

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO POLICY AND FINANCE COMMITTEE

DECISION

meeting date: 18 JANUARY 2022

title: ORIGINAL REVENUE BUDGET 2022/23

submitted by: DIRECTOR OF RESOURCES

principal author: VALERIE TAYLOR

### 1 PURPOSE

- 1.1 To agree the draft revenue budget for 2022/23, for consideration at Special Policy and Finance Committee.

### 2 BACKGROUND - COUNCIL'S OVERALL FINANCIAL POSITION

#### **3 Year Budget Forecast**

- 2.1 The Council's three-year budget forecast was presented to Policy and Finance Committee in September. We were awaiting the outcome of the planned review of local government finances reforms and therefore predicting our budget forecast was extremely difficult with any certainty.
- 2.2 Our forecast in September predicted the following budget gaps; £82k in 2022/23, £139k in 2023/24, £230k in 2024/25, after allowing for the use of general fund balances. However since then there have been a number of significant changes affecting our budget.

#### **Changes since the September Forecast**

- 2.3 We have seen significant rises in inflation. CPI rose to 4.2% in October from 3.1% the previous month. In November it rose further to 5.1% and the Bank of England now expect it could peak at 6% next April which is three times higher than the target. Consequently the Bank of England announced an increase in interest rates to 0.25% in December. We had allowed for inflationary increases of 2% for pay and 3% for general price increases in the budget forecast which is significantly lower than the current level. Already we are seeing extra inflationary costs of around £300k more than we had allowed for in the forecast in areas such as fuel, energy and utilities.
- 2.4 The Government announced national insurance contributions will increase by 1.25%. For Ribble Valley we anticipate this cost will be around £90k next year.
- 2.5 A new pay line has been agreed and implemented with effect from October 2021. The estimated cost of this is:

	2021/22 Estimate Part year	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Pay line increase	£75k	£296.1k	£369.8k	£412.1k

- 2.6 Following a submission by the staff involved CMT have recently carried out a rescore of refuse collection driver posts under the Council's job evaluation scheme. The posts have been re-evaluated at grade Scale 5 as opposed to Scale 4. The impact of this would further increase costs by:

	2021/22 Estimate Part year	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Refuse drivers pay increase	£11.5k	£31k	£39k	£47k

- 2.7 On a more positive note, our council tax base has now been calculated at 24,553 which is higher than that allowed for in our budget forecast. We had assumed a 1.5% increase. The actual increase is 2.3% which will result in extra income of £29k each year.

- 2.8 In summary therefore the budget gap is estimated to increase next year to £487k before any additional growth requests are put forward by service committees. This is set out below.

	2022/23 Estimate £
Extra Inflation costs – at least	
Pay	71k
Prices	62k
Fuel etc	180k
	<b>313k</b>
National Insurance	90k
Refuse Drivers	31k
Council Tax Base increase	-29k
Previous Shortfall	82k
<b>Budget Gap</b>	<b>£487k</b>

### 3 2022/23 PROVISIONAL LOCAL GOVERNMENT SETTLEMENT

- 3.1 On 16 December 2021 the Government announced the provisional finance settlement. They have pushed back the review of local government finance another year and announced a one year only settlement. This is the fourth one-year settlement in a row, but it is expected to be the last one before the Government consult on changes to future funding allocations.
- 3.2 Nationally there is 6.9% increase in Councils' core spending power in cash terms between 2021/22 and next year.
- 3.3 The headlines for Ribble Valley are
- Our core spending power is set to increase by only 0.2% (£11,000) next year from £6.849m to £6.860m.
  - Our Business Rates Baseline funding level is £1.354m which is the same as the current year, however we will receive £111k compensation due to the loss in income we will receive due to the freezing of the business rates multiplier.
  - We been allocated a small amount of Revenue Support Grant (RSG) of £215 despite RSG increasing nationally by 3.1% for inflation.
  - Our Rural Services Delivery Grant will be £113,250 which is the same as the current year
  - We will receive an allocation from the Lower Tier Services Grant of £60,754 up from £57,696. We expected this to be a one year only grant last year
  - A new one off 2022/23 Services Grant has been announced worth £822m. This is to provide funding for all tiers of local government in recognition of our services and includes the costs of the increase in NI contributions. Ribble Valley will receive £93,368.
  - New Homes Bonus (NHB) – The Government have allowed a new round of NHB allocations in respect of 2022/23 which will not attract any future legacy payments. They have also allowed the one remaining legacy payment of £464k which we were aware of and had allowed for. Next year we will therefore receive £741k for 2022/23 along with the legacy payment of £464k ie a total of £1.2m. However we are relying on NHB of £1.1m to fund the revenue budget each year. This seems very much a one year only deal for NHB and it does appear the scheme will end next year.
  - The Lancashire Business Rate Pool has received designation to continue.
  - We will be allowed to increase our council tax next year by £5

- 3.4 Factoring the grant settlement into our budget forecast we are better off due to the business rate multiplier compensation (£111k) and the new 2022/23 Services Grant (£93k). We are also better off as a result of the Lower Tier services grant of £60k as we had assumed this was a one year only grant for 2021/22. In total therefore this reduces the budget gap from £487k to £223k.
- 3.5 We expect there will be transitional protection alongside the implementation of finance reforms going forward. However transitional protection is usually against a council's core spending power. It is important to note the income we receive from business rate growth does not form part of our core spending power. The Government have also made it clear the new one-off 2022/23 Services Grant will not form part of any transitional protection.

#### 4 BUDGET PROCESS

- 4.1 The fees and charges for this committee were approved at your last meeting, and the consequential impact of these have been incorporated in to the service budgets shown within this report.
- 4.2 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.
- 4.3 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2022/23 will also be approved.

#### 5 2022/23 DRAFT REVENUE BUDGET

- 5.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay increases at 2% and price increases at 3%.
- 5.2 Within this report the budget is shown in the same manner in which they are reviewed. Each costs centre within the report is shown individually. Behind each cost centre is a great deal more subjective level detailed budgets, but for the purposes of this report they are summarised in to the standard local government CIPFA Service Reporting Code of Practice basis.

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

5.3 As you will see, the draft proposed budget for 2022/23 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below.

- **Original Estimate 2021/22:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Inflation at 2% Pay and 3% Other:** The budget forecast allows for inflation on pay at 2% and prices at 3% (with some exceptions such as grants). This is where that general allowance for inflation is brought in to the individual budget areas.
- **Movements in Expenditure:** This is where any movements in the expenditure budgets for this committee are shown. This excludes movements in support services and Capital, which are shown in separate columns.
- **Movements in Income:** This is where any movements in the income budgets for this committee are shown.
- **Movements in Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Movements in Capital:** Any changes relating to depreciation and impairment are included in this column.
- **DRAFT Original Estimate 2022/23:** The final column is the total all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

## 6 SUMMARIES

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

### a) Cost of service provided by the committee (Objective)

Cost Centre	Original Estimate 2021/22	Inflation at 2% Pay and 3% Other	Further Movement in Expenditure	Further Movement in Income	Movements in Support Services	Movements in Capital	DRAFT Original Estimate 2022/23
CEXEC: Chief Executives Department	0	24,660	64,730	-6,790	-82,600	0	0
CINTR: Clitheroe Interchange	0	0	5,940	0	700	1,460	8,100
CIVCF: Civic Functions	62,100	1,190	440	0	1,250	0	64,980
CIVST: Civic Suite	0	840	3,330	0	-4,550	380	0
CLOFF: Council Offices	0	5,520	5,770	-270	-13,770	2,750	0
CLTAX: Council Tax	381,900	-90	-660	1,900	25,770	0	408,820
COMPR: Computer Services	0	3,560	-11,720	0	8,160	0	0
CORPM: Corporate Management	353,190	0	0	0	12,340	0	365,530
COSDM: Cost of Democracy	506,740	8,150	5,030	0	14,930	16,070	550,920
CSERV: Corporate services	171,400	940	150	0	12,650	0	185,140
ELADM: Election Administration	34,910	0	0	0	2,050	0	36,960
ELECT: Register of Electors	109,510	1,940	-16,850	0	2,720	0	97,320
EMERG: Community Safety	65,300	270	-250	0	3,130	0	68,450
ERNET: Emergency Radio Network	0	90	-3,150	3,060	0	0	0
ESTAT: Estates	46,730	-1,120	430	11,730	2,090	6,630	66,490

