounds : This will be used to complete the handrail on the steps down to the skatepark. It is expected the work will be completed by the summer.	2,040

Latest Position	Slippage £
MARCH - Mardale Playing Field Changing Rooms : Work is on schedule to be completed in the by the end of June. Some supplier issues caused a delay in getting the internal works completed as expected.	64,880
MARDC - Mardale Car Park Resurfacing (Car Parks Resurfacing Rolling Programme 2022/23) : The tarmac finish is expected to be completed this month; the relining will be held back until the drainage work on the pitches is complete to avoid any damage to the new lines.	46,670
<u>HEALTH AND HOUSING COMMITTEE</u>	
DISCP - Disabled Facilities Grants : A reduced number of DFGs schemes were approved and completed in-year. The underspent budget is financed by ring-fenced funding from DLUHC, so any underspend from 2022/23 must be allocated to Disabled Facilities Grants in 2023/24.	773,750
LANGR - Landlord/Tenant Grants : The economic crisis has affected take up of the scheme in the last year, resulting in the underspend seen. This slippage will be added to the previously approved budget for 2023/24 (£50,000).	117,130
RVFJP - Replacement of Pest Control Van PK13 FJP : The majority of this scheme was moved to the 2023/24 financial year at the revised estimate, leaving enough budget for the installation of electric charging points. Part of this work was completed in 2022/23 and it is requested that the residual balance here is now moved to the 2023/24 financial year.	4,100
PVEYC - Replacement of Dog Warden Van PE64 EYC : The majority of this scheme was moved to the 2023/24 financial year at the revised estimate, leaving enough budget for the installation of electric charging points. Part of this work was completed in 2022/23 and it is requested that the residual balance here is now moved to the 2023/24 financial year.	4,100
JROOF - Joiners Arms Roof Renewal : At year end this work was largely completed with some remaining works needed in respect of guttering and rendering. It is requested that this budget be moved to the 2023/24 financial year to fund this work.	6,410
FTBGR - First Time Buyers Grants : This scheme was initially funded from budget moved from the Landlord/Tenant Grant Scheme. There is a steady interest in the scheme with several applications currently in the system, and it is requested that this remaining budget is moved to the 2023/24 financial year.	92,330
CLIAH - Clitheroe Affordable Housing Scheme : Roof works and boiler replacement works have been completed in 2022/23. The property has been used as a homeless unit of late and final refurbishment works are required to be completed before the property is leased to the registered housing provider, as originally intended. This remaining budget will allow this work to be completed in 2023/24.	8,370
<u>ECONOMIC DEVELOPMENT COMMITTEE</u>	
TNSCP - Clitheroe Townscape Scheme : Discussions are ongoing with LCC in respect of highway improvement works in Clitheroe which will be funded from our 2023/34 UKSPF allocation following receipt. Slippage for the Townscape Scheme is requested into the 2023/24 financial year whilst resources are focused on assisting LCC with their scheme.	55,000
1,226,690	

3.7 Annex 1 shows the full capital programme by scheme, including the budget and expenditure for the year and highlights schemes where slippage into 2023/24 was requested.

4 CONCLUSION

4.1 Actual expenditure on the Council's capital programme in 2022/23 was £1,157,457, which was 48.5% of the revised estimate budget.

4.2 Of the twenty-three schemes in the 2022/23 revised capital programme:

- fifteen were completed in-year; and
- sixteen were not completed by year-end, including three on-going Housing grant schemes.

4.3 Budget slippage of £1,226,690 into 2023/24 has been requested on the 16 schemes not completed at year-end. The majority of this (£983,228) relates to ongoing housing grants which will be continued in the 2023/24 financial year.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

PF41-23/LO/AC

9 June 2023

For further information please ask for Lawson Oddie

BACKGROUND PAPERS: None

ANNEX 1

Overall Capital Programme Outturn 2022/23

Cost Centre	Scheme	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Revised Estimate 2022/23 £	Budget Moved to 2023/24 £	Actual Expenditure 2022/23 £	Slippage into 2023/24 £
	<u>Community Services Committee</u>									
PLAYW	Play Area Improvements 2022/23	45,000				45,000	45,000		33,256	11,740
REPWB	Replacement of Refuse Wheelie Bins 2022/23	13,000				13,000	13,000		13,007	
CASKP	Castle Keep Lime Repointing Works and Repairs	327,300				327,300	19,700	307,600	525	19,170
RVAYK	Replacement of Refuse Iveco Tipper (PO60 AYK)	46,000				46,000	0	46,000	0	
HTGMW	Replacement of Hustler Trimstar Mower x 2 (rvbc017 and rvbc018)	14,000				14,000	13,300		13,300	
GVYVK	Replacement of John Deere Mower 4x4 (PE15 YVK)	25,000				25,000	26,500		26,500	
GMKXP	Replacement of Kubota Mower PN09 KXP	25,000				25,000	26,500		26,500	
FLPIP	Ribblesdale Pool Filter and Tile Work	44,000				44,000	31,000		32,872	
FGOAL	Replacement Football Goals	16,000				16,000	15,680		15,679	
RVHXK	Replacement of Refuse Collection Vehicle PK63 JZP	246,000				246,000	245,840		245,831	
WWWUC	Replacement of High Top Transit Van PJ63 WUC	34,500				34,500	0	34,500	0	
SDGAR	Salthill Depot Garage - Replace Roller Shutter Doors and Rewire Garage	25,000				25,000	25,000		21,341	3,650
PDMAC	Replacement of Pay and Display Machines	123,800				123,800	82,000		78,793	
PDECK	Clitheroe Town Centre Car Park Scheme		1,215,000	15,000		1,230,000	0		0	
MARPD	Mardale Playing Pitches Drainage	80,900				80,900	460	80,440	1,045	-590
PLAYV	Play Area Improvements 2021/22			80,600		80,600	80,600		62,660	17,940
PLAYU	Play Area Improvements 2020/21			40,000		40,000	40,000		40,000	