Cost Centre	Original Estimate 2021/22	Inflation at 2% Pay and 3% Other	Further Movement in Expenditure	Further Movement in Income	Movements in Support Services	Movements in Capital	DRAFT Original Estimate 2022/23
FGSUB: Grants & Subscriptions - Policy and Fin	175,640	370	-6,440	0	820	0	170,390
FMISC: Policy & Finance Miscellaneous	125,630	2,690	29,830	0	3,720	0	161,870
FREED: Freedom of the Borough	7,650	230	0	0	0	0	7,880
LANDC: Land Charges	13,100	-1,830	-4,860	0	4,230	0	10,640
LICSE: Licensing	40,750	-700	210	-3,040	11,260	0	48,480
LUNCH: Luncheon Clubs	16,250	0	0	0	200	0	16,450
NNDRC: National Non Domestic Rates	53,320	200	10	-2,240	10,200	0	61,490
QPJUB: Queen's Platinum Jubilee	0	0	10,000	0	0	0	10,000
RESOR: Resources Department	0	44,600	109,680	0	-155,690	1,410	0
SUPDF: Superannuation Deficiency Payments	93,060	2,720	-7,260	0	0	0	88,520
COVID: Covid-19 Response	0	0	0	-12,400	0	0	-12,400
<b>Grand Total</b>	<b>2,257,180</b>	<b>94,230</b>	<b>184,360</b>	<b>-8,050</b>	<b>-140,390</b>	<b>28,700</b>	<b>2,416,030</b>
Associated Movements in Earmarked Reserves – Service Specific Budgets	24,100	0	-9,770	-3,510	0	0	10,820
Associated Movements in Earmarked Reserves – Covid-19 Budgets	0	0	0	12,400	0	0	12,400
<b>Net after Earmarked Reserves</b>	<b>2,281,280</b>	<b>94,230</b>	<b>174,590</b>	<b>840</b>	<b>-140,390</b>	<b>28,700</b>	<b>2,439,250</b>

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2021/22	Inflation at 2% Pay and 3% Other	Movements in Expenditure	Movements in Income	Movements in Support Services	Movements in Capital	DRAFT Original Estimate 2022/23
<b>Employee Related Expenditure</b>	3,155,500	64,050	166,640	0	0	0	3,386,190
<b>Premises Related Expenditure</b>	202,570	5,970	13,570	0	90	0	222,200
<b>Transport Related Expenditure</b>	59,290	1,780	1,890	0	0	0	62,960
<b>Supplies &amp; Services</b>	970,110	28,790	10,320	0	0	0	1,009,220
<b>Third Party Payments</b>	87,980	2,630	-1,310	0	0	0	89,300
<b>Transfer Payments</b>	169,730	0	-6,750	0	0	0	162,980
<b>Support Services</b>	2,450,790	0	0	0	132,950	0	2,583,740
<b>Depreciation and Impairment</b>	160,680	0	0	0	0	28,700	189,380
<b>Total Expenditure</b>	7,256,650	103,220	184,360	0	133,040	28,700	7,705,970
<b>Government Grants</b>	-98,350	0	0	-15,190	0	0	-113,540
<b>Other Grants and Contributions</b>	-37,440	0	0	3,060	0	0	-34,380
<b>Customer &amp; Client Receipts</b>	-372,740	-8,980	0	4,080	0	0	-377,640
<b>Departmental Recharges</b>	-4,490,580	0	0	0	-273,430	0	-4,764,010
<b>Miscellaneous Recharges</b>	-70	0	0	0	0	0	-70
<b>Interest</b>	-290	-10	0	0	0	0	-300
<b>Total Income</b>	-4,999,470	-8,990	0	-8,050	-273,430	0	-5,289,940
<b>Net Expenditure</b>	<b>2,257,180</b>	<b>94,230</b>	<b>184,360</b>	<b>-8,050</b>	<b>-140,390</b>	<b>28,700</b>	<b>2,416,030</b>
<b>Associated Movement in Earmarked Reserves Total</b>	24,100	0	-9,770	8,890	0	0	23,220
<b>Net After Earmarked Reserves</b>	<b>2,281,280</b>	<b>94,230</b>	<b>174,590</b>	<b>840</b>	<b>-140,390</b>	<b>28,700</b>	<b>2,439,250</b>

## 7 EARMARKED RESERVES

- 7.1 In the Original Estimate for 2021/22 this committee planned to add £24,100 to earmarked reserves to support its expenditure in future years. Looking forward to 2022/23, the proposal included in the estimates is that this committee add £23,220 to earmarked reserves.
- 7.2 The table below provides a summary of the DRAFT Original Estimate for 2022/23 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves:

	<b>DRAFT Original Estimate 2022/23</b>	<b>Reason for Movement on Earmarked Reserve</b>
<b>Committee Net Cost of Services</b>	<b>2,416,030</b>	
FNBAL/H230 Election Fund	30,000	Reserve established from monies set aside on an annual basis to smooth out the cost of local elections. Shown here is a contribution to the reserve of £30,000 in preparation for the next election.
FNBAL/H269 Revaluation Reserve	2,420	Reserve established from monies set aside on an annual basis to smooth out the cost of the full revaluation of the council's assets that is carried out every five years. This movement represents the annual contribution to the reserve for the financial year 2022/23.
FNBAL/H294 Cyber Resilience Grant Reserve	-13,600	Release of grant funds held in reserve that are budgeted to be expended in 2022/23 on cyber resilience and recovery external consultancy support and training.
FNBAL/H335 Invest to Save Fund	2,000	The invest to save fund is a reserve that was established to fund capital schemes that will generate recurring future savings as a result of the expenditure incurred. Additional income/ savings generated are paid back to the fund from completed capital projects up to the value of the original capital expenditure. This movement is final repayment to the reserve from the completed Queensway Garages capital scheme.
FNBAL/H326 Performance Reward Grants	-10,000	Release of funds from reserve for estimated costs associated with the Queen's Platinum Jubilee.
FNBAL/H379 Covid-19 Reserve	12,400	A new burdens payment is to be received in 2022/23 following submission of evidence of assurance checks undertaken to minimise the risk of errors and/ or fraud and over-payments for grant schemes between August 2020 and March 2022. To be moved to the Covid-19 earmarked reserve to help meet the cost of future expenditures relating to the ongoing coronavirus response.
<b>Committee Net Cost of Services after Movements on Earmarked Reserves</b>	<b>2,439,250</b>	

## 8 KEY VARIATIONS

- 8.1 The net expenditure for this committee has increased by £157,970 after allowing for associated movements on earmarked reserves. The main reasons for this net increase are summarised in the table below.

Description	Variance Original Estimate 2021/22 to DRAFT Original Estimate 2022/23 £
<b><u>Inflation</u></b> The budget forecast allows for inflation on pay at 2% and prices at 3%. The net standard inflationary increase for this committee brought into the estimates is £94k.	94,230
<b><u>Departmental direct employee costs</u></b> Salary, national insurance and superannuation expenditure estimates have been increased by £66k within the Chief Executives Department and £102k within the Resources Department.  The budget estimates incorporate changes to the payline approved by Policy and Finance Committee in November 2021 and the cost of the new Health and Social care levy.  The additional costs of the pay review for the financial years 2022/23 to 2024/25 are to be funded from the Business Rates Growth earmarked reserve at a corporate level.	168,490
<b><u>Gas and Electricity</u></b> Increase to gas and electricity estimates for 2022/23 following a review of usage and incorporating above inflationary increases.	10,930
<b><u>ELECT: Register of electors</u></b> Reduction to the estimated cost of the annual canvass following changes introduced by the cabinet office that reduce both the number of reminders that are required to be issued and the number of household visits.	-13,210
<b><u>FMISC: Finance Miscellaneous</u></b> Increase to the annual budget provision for the estimated cost of external audit services following an increase to the 2022/23 fees (Accounts and Audit Committee July 2021).	22,020
<b><u>Movement in capital (depreciation charges)</u></b> There is a net increase in the estimated capital charge for the 2022/23 financial year, mainly due to the completion of committee capital schemes.	28,700
<b><u>Support Service Costs</u></b> There is a net decrease in support service costs following changes to various departmental cost allocations.	-140,390

## 9 REQUESTS FOR GROWTH ITEMS

- 9.1 The September budget forecast did not allow for any growth items, on the assumption that past policies would continue, in that any growth should be funded from corresponding savings.
- 9.2 Since September there has been growth approved in respect of a change to the council's pay line, to tackle the issues around staff recruitment and retention. This change to the pay-line, as agreed at Policy and Finance Committee in November 2021, has been incorporated into the budgets contained in this report.
- 9.3 There have been a number of other budget growth requests submitted, which have not been included in the budget at this stage, and these are shown at Annex 1. Members are asked to consider these and identify any items that they wish to support. These are summarised in the table below.

Reference	Description	Amount	Recurring or non-Recurring
<b>REVPOL01</b>	Increase to the Estates (ESTAT) Repairs and Maintenance Revenue Budget.	15,000	<b>Recurring</b>
<b>REVPOL02</b>	Reinstatement Valuations of the Council's Assets for Insurance Purposes.	7,000	<b>Recurring</b>
<b>REVPOL03</b>	Employee and Manager Self service Module of Payroll and HR System. (£14,970 Non-Recurring implementation costs and £1,800 Recurring Maintenance and Support Costs)	16,770	<b>Both Recurring and Non-Recurring</b>
<b>REVPOL04</b>	Employee Assistance Programme - an independent and confidential service that gives staff telephone/online access to qualified advisors who can provide support and advice on a wide range of topics to support mental health and wellbeing. This will also be an additional tool for helping to manage staff absence	2,000	<b>Recurring</b>
<b>REVPOL05</b> <i>Details for this request are in Part II</i>	New Climate Change post	47,820	<b>Recurring</b>
<b>REVPOL06</b> <i>Details for this request are in Part II</i>	New Post of Payroll Officer	38,090	<b>Recurring</b>
<b>REVPOL07</b> <i>Details for this request are in Part II</i>	Increased Staffing Resources in Communications	10,420	<b>Recurring</b>
<b>REVPOL08</b> <i>Details for this request are in Part II</i>	Increased Staffing Resources in HR	13,280	<b>Recurring</b>
<b>REVPOL09</b> <i>Details for this request are in Part II</i>	Deletion of a post, creation of a new post and increase in hours to full time for another post in Legal Services	25,280	<b>Recurring</b>
<b>REVPOL10</b> <i>Details for this request are in Part II</i>	Additional Revenues Assistant post	29,780	<b>Recurring</b>
		<b>205,440</b>	

## 10 RISK ASSESSMENT

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

- Resources: approval of the original budget for 2022/23 would see an increase in net expenditure of £158,850 compared with the original budget for 2021/22 or an increase of £157,970 after allowing for movements on earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

## 11 RECOMMENDED THAT COMMITTEE

- 11.1 Approve the revenue original estimate for 2022/23 and submit this to the Special Policy and Finance Committee.
- 11.2 Consider the requests that have been submitted for growth items and identify the ones that are supported.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PF3-22/VT/AC  
7 JANUARY 2022

# Annex 1

## Ribble Valley Borough Council

**REVPOL01**

Revenue Growth Request Form - Original Revenue Estimate 2022/23

### Requested By

Head of Engineering Services

### Description of Growth Request

This is a growth request for the Estates 2402 budget. The budget covers any asset owned by the council that does not have its own budget.

I attach a printout of the assets owned by the council. Some of the list have budgets and some have not. The assets comprise open land, private roads and features, garden sites, a quarry tunnel, closed church yards, fences, walls, river walls, garages and buildings.

Attached also is a breakdown of the monies spent over the last 5 financial years. As you can see there is an increasing overspend towards the present day.

It should also be noted that the overspend shown is not necessarily the complete overspend as a number of times money is diverted from other budgets to avoid overspending the Estates 2402 budget.

### Will this Growth be for 2022/23 only (NON-RECURRING) or for every year after too (RECURRING)

**RECURRING**

### Environmental Considerations and Green Credentials

None

### Any Risks that may need to be considered

The risk could be to the general public as not all the assets are regularly assessed for safety.

### Breakdown of Growth Request - Income and Expenditure

Increased/Decreased <u>COSTS</u> - Enter <u>decreases</u> with a minus sign	£
	15,000
Changes to Revenue Costs	15,000
Increased/Decreased <u>INCOME</u> - Enter <u>increases</u> with a minus sign	£
Changes to Revenue Income	0
Net Revenue Impact of Growth Request	15,000

# Ribble Valley Borough Council

REVOL02

## Revenue Growth Request Form - Original Revenue Estimate 2022/23

### Requested By

Head of Financial Services

### Description of Growth Request

#### Reinstatement Valuations of the council's assets for insurance purposes

At our last insurance renewal I was informed that we will now be required by Zurich Municipal to have our asset valued on a reinstatement basis. We currently have our assets valued for accountancy purposes, but this is a valuation on a different basis than for reinstatement purposes

#### ***Extract from email from Kate Gibson, Risk & Insurance Consultant at Zurich Municipal***

*At last renewal we discussed with Lawson that for the 2022/23 renewal we would require the council to obtain updated reinstatement valuations for the property portfolio. This is due to inflationary uplifts being applied to the sums insured for a number of years. Therefore although the updated valuations are **now an underwriting requirement**, they may also benefit the council by ensuring the adequacy of the sums insured for the future year without the requirement to rely solely on the above indices.*

I have approached one of the valuers that we use for accountancy valuations and they have provided a quote of £7,000 for undertaking this work. Only one quote has been obtained at this time, but more will be sought in line with financial regulations.

### Will this Growth be for 2022/23 only (NON-RECURRING) or for every year after too (RECURRING)

**RECURRING EVERY 3 YEARS**

### Environmental Considerations and Green Credentials

None seem to be applicable in this instance

### Any Risks that may need to be considered

There is a risk that any sizeable movements in asset valuations from those currently used for the purposes of our renewal may result in an increase to our premium. However, there is also the possibility that our premium may reduce if valuations are lower.

### Breakdown of Growth Request - Income and Expenditure

Increased/Decreased COSTS - Enter decreases with a minus sign	£
Valuation of council owned assets (reinstatement basis) for insurance purposes	7,000
Changes to Revenue Costs	7,000
Increased/Decreased INCOME - Enter increases with a minus sign	£
Changes to Revenue Income	0
Net Revenue Impact of Growth Request	7,000

# Ribble Valley Borough Council

REVOL03

## Revenue Growth Request Form - Original Revenue Estimate 2022/23

### Requested By

Head of Financial Services

### Description of Growth Request

#### Employee and Manager Self service Module of Payroll and HR System (Frontier Software - CHRIS21)

The primary purpose of the request was to allow staff to access payslips online, but it also offers other functionality that could be beneficial, as detailed in the attached documentation.

Frontier software have said that this is a module that has been taken up by a large number of their client base since Covid as it allows for the paperless flow of a wide variety of documentation.

### Will this Growth be for 2022/23 only (NON-RECURRING) or for every year after too (RECURRING)

**NON-RECURRING: INITIAL PURCHASE    RECURRING: ANNUAL MAINTENANCE**

### Environmental Considerations and Green Credentials

Small impact through the reduced use of paper (and delivery by post in some instances)

### Any Risks that may need to be considered

May result in additional impact on ICT team/Payments team due to support/access issues.

### Breakdown of Growth Request - Income and Expenditure

Increased/Decreased COSTS - Enter decreases with a minus sign	£
Employee and Manager Self service Module (Non-Recurring)	9,000
Installation and Training for Employee and Manager Self service Module (Non-Recurring)	5,970
Annual Maintenance Fee (Recurring)	1,800
Changes to Revenue Costs	16,770
Increased/Decreased INCOME - Enter increases with a minus sign	£
Changes to Revenue Income	0
<b>Net Revenue Impact of Growth Request</b>	<b>16,770</b>

# Ribble Valley Borough Council

REVPOL04

## Revenue Growth Request Form - Original Revenue Estimate 2022/23

### Requested By

Head of HR

### Description of Growth Request

Create new budget provision for an Employee Assistance Programme (EAP). As part of our measures to support the health and well-being staff, manage staff absence and address recruitment and retention issues it would be advantageous to procure an EAP. Our current Occupational Health advisors can provide an EAP (PAM Assist). Their EAP offers a management and personal support service that is available 24 hours a day and 365 days per year. It is an independent and confidential service that gives staff telephone access to qualified advisors who can provide support and advice on a wide range of topics e.g Personal issues such as Divorce, Miscarriage, Anxiety issues, Abuse; Family Crises such as support following a bereavement, mental health issues; illness such as losing a loved one, funeral arrangements, depression, drug and alcohol abuse, living with a long term illness. The programme can provide initial advice, plus telephone counselling and up to six sessions of face-to-face counselling. An EAP would be an attractive and valuable support service for staff and would greatly enhance our package of benefits when recruiting. It may also allow staff to access support more quickly e.g counselling services. Breakdown of services provided = Employee Promotional materials includes Bespoke literature, promotional key fobs

Initial broadcast emailer and bi annual update emailers

365 Day Online Portal and advice service

Mobile App

Health and medical advice portal

365 Telephone Support service

Structured Counselling remote and face to face includes CBT

Up to 6 sessions of Counselling or

Up to 4 sessions of CBT or

8 sessions of Computerised CBT

Trauma Incident Management Advice Line

Legal Guidance and Debt support line

Management Support and advice line

Quarterly Wellbeing Compass Magazine

Contract and Relationship Management

### Will this Growth be for 2022/23 only (NON-RECURRING) or for every year after too (RECURRING)

RECURRING

### Environmental Considerations and Green Credentials

None

### Any Risks that may need to be considered

None

### Breakdown of Growth Request - Income and Expenditure

Increased/Decreased <u>COSTS</u> - Enter <u>decreases</u> with a minus sign	£
Costs are £8.35 per annum per employee +VAT so approximately £2,000 pa	2,000
Changes to Revenue Costs	£
Increased/Decreased <u>INCOME</u> - Enter <u>increases</u> with a minus sign	£
Changes to Revenue Income	0
Net Revenue Impact of Growth Request	2,000