Overall Capital Programme Outturn 2022/23

Cost Centre	Scheme	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Revised Estimate 2022/23 £	Budget Moved to 2023/24 £	Actual Expenditure 2022/23 £	Slippage into 2023/24 £	
BGCAF	Refurbishment of Bowling Green Café - Castle Grounds			2,150		2,150	2,150		102	2,040	
EDPDR	Edisford Playing Pitches Drainage Works			15,490		15,490	4,590	10,900	4,590		
MARCH	Mardale Playing Field Changing Rooms					0	126,070		61,185	64,880	
MARDC	Mardale Car Park Resurfacing (Car Parks Resurfacing Rolling Programme 22/23)					0	46,670		0	46,670	
	Total Community Services Committee	1,065,500	1,215,000	153,240	2,433,740	844,060	479,440	677,184	165,500	1,065,500	
	<u>Planning and Development Committee</u>										
PLANN	Introduction of Planning Portal Link to the Planning Application System and Planning System Update	0	26,420	0	0	26,420	0	26,420	0	0	
	Total Planning and Development Committee	0	26,420	0	0	26,420	0	26,420	0	0	
	<u>Policy and Finance Committee</u>										
BRKFT	Brookfoot Footbridge, Ribchester- Replacement of Bridge	110,000				110,000	0	110,000			
ITINF	ICT Infrastructure Refresh	116,600				116,600	0	116,600			
DHRST	Dewhurst Road, Langho - Resurfacing Works		62,850			62,850	61,140		61,133		
NTWRK	Network Infrastructure		30,000			30,000	0	30,000			
COADM	Committee Administration IT System		7,600			7,600	7,600		7,551		
CFUPG	Financial System Upgrade		8,430			8,430	0				
ITEQC	Replacement IT Equipment for Councillors			7,020		7,020	5,380		5,381		
RECEP	Main Reception Adaptation Works				13,500	13,500	14,800		14,794		
	Total Policy & Finance Committee	226,600	108,880	7,020	13,500	356,000	88,920	256,600	88,859	0	

Overall Capital Programme Outturn 2022/23

Cost Centre	Scheme	Original Estimate 2022/23 £	Budget Moved from 2021/22 £	Slippage from 2021/22 £	Additional Approvals 2022/23 £	Total Approved Budget 2022/23 £	Revised Estimate 2022/23 £	Budget Moved to 2023/24 £	Actual Expenditure 2022/23 £	Slippage into 2023/24 £
<u>Health and Housing Committee</u>										
DISCP	Disabled Facilities Grants	393,000		645,850	48,800	1,087,650	1,087,650		313,895	773,750
LANGR	Landlord/Tenant Grants	50,000	186,740		-118,370	118,370	118,370		1,235	117,130
CMIMP	Clitheroe Market Improvements		78,600			78,600	6,000	72,600	6,000	
PVFJP	Replacement of Pest Control Van PK13 FJP		16,000		21,890	37,890	5,610	32,280	1,508	4,100
PVEYC	Replacement of Dog Warden Van PE64 EYC		16,000		22,110	38,110	5,610	32,500	1,508	4,100
JROOF	Joiners Arms Roof Renewal		42,200			42,200	44,250		37,837	6,410
FTBGR	First Time Buyers Grants				118,370	118,370	118,370		26,032	92,330
EQSOS	Equity Share Option Schemes				422,130	422,130	0	422,130	0	
AHLON	Affordable Housing - Longridge				1,625,950	1,625,950	0	1,625,950	0	
CLIAH	Clitheroe Affordable Housing Scheme			11,770		11,770	11,770		3,400	8,370
	Total Health and Housing Committee	443,000	339,540	657,620	2,140,880	3,581,040	1,397,630	2,185,460	391,415	1,006,190
<u>Economic Development Committee</u>										
ECDVI	Economic Development Initiatives		51,750	3,000		54,750		54,750		0
TNSCP	Clitheroe Townscape Scheme						55,000		0	55,000
	Total Economic Development Committee		51,750	3,000		54,750	55,000	54,750	0	55,000
OVERALL CAPITAL PROGRAMME 2022/23 - TOTAL		1,735,100	1,741,590	820,880	2,154,380	6,451,950	2,385,610	3,002,670	1,157,458	1,226,690

This page is intentionally left blank

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank