

**Meeting of:** The Cabinet

**Date** 7<sup>th</sup> September 2022

**Time:** 6.30pm

**Venue:** Council Chamber, The Business Centre, Futures Park, Bacup, OL13 0BB



**The meeting can also be observed using the Zoom link below** (please allow time for set up if accessing for the first time):

<https://zoom.us/j/97110557785?pwd=N212bTJRSWEwSnByK3l0UG5EL0c4dz09>

Meeting ID: 971 1055 7785

Passcode: 398240

**A waiting room will be in place and observers will be admitted to the meeting at approx. 6.30pm.**

**Supported by:** Glenda Ashton, Committee and Member Services officer Tel: 01706 252423

Email: [democracy@rossendalebc.gov.uk](mailto:democracy@rossendalebc.gov.uk)

ITEM		Lead Member/Contact Officer
<b>A.</b>	<b>BUSINESS MATTERS</b>	
<b>A1.</b>	<b>Apologies for Absence</b>	
<b>A2.</b>	<b>Minutes of the last meeting</b> To approve and sign as a correct record the Minutes of the meeting held on 19 <sup>th</sup> July 2022.	
<b>A3.</b>	<b>Urgent Items of Business</b> To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.	Clare Birtwistle, Monitoring Officer 01706 252438 <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>
<b>A4.</b>	<b>Declarations of Interest</b> <i>Members are advised to contact the Monitoring Officer in advance of the meeting to seek advice on interest issues if necessary.</i>  Members are requested to indicate at this stage, any items on the agenda in which they intend to declare an interest. Members are reminded that, in accordance with the Local Government Act 2000 and the Council's Code of Conduct, they must declare the nature of any personal interest and, if the interest is prejudicial, withdraw from the meeting during consideration of the item.	
<b>B.</b>	<b>COMMUNITY ENGAGEMENT</b>	
<b>B1.</b>	<b>Public Question Time</b> Members of the public can register their question by contacting the Committee Officer. Groups with similar questions are advised to appoint and register a spokesperson.	Glenda Ashton, Committee and

The agenda and reports are also available for inspection on the Council's website <https://www.rossendale.gov.uk/>. Other formats are available on request. Tel 01706 217777 or contact Rossendale Borough Council, Futures Park, Bacup, OL13 0BB

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ITEM		<b>Lead Member/Contact Officer</b>
	<p>This is an opportunity to ask a question about an agenda matter which the Council may be able to assist with. A time limit applies for each question and you are only able to address the meeting once.</p> <p>To register for public question time your question must be received no later than 9.00am two working days prior to the day of the meeting by emailing <a href="mailto:democracy@rossendalebc.gov.uk">democracy@rossendalebc.gov.uk</a> Please give your full name, telephone number and include a copy of your question.</p> <p>At the meeting you will be invited to speak at the appropriate time, please begin by giving your name and state whether you are speaking as an individual member of the public, or as a representative of a group. (Question time normally lasts up to 30 minutes).</p>	<p>Member Services Officer 01706 252423 <a href="mailto:glendaashton@rossendalebc.gov.uk">glendaashton@rossendalebc.gov.uk</a></p> <p>Please register an agenda related public question by emailing <a href="mailto:democracy@rossendalebc.gov.uk">democracy@rossendalebc.gov.uk</a> no later than 9.00am Friday 2<sup>nd</sup> September 2022</p>
<b>C.</b>	<b>CHAIR'S UPDATE</b>	
<b>C1.</b>	Update from the Chair of the Overview & Scrutiny Committee	Councillor Johnson
<b>D.</b>	<b>KEY DECISION</b>	
<b>D1.</b>	Council Tax Energy Rebate Discretionary Scheme	Councillor Walmsley/Karen Spencer Head of Finance/S151 Officer 01706 252409 <a href="mailto:karenspercer@rossendalebc.gov.uk">karenspercer@rossendalebc.gov.uk</a>
<b>E.</b>	<b>NON-KEY DECISIONS</b>	
<b>E1.</b>	Local Government Association (LGA) Peer Challenge progress report	Councillor A Barnes/Neil Shaw Chief Executive 01706 252447 <a href="mailto:neilshaw@rossendalebc.gov.uk">neilshaw@rossendalebc.gov.uk</a>
<b>F.</b>	<b>PERFORMANCE MATTERS</b>	
<b>F1.</b>	Financial Monitoring Report Q1 2022/23	Councillor Walmsley/Karen Spencer Head of Finance/S151 Officer 01706 252409 <a href="mailto:karenspercer@rossendalebc.gov.uk">karenspercer@rossendalebc.gov.uk</a>



**Neil Shaw**  
Chief Executive

**Date Published:** 30<sup>th</sup> August 2022  
**Re-published:** 3<sup>rd</sup> September 2022

**MINUTES OF: THE CABINET**

**Date of Meeting: Tuesday 19<sup>th</sup> July 2022**

**Present: Councillor A Barnes (Chair)  
Councillors Ashworth, Hughes, Lythgoe, Oakes and Walmsley**

**In Attendance: Mr N Shaw, Chief Executive  
Mr A Allen, Director of Communities  
Ms M Lewis, Director of Economic Development  
Ms C Birtwistle, Head of Legal (Monitoring Officer)  
Mrs K Spencer, Head of Finance (Section 151 Officer)**

**1 press**

**Observers on Zoom: Councillor Johnson  
1 member of public**

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**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Serridge.

**2. MINUTES OF THE LAST MEETING**

**Resolved:**

That the minutes of the meeting held on 9<sup>th</sup> February 2022 were agreed as a correct record.

**3. URGENT ITEMS OF BUSINESS**

There were no urgent items.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. PUBLIC QUESTION TIME**

No written questions had been submitted.

**6. COUNCIL TAX, NON-DOMESTIC RATE & HOUSING BENEFIT OVERPAYMENT WRITE-OFFS**

The Portfolio Holder for Resources outlined the report, which asked Cabinet to approve write-offs in respect of irrecoverable Non-Domestic Rate debt (NNDR), irrecoverable Council Tax debt, irrecoverable Housing Benefit Overpayments and agree the future schedule for write-offs to Cabinet.

**Resolved:**

Cabinet approved:

1. The write-off of £26,101.99 in respect of irrecoverable Non-Domestic Rate debt (NNDR). Direct cost to Rossendale BC is £10,440.80.
2. The write-off of £38,495.81 in respect of irrecoverable Council Tax debt. Direct cost to Rossendale BC is £5,281.63.
3. The write-off of £22,732.57 in respect of irrecoverable Housing Benefit Overpayments. Direct cost to Rossendale BC is nil.
4. That write-offs be brought to Cabinet on an annual report going forward.

**Reason for Decision:**

It is prudent practice to clear any debts from the ledgers, which are now deemed to be irrecoverable.

**Alternative Options Considered:**

None.

**7. CUSTOMER SERVICES IMPROVEMENT PLAN AND WEBSITE DEVELOPMENT**

The Portfolio Holder for Communities outlined the report, which asked Cabinet to note the result of consultations and agree the Customer Services Improvement Plan and agree to the procurement of a new website and digital improvements through the company Jadu using a procurement framework.

Cabinet members were invited to comment on the report:

- Note residents' concerns about the state of our roads and the Chief Executive is to write to LCC to this end.
- Good idea to transfer relevant calls to LCC but this has its challenges due to LCC telephony system.
- Shift to email contact is a positive move.

**Resolved:**

1. Cabinet noted the result of consultations and agreed the Customer Services Improvement Plan.
2. Cabinet agreed to the procurement of a new website and digital improvements through the company Jadu using a procurement framework.

**Reason for Decision:**

The Customer Services Continual Improvement Action Plan is based on extensive customer consultation and will make improvements to our levels of customer service in a short space of time. The council agreed to develop plans for a new website as part of the digital strategy agreed by Council in late 2021. This report provides an outline scope and procurement approach for the website in order to progress the work.

**Alternative Options Considered:**

None.

**8. WASTE, RECYCLING AND STREET CLEANSING – CONTINUAL IMPROVEMENT PLAN**

The Portfolio Holder for Environment outlined the report, which asked Cabinet to note the contents of the report as an update on the current performance of the Waste, Recycling and Street Cleansing operation and support the continual improvement action plan.

Cabinet members were invited to comment on the report:

- Street cleaning improvement has been pleasing.
- Recruiting to permanent staff rather than using agency has been good to see.
- 150 missed bins have generally been due to access problems, which we look to residents to assist with.
- Better in-cab technology would assist.

**Resolved:**

1. Cabinet noted the report as an update on the current performance of the Waste, Recycling and Street Cleansing operation and supported the continual improvement action plan.

**Reason for Decision:**

To update members on the work being undertaken to improve services and for Cabinet to agree the priorities in the action plan.

**Alternative Options Considered:**

None.

**9. ANNUAL CHRISTMAS LIGHTING WORKS TENDER**

The Portfolio Holder for Resources outlined the report, which asked Cabinet to approve the appointment of DES for the annual Christmas lighting contract. In the event that the contract is not accepted for any reason, it is agreed that the next highest scoring bidder will be awarded the contract.

Cabinet members were invited to comment on the report:

- This covers all the borough and we do well.

**Resolved:**

1. Cabinet approved the appointment of DES for the annual Christmas lighting contract. In the event that the contract is not accepted for any reason, it is agreed that the next highest scoring bidder will be awarded the contract.

**Reason for Decision:**

To award the contract to the highest scoring bidder to ensure continuity of service for the annual Christmas lighting in the borough.

**Alternative Options Considered:**

None.

**10. ANNUAL BUILDING CAPITAL REPAIRS CONTRACT 2022/23**

The Portfolio Holder for Resources outlined the report, which asked Cabinet to approve the list of works on the 2022/23 Capital Building Repairs Contract and authorise officers to go out to tender, and to delegate the appointment of the contractor to the Head of People and Policy in consultation with the Portfolio Holder.

Cabinet members were invited to comment on the report:

- Advertise the opportunity on the council's social media platform.

**Resolved:**

1. Cabinet approved the list of works on the 2022/23 Capital Building Repairs Contract and authorised officers to go out to tender.
2. Cabinet delegated the appointment of the contractor to the Head of People and Policy in consultation with the Portfolio Holder.

**Reason for Decision:**

To approve the level of works and tender process for the 2022/23 contract to maintain council owned assets ensuring that the same do not suffer from deterioration with health and safety implications and increased repair cost when finally addressed.

**Alternative Options Considered:**

None.

**11. FINANCIAL MONITORING REPORT Q3 & Q4 2021/22 (INDICATIVE OUTTURN)**

The Portfolio Holder for Resources outlined the report, which asked Cabinet to note the contents of the Q3 and Q4 2021/22 financial monitoring reports.

Cabinet members were invited to comment on the report:

- The need to review the budget mid-year.
- Significant impact of fuel costs and cost of living crisis.
- Pay award agreement impact to the MTFs.

**Resolved:**

1. Cabinet noted the contents of the Q3 and Q4 2021/22 financial monitoring reports.

**Reason for Decision:**

To note the Q3 monitoring report and the draft outturn position at Q4.

**Alternative Options Considered:**

None.

**12. EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- That the public and press be excluded from the following items of business under Section 100(A)(4) of the Local Government Act 1972 since the items involved the likely disclosure of exempt information under Part 1 Paragraph 3 of Schedule 12A to the Local Government Act 1972.

**13. HENRIETTA STREET MODIFICATIONS**

The Portfolio Holder for Environment outlined the report. Cabinet members comments on the report.

**Resolved:**

1. The report was agreed.

**Reason for Decision:**

To agree the report.

**Alternative Options Considered:**

None.

**The meeting concluded at 7.10pm**

\_\_\_\_\_ CHAIR \_\_\_\_\_ DATE

<b>Subject:</b>	Council Tax Energy Rebate Discretionary Scheme	<b>Status:</b>	For Publication
<b>Report to:</b>	Cabinet	<b>Date:</b>	7 <sup>th</sup> September 2022
<b>Report of:</b>	Head of Customer Services & ICT	<b>Portfolio Holder:</b>	Resources
<b>Key Decision:</b>	<input checked="" type="checkbox"/> Forward Plan <input type="checkbox"/>	<b>General Exception</b>	<input checked="" type="checkbox"/> <b>Special Urgency</b> <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required:	No	Attached: No
<b>Biodiversity Impact Assessment:</b>	Required:	No	Attached: No
<b>Contact Officer:</b>	Ian Walker	<b>Telephone:</b>	01706 252592
<b>Email:</b>	<a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>		

## 1. RECOMMENDATIONS

- 1.1 That Cabinet approve the Council Tax Energy Rebate Discretionary Scheme.
- 1.2 That any minor changes in amounts payable under the scheme (for example, where caused by changes in benefit caseload) be delegated to the Chief Finance Officer.
- 1.3 That determination of the methods of payment to customers be delegated to the Chief Finance Officer.

## 2. EXECUTIVE SUMMARY

- As part of its package of support known to help households with rising energy bills the Government announced a £150 rebate for households in England whose properties are in council tax bands A-D.
- Rossendale Borough Council has now issued more than 95% of the grants to those entitled and is continuing to mop the remaining payments. The closing date for this scheme is 30<sup>th</sup> September 2022
- In addition to the main scheme, Government also announced a discretionary fund which is aimed at those customers who do not automatically qualify, but would benefit from support with energy costs; or provide additional targeted "top-up" support to the most vulnerable households in band A to D that have received a Council Tax Energy Rebate.
- Rossendale has been allocated a sum of £144,450 for discretionary payments.
- It is proposed that payment of discretionary sums is targeted at those customers in receipt of council tax support; these customer have already been means tested and are likely to be vulnerable to increases in energy costs.
- The discretionary scheme closes 30<sup>th</sup> November 2022.

## 3. BACKGROUND

- 3.1 Government guidance in respect of the discretionary payments states:

*'Councils can determine locally how best to make use of this funding to support those suffering financial hardship as a result of the rising cost of living. This could include households living in property valued in bands E to H that are on income related benefits or those where the energy bills payers are not liable for council tax. Where councils consider it the best means of supporting those in financial difficulty, they can use the discretionary fund to offer carefully targeted 'top-up' payments to the most vulnerable households in bands A to D (for example, those on means tested benefits), or to offer discretionary support exceeding £150 per household.'*

- 3.2 The discretionary scheme will close on 30<sup>th</sup> November. The deadline has been set by Government and any unspent funding must be returned to Government at that date. Whilst the scheme can run until 30<sup>th</sup> November, funding is already in place and the aim will be distribute it as soon as is practicably possible.
- 3.3 The energy rebate scheme as a whole has required the purchase, installation and testing of new software patches to the NEC revenues and benefits system. There was no means of making the volume payments required under the energy rebate scheme when the policy was first announced. If more complex criteria are adopted, additional time will be required in order to develop and test new system solutions.
- 3.4 The most efficient way to distribute the funding will be to base payments on data and methodology which is now in place, rather than to develop & test more new application systems.
- 3.5 Rossendale has been allocated a sum of £144,450 for discretionary payments. Payments of £150 are being paid to all customers in bands A-D who were resident in Rossendale on 1<sup>st</sup> April 2022. The discretionary funding does not allow for similar support to customers in council tax bands E-H.

#### **4. DETAILS**

- 4.1 It is consistent with the aims of the scheme and Government guidance to focus support on those customers who are in receipt of income related benefits. Those customers have already undergone means testing in order to verify entitlement to benefits and have therefore been identified as having limited income.
- 4.2 To focus on this group of customers means that the discretionary scheme can be rolled out without the development of a new application process and will not require detailed consideration of each individual claim.
- 4.3 Caseload for Council Tax support is currently 5,132 (5,052 band A-D, 80 band E-H). This figure varies on a day-to-day basis as new claims are made and existing ones cease. The overall figure is broadly consistent and has been falling steadily in recent months. There were 48 less live claims in August as compared with April 22.
- 4.4 It is proposed that £150 is paid to each of the 80 claimants in bands E-H.
- 4.5 It is further proposed that a top-up payment of £24 is paid to each council tax support claimant in bands A-D; this will be in addition to the £150 already received by these claimants through the mandatory scheme.
- 4.6 £9,400 of the discretionary fund has already been allocated to customers as a top-up payment to the Household Support Fund.
- 4.7 Based on the most recent figures allocation of the discretionary fund in this way would leave a balance of £1,802 unspent. This sum would leave a small contingency to cover any variations in the caseload between now and the funds being distributed and also allow for payments to be made to customers who have contacted the energy rebate team and are able to demonstrate exceptional circumstances. It is proposed that any sums remaining following that process be allocated to the Household Support Fund 3, which is due to be announced imminently.
- 4.8 Payments for the mandatory scheme have been made to customers by:



- Crediting bank accounts where direct debit payment details are held
- Issuing vouchers for collection at the post office
- Crediting Council Tax accounts

4.9 Due to the bureaucracy and cost involved in making direct payments or issuing vouchers, for the discretionary scheme it is proposed that the majority of cases would be paid by crediting council tax accounts. The intention of the policy is to distribute payments as quickly as is possible using the most appropriate method available.

## 5. RISK

5.1 Risk considerations are included in the main body of the report.

## 6. FINANCE

6.1 The Council has been allocated £4,226,400 on account the Council Tax Rebate (statutory scheme). Any over-funding of grant will be recovered by Government and any under-funding will be reimbursed following reconciliation at the end of the scheme.

6.2 The Council has also received an allocation of £144,450 from Government for the discretionary element of the Energy Rebate scheme. Initial cost projections suggest the budget will be spent as set out below:-

	Number	Amount £	Total Cost £
Benefit claimants Band E - H	80	150	12,000
Benefit claimants Band A - D	5,052	24	121,248
Vired to Household Support Fund			9,400
Discretionary Scheme grant			144,450
Contingency			1,802

6.3 Any monies unspent at the end of the discretionary scheme (30<sup>th</sup> November 2022) will be reclaimed by Government.

## 7. LEGAL

7.1 The Council is required to follow the “Support for energy bills – the council tax rebate 2022-23: billing authority guidance (updated 16th March 2022)” issued by the Department for Levelling Up, Housing & Communities when providing rebate under the Council Tax Energy Rebate Scheme. A link to the Guidance can be found under the background papers within this report.

7.2 There is no specific appeal process in relation to this scheme and any disputes will be administered through the Council’s Complaints procedure.

## 8. POLICY AND EQUALITIES IMPLICATIONS

8.1 In line with Government guidance, the Council’s Discretionary Energy Rebate scheme will provide support to help reduce fuel poverty, in the form of an additional energy rebate to those council tax residents disproportionately affected on lower incomes, who tend to spend a higher proportion of their income on energy bills.

8.2 The proposal will have a neutral climate change or environmental impact.

## 9. REASON FOR DECISION

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9.1 The proposed scheme targets lower income customers for assistance in line with Government guidance for the scheme. Customers on means tested benefits have already been subject to an assessment process; the risk of fraudulent or otherwise inaccurate claims is therefore reduced. This approach means that no new application from will be required and so administration costs are reduced and the scheme will be able to be delivered quickly.

Background Papers	
Government Guidance of the operation of the scheme	<a href="https://www.gov.uk/government/guidance/support-for-energy-bills-the-council-tax-rebate-2022-23-billing-authority-guidance">Support for energy bills - the council tax rebate 2022-23: billing authority guidance - GOV.UK (www.gov.uk)</a>

<b>Subject:</b>	LGA Peer Challenge Progress Report	<b>Status:</b>	For publication
<b>Report to:</b>	Council	<b>Date:</b>	7 September 2022
<b>Report of:</b>	Chief Executive	<b>Portfolio Holder:</b>	Leader of the Council
<b>Key Decision:</b>	<input type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<b>General Exception</b>	<input type="checkbox"/> <b>Special Urgency</b> <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required:	No	Attached: No
<b>Biodiversity Impact Assessment</b>	Required:	No	Attached: No
<b>Contact Officer:</b>	Neil Shaw	<b>Telephone:</b>	01706 252480
<b>Email:</b>	neilshaw@rossendalebc.gov.uk		

- 1. RECOMMENDATIONS**
- That Cabinet:**
- 1.1. Consider the findings of the Local Government Association Corporate Peer Challenge progress report.**
  - 1.2. Note the update on the action plan to address the challenge’s recommendations.**

**2. EXECUTIVE SUMMARY**

- In November 2021 the council had an LGA corporate peer challenge
- The LGAs report and the council’s action in response to the challenge’s recommendations was discussed by Full Council on 31 January 2021
- As part of the peer challenge process the LGA undertake a follow up to track the progress the council has made in implementing their recommendations
- The council has made good progress in implementing the actions, with actions against 11 of the 13 recommendations being either completed or have on-going action (with strong progress)

**3. BACKGROUND**

- 3.1. Peer challenge is a process voluntarily commissioned by a council and involved a team of local government officers and councillors spending time at the council in November 2021 as peers, facilitated by the Local Government Association. Peer challenges are managed and delivered by the local government sector for the sector.
- 3.2. The peer challenge is pitched at a broad organisational level and does not include in-depth service reviews. There is a core component that looks at issues of leadership, governance, corporate capacity and the council’s financial position. In addition, the council selected two areas of focus:
  - Tackling climate change, including:
    - a constructive critique of the council’s current plans to tackle climate change
    - how the council can more strongly influence local businesses and residents to play a bigger role in delivering practical action to tackle climate change

- Becoming a more commercial council, including:
  - identifying approaches to generate more external income for the council
  - how the council can embed commercial skills and ethos across its workforce

3.3. A copy of both the LGAs peer challenge report and the council's action plan in response to its recommendations can be viewed in the background papers to this report.

#### 4. PROGRESS ON THE PEER CHALLENGE RECOMMENDATIONS

4.1. The council were quick to take action on the peer challenge recommendations. A copy of the LGAs progress against each of the recommendations is attached as Appendix 1. In summary, the key progress includes:

- **Prioritising the council's partnership activity** – we have completed this and there is also on-going work in this area. The council have assigned a CMT lead to 12 of its partnerships, which we have identified as the key partnerships driving our Corporate Plan objectives. This includes; our partnerships with RLT, the Primary Care Network, Lancashire County Council and our business community.
- **Building more corporate capacity** - we have completed this and are also keeping this under active review. The Cabinet and CMT agreed key pieces of work Cabinet would like to see implemented in 2022. Officers are delivering on these agreed areas and projects. The council re-examined the capacity of its corporate functions. An additional accountancy role has been created within Finance. In addition, the council have agreed with RLT to transfer the finance responsibilities of the Trust back to their management. This will further free up capacity. We have made some changes to operational practice and roles within the Planning service to improve the use of capacity and the flow of planning applications. However, the council has decided not to invest further than this – at this time – in corporate capacity.
- **Set out and deliver its strategic housing ambitions for Rossendale** – this work is on-going. The Overview & Scrutiny Committee had an initial discussion on housing priorities to inform the development of the new strategy on 11 July. The housing strategy will be developed over the Summer and will be presented back to Overview & Scrutiny in the Autumn, for approval by Council shortly afterwards.
- **Work with the auditors to ensure closure of accounts from 2017/18 onwards** – this was completed in July. We are working with the auditors to close subsequent years of accounts and maintain a strong focus on this.
- **Review the scrutiny function to ensure it has maximum impact** – this work is on-going. In February, a meeting of the Group Leaders agreed a number of specific actions to further improve the Overview & Scrutiny function, including; strategies now being considered by scrutiny at an early stage to shape priorities, the Scrutiny Chair providing feedback to Cabinet meetings and a new CMT lead to support scrutiny. Further work is on-going to support scrutiny.

4.2. The council recognises there are two recommendations which it has not addressed and this is explored in more detail in the appended progress report. The two recommendations are bringing a renewed focus on tourism within Rossendale and producing a clear statement on the council's commercial approach as part of the Medium Term Financial Strategy. The council has worked with the Leisure Trust to provide town centre walking routes in Bacup, Rawtenstall and Haslingden enabling visitors to explore the town centres and tourist attractions. Interpretation boards and wayfinding signs have been erected. The council has

consciously placed more emphasis on working up the Rossendale bid to the levelling up fund as a economic development priority since the peer challenge. Although the council does not have a commercial strategy/plan considerable dialogue has been undertaken within CMT and Cabinet on opportunities to generate more income. We have agreed that we will not become a more commercial council for the sake of it, seeking out commercial investment, for example in property, like some authorities have done in recent years. However, where commercial opportunities arise the council will explore them.

4.3. The council has reported its progress against each of the challenge’s recommendations and a copy of this is attached as Appendix 2.

**5. RISK**

Failure to address the recommendations in the peer challenge would be likely to have a negative impact on the reputation of the council. This risk has been mitigated through the development of the action plan and the LGA follow up visit to monitor the implementation of actions.

**6. FINANCE**

None.

**7. LEGAL**

The report has no specific legal implications.

**8. POLICY AND EQUALITIES IMPLICATIONS**

The report has no specific policy or equalities implications.

**9. CONCLUSIONS AND NEXT STEPS**

The peer challenge provided an honest and accurate understanding of the council’s current position and performance. The council has achieved much over a number of years, particularly given its size and scale of resources. The challenge identified a number of key areas in which the council should be looking to improve and the council has made good progress against nearly all the recommendations. A copy of the LGA challenge progress report will be published on the council’s and LGA’s websites.

<b>Background Papers</b>	
n/a	The LGA peer challenge: <a href="https://www.local.gov.uk/our-support/peer-challenges/peer-challenges-we-offer/corporate-peer-challenges">https://www.local.gov.uk/our-support/peer-challenges/peer-challenges-we-offer/corporate-peer-challenges</a>
31 January 2021	LGA peer challenge report and action plan: <a href="https://www.rossendale.gov.uk/meetings/meeting/1294/council">https://www.rossendale.gov.uk/meetings/meeting/1294/council</a>



# LGA Corporate Peer Challenge – Progress Review

Rossendale Borough Council

10 August 2022

Feedback



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# 1. Introduction

The council undertook an LGA Corporate Peer Challenge (CPC) between 16 and 18 November 2021 and promptly published the full report with an action plan.

The progress review is an integral part of the CPC process. Taking place approximately six months after the council published the CPC action plan, it is designed to provide space for the council's senior leadership to:

- Discuss progress made to date against the recommendations including early impact and learning
- Consider peer's reflections on this progress
- Provide space to discuss current opportunities and challenges including any significant changes in context since the peer team were on site and any further support needs.

The LGA would like to thank Rossendale Borough Council for their commitment to sector led improvement.

# 2. Summary of the approach

The progress review at Rossendale Borough Council took place remotely on 10 August 2022 and focussed on the recommendations from the CPC, under the following themes:

- Corporate and place-based prioritisation
- Climate Change
- Governance/Commercialisation

A copy of the original CPC report, including the recommendations and action plan, can be found via this link on the council's website: [LGA Corporate Peer Challenge and LGA Corporate Peer Challenge Action Plan](#)

For this progress review, the following members of the original CPC team were involved:

- Sir Stephen Houghton, Leader, Barnsley Council
- Jason Gooding, Chief Executive, Carlisle City Council
- Cindy Lowthian, Peer Challenge Manager, Local Government Association

The peer team met virtually via MS Teams over the course of 2.5 hours with the following representatives from the council:

- Councillor Alyson Barnes, Leader, Rossendale Borough Council
- Neil Shaw, Chief Executive, Rossendale Borough Council
- Councillor David Foxcroft, Leader of the Conservative Group, Rossendale Borough Council.

In preparation for the progress review, the council provided peers with a short position statement



and an updated action plan which detailed the progress made against each recommendation. This helped to provide a focus for discussions.

### 3. Progress Review - Feedback

Following the CPC in November 2021, the council agreed and published the report alongside an action plan. An updated CPC action plan was shared with peers in advance of the progress review, this helped demonstrate the council's commitment to implementing the CPC's recommendations and the progress that has already been made.

Out of the 13 key recommendations made by the peer team, most are either complete or are 'on-going'. The council is clear on those areas of the action plan which require further work. These include 2 recommendations which have been highlighted as being more challenging to implement (relating to tourism and commercialisation). Peers shared their reflections on these areas which are outlined below.

The progress review also considered some of the changes within the local and national operating context since the peer team were on site. Peers were able to share some insights and reflections on these whilst discussing the implementation of the CPC recommendations. These include increased inflation, the cost-of-living crisis and on-going recovery from the COVID-19 pandemic. The local election results in May, saw the council move from a position of 'no overall control' to a majority, labour control. Peers heard how the council have worked with partners to develop a Round 2 Levelling Up fund bid. If successful, this funding has the potential to support significant economic growth projects for the borough.

Since the peer team were on site, the Council have also published their first Annual Report to help provide information for local people on the work of the council.

#### **Corporate and Place Based Prioritisation**

The peer team considered the following CPC recommendations under this theme (as numbered in the council's action plan):

- A1 Develop a clearer, shared narrative about Rossendale as a place, its future and the council's role within this
- A2 Prioritise partnership engagement and activity to focus on the things that can have the greatest impact
- A3 Work with partners to bring a renewed focus and thinking on tourism within Rossendale
- A4 Consider how to build more corporate capacity to fulfil ambitions
- A5 Consider how best the council can set out and deliver its strategic housing ambitions for Rossendale in support of the new Local Plan
- A6 Develop a strategic communications plan including how the council can make best use of social media channels to engage audiences and promote the work of the council.

The council's action plan shows how most of the recommendations within this theme are completed or are 'on-going'.

Work to develop a shared narrative about Rossendale began earlier this year through stakeholder engagement. Establishing a strong, confident and realistic story of Rossendale as a place will be key to helping further strengthen partnership working around strategic priorities and programmes. Peers heard how the strong sense of community and identity within each of Rossendale's collection of towns has made building a single, shared and coherent narrative for the whole borough more challenging. The council should continue with this work as it is uniquely placed to take the lead in this. Peers shared their views on the importance of the place narrative focussing on the positives and huge potential of Rossendale as a place. Peers were pleased to hear how the strong engagement and partnership working taking place through the Rossendale Levelling Up Board is helping to further develop this shared narrative for the borough.

Peers shared their thoughts on how the narrative might be used to engage staff across the organisation and help drive practical work, on the ground, to help bring the narrative to life. Peers also explored how the council might use this shared narrative to drive decision making across the council.

Peers heard how the council have prioritised partnership engagement to focus on areas with the greatest impact, including how the council works with the Levelling Up Board. Work with partners to deliver the Rossendale Health Strategy, including Rossendale Leisure Trust, has also been an area of particular focus in 2022.

The Council updated peers on work undertaken to re-examine the capacity of its corporate functions. This has led to an additional accountancy role and more emphasis on strengthening the Planning function, with changes to some roles and reorganisation of some elements of the service. On-going challenges associated with recruitment (particularly in planning and housing) and the need to balance investment in core functions and investment in frontline services were discussed.

Peers explored with the council if there are any opportunities to work with district neighbours to address some of these on-going capacity issues and it is clear that the council are open to this. On-going work with frontline staff to build an understanding of the Rossendale narrative, future vision and values also has the potential to strengthen a sense of common purpose and loyalty towards the council, which may support recruitment and retention of staff. Peers also heard how the council's levelling up bid has factored in some project management costs to reduce what may have been otherwise unaccounted for demands on its corporate functions.

The CPC had recommended that the council work with partners to bring a renewed focus and thinking on tourism within Rossendale. Peers heard how, whilst some work has been undertaken and there are signs that tourism is recovering well from the pandemic, this recommendation has not yet been fully implemented due to capacity issues. As outlined in the original CPC report, there had been a strong energy and willingness from partners to work with the council on this. The meeting considered how the Levelling Up Bid, if successful, has a number of themes which

will support this recommendation.

Work is progressing to develop a new Housing Strategy for the Borough including involvement of the council's Overview and Scrutiny Committee. The Strategy should be finalised in the Autumn.

Whilst the council have chosen not to develop a specific 'written' communications plan, work has been undertaken to agree a clear set of priorities for its communications provider. This includes quarterly media campaigns and a renewed focus on the use of social media channels to engage residents including work on climate change.

## **Climate Change**

The peer team considered the following CPC recommendations under this theme (as numbered in the council's action plan):

- B1 Strengthen climate change leadership at all levels of the organisation
- B2 Ensure climate action initiatives are co-designed and co-created working alongside local communities

Peers were pleased to hear how the council has progressed the recommendations relating to climate action. This progress includes integration of climate change actions into job descriptions and appraisal objectives (where relevant). It also includes the appointment of climate change champions in each service area. The council have also included commentary on carbon impact as part of committee report templates (under policy considerations).

Work to ensure climate action is co-designed working alongside communities is ongoing including the launch of a Climate Network using social media. The council are particularly proud of their progress with the tree planting scheme which involves the planting of 8,250 new trees as part of a new Rossendale Forest. Peers explored how the £1m Carbon Reduction Capital Fund has progressed and encouraged the council to continue to use this to set clearly defined targets for carbon reduction.

## **Governance/Commercialisation**

Peers considered the following CPC recommendations under this theme (as numbered in the council's action plan):

- A6 The council should continue to prioritise work with the auditors to ensure closure of accounts from 2017/18 onwards
- C1 Agree what developing a commercial approach means for the council in the short, medium and longer term
- C2 Accelerate the Property Asset Review
- A7 Review the council's approach to councillor queries to ensure greater consistency in response across services
- A8 Review the scrutiny function to ensure it has maximum impact

The council has prioritised work with auditors to close accounts from 2017/18 onwards. Peers

were pleased to hear that the council have very recently received confirmation of the closure of accounts for 2017/18. Work will now focus on the closure of accounts from 2018/19 onwards.

The CPC recommendations relating to the review of scrutiny and councillor queries has also progressed. The council's action plan evidences a number of specific actions that have been implemented including work to develop pre-decision scrutiny. Peers heard how the council had very recently received the first 'call in' in 12 years and the leadership is keen to also use this as a test of how this mechanism is working. The meeting considered the need for ongoing development and training for councillors on scrutiny, particularly in relation to key policy areas such as housing.

The CPC recommendation relating to defining and agreeing what a commercial approach means for the council, has not yet progressed. Peers heard how the council have preferred instead to harness opportunities when they arise to generate income and identify potential savings. The council remains open and willing to consider new ways of working to generate income and achieve efficiencies. Peers explored how organisational culture and values link to the council's aspirations to achieve savings and generate income. As outlined in the original CPC report, building a commercial ethos across the workforce through staff development and engagement will be key.

Peers also discussed the current financial challenges facing the council including the on-going impact of the East Lancashire Empty Homes project. The LGA has agreed to undertake further work with the council on the current financial position.

The council's work on the asset review is progressing. An additional resource has been allocated to the team to further accelerate the review. Peers heard how this work is detailed and wide reaching, with a review of one ward generating over 82 operational actions. The council should continue this work to accelerate this review as outlined in the original CPC.

## 4. Final thoughts and next steps

The LGA would like to thank Rossendale Borough Council for undertaking an LGA CPC progress review.

The Council's senior member and officer leadership will want to reflect on this note when considering how the organisation wishes to take things forward. In line with the approach to the CPC report itself and in the spirit of openness and transparency, the Council are asked to publish this note

As discussed at the progress review, under the umbrella of LGA sector-led improvement, there is an on-going offer of support to councils. The LGA is well placed to provide additional support, advice and guidance on a number of the areas identified for development and improvement and we would be happy to discuss this.

Claire Hogan Principal Adviser) is the main point of contact between the authority and the Local Government Association (LGA) and their e-mail address [claire.hogan@local.gov.uk](mailto:claire.hogan@local.gov.uk)

**LOCAL GOVERNMENT ASSOCIATION PEER CHALLENGE  
ACTION PLAN PROGRESS UPDATE (AUGUST 2022)**

No.	Peer challenge recommendations	Actions	Accountable officer	Original milestone	Progress
<b>A. CORPORATE</b>					
A1	Develop a clearer, shared narrative about Rossendale as a place, its future and the Council's role within this.	Viva PR to work with the members and CMT to develop a clear narrative	Neil Shaw	Q4 21/22	Completed - we asked Viva PR to engage with a wide range of stakeholders with a view to developing a narrative for Rossendale. This work was completed in Q4. We have also used the Rossendale Levelling Up Board to create a clearer sense of future priorities for Rossendale and this is working well.
		Use the narrative in council communications and staff engagement sessions to explain service performance and the rationale for key projects	CMT	Q1 22/23	Completed (and on-going) - we are partway through more practical work with staff to enable a more consistent understanding of the council's priorities and why we are focused on specific areas of work. We use staff engagement sessions to link back current activity to corporate priorities, explaining why we are focused on specific activities. Over the coming months we will seek to develop a 'Rossendale 2040' vision working with external partner organisations.
A2	Prioritise partnership engagement and activity to focus on the things that can have the greatest impact.	Ensure member briefings are undertaken ahead of Board/ partnership meetings	CMT	Ongoing	Completed (and on-going) – we have assigned a CMT lead to 12 of our partnerships, which we have identified as the key partnerships driving our Corporate Plan objectives. Our key partners are with RLT, our Civic Pride groups, the Primary Care Network, Lancashire County Council and our business community.
		Review how the council	Adam Allen	Q1-2	Underway – the Director of Communities is

		engages with communities with a focus on identifying where the council should be focusing its community engagement energy		22/23	reviewing the council's approach to how it engages with communities including the role of the Communities Team, the community partnerships and feedback from customers. This is a complex piece of work which is on-going.
A3	Work with partners to bring a renewed focus and thinking on tourism within Rossendale.	Review how the Visitor Economy Strategy can be driven more effectively in partnership with tourism stakeholders	Mandy Lewis	Q1-Q2 22/23	Not completed - in a practical sense we have struggled to put as much energy into this work as we would have liked. The council has worked with RLT to provide town centre walking routes in Bacup, Rawtenstall and Haslingden enabling visitors to explore the town centres and tourist attractions. Interpretation boards and wayfinding signs have been erected. However, the council no longer has a dedicated tourism officer. This has weakened our ability to deliver more on tourism and the council has consciously placed more emphasis on working up our bid to the levelling up fund as a economic development priority since the peer challenge.
A4	Consider how to build more corporate capacity to fulfil ambitions	Cabinet/CMT roundtable discussion to agree 2022 key projects to better manage capacity across the council	Cabinet/CMT	Q4 21/22	Completed – a roundtable discussion was undertaken in January. This identified key pieces of work Cabinet would like to see implemented in 2022. Officers are delivering on these agreed areas and projects. The council re-examined the capacity of its corporate functions. An additional accountancy role has been created within Finance. In addition, the council have agreed with RLT to transfer the

					finance responsibilities of the Trust back to their management. This will further free up capacity. We have made some changes to operational practice and roles within the Planning service to improve the use of capacity and the flow of planning applications. The changes in Finance and Planning have resulted in better use of capacity. However, as a whole the council has decided not to invest further than this – at this time – in corporate capacity. It wishes to reserve the ability to prioritise reinvestment in frontline services after 2022, rather than ‘back office’ corporate capacity.
		Use the service planning process to manage the key priorities for each service year annually	CMT	Q4 each year	Completed – service plans were agreed in Feb and March. Each was presented to CMT and has enabled CMT to ensure each service is focused on key priorities. CMT monitor implementation of the plans through monthly one-to-ones.
		Cabinet and CMT to jointly ‘gate keep’ potential new projects to ensure there is sufficient capacity before commencement of new projects	Cabinet/CMT	Ongoing	On-going – no potential new projects have emerged since the peer challenge. The ‘gate keeping’ role has there not been needed.
A5	Consider how best the Council can set out and deliver its strategic housing ambitions for Rossendale in support of the new	Review housing statistical information, housing demand data and engage with Housing Associations and landlords	Ged Gallagher	Q4 21/22	Completed - consultants were appointed in Spring to help collate and bring together a wide range of housing data sets which are now being used to inform the development of the strategy. Discussions have taken place with RSLs like Together Housing and Calico Homes. The Local Plan was agreed

	Local Plan				by Council in December.
		Develop a new Housing Strategy with early input from the portfolio holder and Overview & Scrutiny	Ged Gallagher	Q4 21/22 to Q2 22/23	On-going - discussion has taken place at Management Team. The Overview & Scrutiny Committee had the initial discussion on housing priorities to inform the development of the strategy on 11 July. The housing strategy will be developed over the Summer and will be presented back to Overview & Scrutiny later in the year, for approval by Council shortly afterwards.
		Agree the Housing Strategy	Ged Gallagher	Q3 22/23	
A6	The Council should continue to prioritise work with the auditors to ensure closure of accounts from 2017/18 onwards.	Agree final position with Grant Thornton on 17/18 accounts	Karen Spencer	Q4 21/22	Completed - the council closed its 2017/18 accounts in July. The council has spent considerable time and effort in working with Grant Thornton to close the 17/18 accounts. Since November 2021, three further sets of amendments/updates figures have been requested (and supplied to) the auditors.
		Work with Mazars on the audit of the 18/19, 19/20 and 20/21 accounts to enable closure	Karen Spencer	Q1-Q3 22/23	On-going - Mazars have indicated back in Spring that they currently have a significant backlog of work and will not be able to move onto the council's 18/19 accounts until at least Autumn.
A7	Review the Council's approach to councillor queries to ensure greater consistency in response across services	Democratic Services to survey all members on current views on response to member enquiries	Carolyn Sharples	Q4 21/22	Completed - in March and April the council undertook a member survey. 74% of members in the survey indicated they received a timely response. There were fairly high levels of satisfaction with a number of council services' response – 100% with council tax, 79% with corporate support and 89% with democratic services. However, the response from Operations and Planning were identified as areas where a



					quicker and more helpful response was needed.
		From the survey identify specific actions/approach to improve response time	Clare Birtwistle	Q4 21/22	On-going – from the survey the council is undertaking a wider piece of work on improving customer service. Senior officers in Operations and Planning have identified the need to improve the speed of their response and have recently put steps in place to improve this. Officers across the council have also recently undertaken annual customer service training.
A8	Review the scrutiny function to ensure it has maximum impact. This includes how it holds the Executive to account and its role in informing both policy development and providing service performance challenge.	Ensure all new strategies are considered by the Overview & Scrutiny Committee at an early stage to enable identification of strategic priorities for the strategy to be developed appropriately	Relevant Head of Service	On-going	Completed (and on-going) - in February, a meeting of the Group Leaders agreed strategies will now be considered by O&S at an early stage to shape priorities and content. The discussion of the priorities for a new housing strategy at O&S in July provided Scrutiny with a stronger role in informing policy development.
		Assign new CMT lead to support Overview & Scrutiny	Mandy Lewis	Q4 21/22	Completed – the Director of Economic Development was assigned as a new CMT lead to better support scrutiny in February.
		Undertake development work with Overview & Scrutiny members to enable clearer focus on strategic issues to support strategy development	Mandy Lewis & Clare Law	On-going	Completed (and on-going) - in February, a meeting of the Group Leaders agreed a number of specific actions to further improve the Overview & Scrutiny function: <ul style="list-style-type: none"> <li>• Undertake additional development activities</li> <li>• Strategies will now be considered by O&amp;S at an early stage to shape priorities and content</li> </ul>

					<ul style="list-style-type: none"> <li>• Focus the O&amp;S work plan on a smaller number of issues</li> <li>• The O&amp;S Chair will provide verbal feedback to each Cabinet meeting</li> <li>• Proper forward planning will be undertaken at the end of each O&amp;S meeting to identify key issues the agenda items should address</li> </ul> <p>This is a work in progress, but these activities are all now taking place.</p>
		Quarterly performance reports are scheduled at Cabinet meetings alongside financial monitoring reports	Cabinet/CMT	Q4 21/22	Completed – this is now taking place.
A9	Develop a strategic communications plan including how the Council can make best use of social media channels to engage audiences and promote the work of the Council.	Agree annually four quarterly comms campaigns	Viva PR	Q1 each year	Completed – in Q4 the campaign focused on fly-tipping. In Q1 the campaign focused on the City Valley Rail Link. The council won a regional PRCA award for one of its 2021 quarterly campaigns: the Rossendale Forest.
		Reflect council successes in staff engagement/comms more consistently	CMT	Q3 21/22	Completed – staff engagement sessions have been used to communicate back progress. Staff awards were undertaken in December and May, rewarding individual and team achievement. A ‘Key Achievements’ video was produced in Q4 featuring staff. An Annual Report 21/22 was produced and published communicating council achievement.
		Produce the annual ‘Key Achievements’ video	Kaya Payne	Q4 21/22	Completed – a ‘Key Achievements’ video was produced in Q4 featuring staff.
		Publicise more ‘good news’ stories to the public on an ongoing basis including social	Viva PR	On-going	Completed (and on-going) – the number of social media posts on achievements has improved with the officer leading on social

		media			media pro-actively approaching services for at least 1 story per week.
<b>B. TACKLING CLIMATE CHANGE</b>					
B1	Strengthen climate change leadership at all levels of the organisation.	Integrate climate change actions/responsibilities into new job descriptions where relevant	Kelly Forrest and all managers	Q4 21/22	Completed – objectives have been refreshed in job descriptions for key roles especially within Operations, this included the Head of Operations.
		Embed climate change objectives within appraisal objectives for key officers starting in 2022/23	All managers	Q1 22/23	Completed - specific objectives have been included in more staff's objectives, from Director, down to frontline staff.
		Include climate change heading on the committee report template	Carolyn Sharples	Q4 21/22	Completed - as the council does not intend to commission a carbon assessment for each piece of work it completes, we have decided to include commentary on carbon impact as part of the 'policy considerations' section of our committee reports. Officers can then comment on the carbon implications if it is relevant to the report item.
		Introduce climate change champions in each service area	CMT	Q4 21/22	Completed - the different departments of the council have been meeting up on a bi-monthly basis, which includes a mixture of officers and Elected Members. The Director of Communities leads the agenda and an annual update is provided to full Council and Corporate Management Team. This enables Climate Change to be a shared and integrated issue that involves everyone. The smaller Climate Change Action Plan meeting also occurs monthly between the Climate Change team, the Director and the Councillors involved within climate change. This ensures that key staff and Councillors

					are driving the agenda.
		Following each carbon audit, clear targets for projects and the programme will be set	Adam Allen	Q3 22/23	This is being picked up in Q3.
B2	Ensure climate action initiatives are co-designed and co-created working alongside local communities.	Build on the existing climate emergency network (of community members, a headteacher and pupils) to build a wider virtual network online	Adam Allen	Q2 22/23	Completed (and on-going) - the council launched a Climate Network on Facebook. This is a progression from the climate change network that has been in place for 18 months. The Facebook page allows a wider range and much higher number of people to be involved in sharing their own initiatives and allowing people to input into schemes developed by other groups. The council also established a joint post with Valley Heritage to develop our community renewable energy project.

### C. BEING A COMMERCIAL COUNCIL

C1	Agree what developing a commercial approach means for the Council in the short, medium and longer term.	Produce a clear statement on the council's commercial approach as part of the MTFS each year	Neil Shaw & Karen Spencer	Q4 each year	Not completed - the council has not progressed this recommendation yet. During the development of the MTFS in November to January, a number of discussions were undertaken on the management team about developing some text which explained more clearly the council's approach. In reality, the council's approach has been more pragmatic and opportunistic. We keep this continually under review and are still progressing the asset review. However, we have agreed that we will not become a more commercial council for the sake of it, seeking out commercial investment, for example in
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					property, like some authorities have done in recent years.
		Review fees and charges annually including statistical neighbours and East Lancs authorities	Karen Spencer	Q4 each year	Completed – the review of fees/charges for 22/23 included a comparison against Lancashire councils and this informed the increase in charges overall.
		Undertake commercialisation training for middle managers based on the LGA development offer	Clare Law	Q2 22/23	Not completed – this has been paused as we have prioritised other training on cyber protection, equalities and business continuity.
		Run ‘Dragons Den’ activity with middle managers to identify income generation business ideas	Adam Allen	Q2 22/23	Completed (and on-going) – the first part of this has been completed at a June Middle Managers Development Session. Managers ideas will be developed and shortlisted at the September meeting
C2	The Council should accelerate the property asset review.	Review Property Officer fixed term roles using ‘invest to save’ principles	Lucie Greenwood	Q4 21/22	Not completed – the Economic Development Director is undertaking an examination of the whole ED structure and team roles
		Model the income generation opportunities for developing out Plots 3 and 4 at Futures Park	Mandy Lewis	Q1 22/23	Not completed – no proposals have been brought forward to develop these plots and the ED team have prioritised developing the Levelling Up bid which is large in scale for a small team

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<b>Report to:</b>	Cabinet	<b>Date:</b>	7 <sup>th</sup> September 2022	
<b>Report of:</b>	Chief Finance Officer	<b>Portfolio Holder:</b>	Resources	
<b>Key Decision:</b>	<input type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception	<input type="checkbox"/>	Special Urgency <input type="checkbox"/>
<b>Equality Impact Assessment:</b>	Required:	No	Attached:	No
<b>Biodiversity Impact Assessment:</b>	Required:	No	Attached:	No
<b>Contact Officer:</b>	Karen Spencer	<b>Telephone:</b>	01706 252409	
<b>Email:</b>	karens pencer@rossendalebc.gov.uk			

## 1. RECOMMENDATION

1.1 That Cabinet note the contents of the Q1 2022/23 financial monitoring report.

## 2. EXECUTIVE SUMMARY

- This report provides an estimate of the Council's General Fund 2022/23 Revenue outturn, Collection Fund performance and Capital outturn for the year ended 31 March 2023, based on performance at Q1 2022/23.
- The Council is seeing an increasing financial pressure driven by the rapidly rising levels of inflation.
- The current economic climate is having a significant impact on the Council's financial performance. The full year impact is predicted to result in an adverse variance of £1,063.8k on the General Fund when compared to the original budget of £8,991k.

## 3. BACKGROUND

3.2 The 2022/23 MTFS set a balanced Budget for the year based on the assumptions made at that time. The current rise in inflation rates, high vehicle fuel costs and increasing utility costs are making it impossible to achieve the original budget forecast.

3.2 It is still early in the financial year and work will continue over the coming months to monitor and forecast the costs and any savings associated with the current economic issues and any other emerging budget pressures.

## 4. DETAILS

### REVENUE

4.1 This first monitoring report of the year 2022/23 is forecasting an adverse variance of £1,063.8k when compared to an original budget of £8,991k. It is proposed that this adverse variance will be met from the transitional reserve.

4.2 The most notable variances at are:

- Staff cost savings are estimated to be £137.7k to the year-end position, this is £87.7k short of the vacancy savings target of £225k. However the estimates currently assume a 2.5% pay award, the actual pay award has not yet been finalised. The unions are due to vote on the employers offer in September.

- Significant increases to fuel ‘pump prices’ continue to impact the Council, and in particular the cost of its Operational fleet vehicles (Refuse Collection, Parks). Economic commentary (page 28) acknowledges historically high fuel prices with the indicative outturn recording an adverse variance of £163k for vehicle fuel.
- An adverse outturn variance of c£77.7k is predicted in relation to income from commercial property rents, and £13.6k from market rents. These shortfalls are being attributed to the current economic climate.
- The £118.4k adverse variance within Finance includes an unbudgeted £55k charge from the External Auditors for additional works required when auditing the 2016/17 and 2017/18 Statement of Accounts. Also the Council has incurred additional bank charges of c£40k due to the increase in volume of individuals using the Council’s electronic payment system. The remainder is due to costs for the interim cover of vacant posts within the finance team.
- In 2022/23 the Council has a total budget for Empty Homes related expenditure in the sum of £800k. This budget is split £300k (Revenue funding) and £500k (Capital funding.) At Q1 the predicted outturn is an adverse variance on the revenue account of £600k. This is largely due to recognition of the additional revenue resources required to support the ongoing legal work of the Council and defence of the Empty Homes claim. This includes provision for future Barrister costs and administrative work of the Project Officer. The Council is also liable for council tax costs where properties within the scheme are without tenants. It is anticipated that the capital costs will be c£200k which is £300k below budget.

4.3 Full details and explanations are included in Appendix 1.

### **CAPITAL**

4.4 The useable Capital Receipts brought forward at 1st April 2022 totalled £2,975k. However the impact of the significant amendments to the 2017/18 audited accounts regarding capital receipts is still to be fully integrated into current year figures. This is currently being reviewed.

4.5 The value of the budgeted capital scheme expenditure for 2022/23 was £5,082k to which £3,802k slippage was added. An additional £45k has been allocated for the Marl Pits Running Track, and an additional £160k for DFGs. The estimated in year expenditure is now £9,089k with an indicative outturn of £6,648k.

4.6 Anticipated slippage into 2023/24 is estimated at £2,441k.

### **TREASURY**

4.7 The council’s bank resources continue to be higher than normal due to the level of Covid related Government grants held over from 2021/22, including significant sums not yet returned to Government as part of the agreed reconciliation conditions. The uncertainty around income, the timing of repayment to Government of unspent grant, and depressed interest rate levels on offer from approved counterparties despite recent increases in Bank Rate, has lead to the Council revising its investment strategy to balance instant access accounts with shorterterm ‘fixed’ deposit facilities, to increase investment return within the scope of the approved Treasury Management Strategy.

4.8 Details are included in Appendix 1.

## **COLLECTION FUND**

4.9 Council Tax collection statistics have not yet returned to pre-pandemic levels. Whilst Business Rates collection performance appears to have returned to pre-pandemic levels, the reliefs awarded are masking the true position. Early indications are that the Council Tax collection fund will return a surplus whilst the Business rates fund will see a deficit

4.10 Details are included in Appendix 1.

## **EARMARKED RESERVES**

4.11 The total cash-backed earmarked reserves brought forward at 1st April 2022 were £14,128k. The Earmarked Reserves closing balance at the 31 March 2023 are estimated to be £7,683k. However based on current plans and forecast commitments at the time of this report, earmarked reserves are anticipated to reduce to £4,390.2k over the life of the MTFS by March 2026.

## **5. RISK**

All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

- The cost of the 2022/23 pay award is anticipated to exceed the 2.5% included with in the budget. The unions are due to vote on the employers offer in September.
- Goods and services are becoming more expensive to buy. General inflationary increases are being experienced across all contracts that are linked directly to RPI and CPI. Vehicle fuel and utility costs have increased significantly since the budget was set in February 2022. Rising inflation and interest rates are also impacting on the capital programme. On average vehicle replacement costs are running c20% over and above the estimates included in the capital programme. Rising inflation is also having an impact on the construction industry - pushing up costs, increasing tender prices.
- Financial monitoring of General Fund service departments focuses on the key risk areas of employee costs, income, implementation of agreed budget savings, emerging issues (eg inflationary pressures and rising living costs) and opportunities and in particular service department net expenditure.
- Budget setting for future years is now treated as an integral part of financial monitoring during the current year and the impact of variances being reported here will be considered by officers when preparing the detailed 2023/24 budgets.
- The council must explore ways of bridging its forecast annual funding gap. Amongst other things this may include becoming more commercially aware, aiming to grow its resources alongside the challenges to its cost base.
- If the level of Council Tax support claims increase as a result of the current economic climate or the level of Council Tax bad debt increases, this will have an adverse impact on the income the Council receives.
- The planned financial reform and Fair Funding review will not be implemented from 2023/24, as it is only due to have initial consultation towards the end of the year. Therefore Government funding beyond 2022/23 is not known. This continued uncertainty makes it impossible to prepare any accurate future financial plans.



## 6. CONCLUSIONS

- 6.1 Robust monitoring of the General Fund and MTFS is essential to control risks expressed in section 5 above and the Council continues to undertake this.
- 6.2 Despite a continued cost reduction programme, the on-going challenge remains for the Council to continue its savings agenda in order to help realise its medium term saving and targets. Members, collectively, continue to face difficult choices in order to balance expenditure with available resources over the medium term. The Council must remain focused on delivering further efficiencies. However, the increase in energy costs, vehicle fuel costs, the rising inflation rate which is affecting contract costs and the impending pay award, which is expected to be above the estimate included within the MTFS, is making this more difficult.
- 6.3 The Final Local Government Finance settlement was announced on 7 February 2022 and is a single year settlement for 2022/23 only. The settlement included the continuation of the Lower Tier Services grant and New Homes Bonus in to 2022/23 and the introduction of a new one off Service grant for 2022/23. Over the coming months the Department for Levelling Up, Housing and Communities is carrying out a review of council funding to ensure funding allocations for councils are based on an up-to-date assessment of their needs and resources, this will not be implemented for 2023/24. It is not yet known what impact the review will have on the Council's funding levels, however this poses a significant risk to the MTFS. The Government has stated that the financial settlement due be announced in the Autumn of 2023 will be a two year settlement for 2023/24 and 2024/25.

## 7. FINANCE

The financial implications are fully set out in Appendix 1.

## 8. LEGAL

Unless specifically commented upon within the report, there are no specific implications for consideration.

## 9. POLICY AND EQUALITIES IMPLICATIONS

There are no specific implications for consideration. Staffing issues have been discussed with colleagues in the People & Policy team.

## 10. REASON FOR DECISION

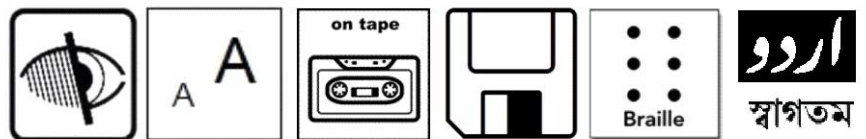
Cabinet are recommended to note the Q1 monitoring report.

<b>Background Papers</b>	
<b>Document</b>	<b>Place of Inspection</b>
Service monitoring statements.	Financial Services.
2022/23 Corporate Priorities, Budget, Council Tax and The Medium Term Financial Strategy.	RBC website - Full Council 23/02/2022

# Financial Monitoring Report

**2022/23 as at end of June 2022**

*Including a Glossary of terms on page 43*



## Monthly Financial Monitoring Report 2022/23 Q1 June 2022

### General Fund Revenue Operations – pages 6 to 21

The current economic climate is having a significant impact on the Council's financial performance in Q1. The full year impact is predicted to result in an adverse variance of £1,063.8k on the General Fund when compared to the original budget of £8,991k. The significant budget variations are listed 6.

### Earmarked Revenue Reserves – page 22 to 24

The total cash-backed Earmarked Reserves brought forward at 1<sup>st</sup> April 2022 were £14,127.9k.

The opening balance on the Transitional Reserve was £2,458k, to which £132k of New Homes Bonus grant is to be added. This funding will be released in full as budgeted, to fund 2022/23 Net Service costs. Similarly, the Council has received £98k of Lower Tier Services Grant and £150k Services Grant as part of the 2022/23 Local Government Finance Settlement, and this too will be used to fund Net Service costs.

As reported previously due to the complexities of the Collection Fund accounting regime, the Business Rates Retention Reserve holds a significant sum brought forward (£5,213.8k). This balance includes compensation received in 2020/21 required to fund future years' deficits on the Collection Fund owing to the pandemic, with amounts being released over the subsequent three years to ease the cashflow burden, as agreed by changes to legislation ('spreading the deficit').

The approved budget for 2022/23 also includes transfer to the Business Rates Retention Reserve of Section 31 Grant compensation for eligible reliefs afforded to qualifying business, received in year. This is estimated at £1,460k as per the Council's original submission to Government in January 2022. The Council also intends to contribute its receipt for renewable energy in the sum of £183k. The intention is to transfer Section 31 grant receipts to the Transitional Budgetary Support Reserve at financial year-end, before releasing the £1,063.8k to fund the anticipated general fund deficit.

As at 1 April 2022 £808.7k of unutilised balances of Covid related funding remain in the Response & Recovery reserve to meet the ongoing impact and commitments resulting from the pandemic falling into 2022/23. It must be noted that £445k of this balance is ringfenced for specific items of Covid related expenditure and will be repayable if not spent.

The indicative closing balance of earmarked reserves at the 31<sup>st</sup> March 2022, excluding sums specifically ring-fenced to fund future deficits on the Collection Fund is estimated at £7,683.9k. Based on current plans and forecast commitments at the time of this report, earmarked reserves are anticipated to reduce to £4,390.2k over the life of the MTFS by March 2026.

### Government Grants Unapplied – page 25

The opening value of Government Grants Unapplied at the 1<sup>st</sup> April 2022 was £2,283k, including £2,221k of Disabled Facilities Grant carried forward into 2022/23 which relates to previous years' slippage. The original allocation of Better Care funding for DFGs for 2022/23 is £1,160k, giving total DFG resources available of £3,381k.

### Staff Monitoring – page 26

The table on page 26 shows the forecast staffing variances for the year based on quarter 1 actuals. The forecast for the year is currently £137.7k. This is an £87.7k shortfall on the 2022/23 budget of £225k (£200k vacancy savings and £25k leave purchase), however we are still in the early part of the financial year. It must be noted that current forecasts assume a 2022/23 pay award of 2.5%, the actual is likely to be much higher than this figure, but has not yet been finalised.

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### Treasury & Cash Management - page 26 to 30

At the end of June, the bank balances were £14.7k. These resources continue to be higher than normal due to the level of Covid related Government grants received and held over from 2020/21, including significant sums not yet returned to Government as part of the agreed reconciliation conditions. Due to the pandemic and despite recent Bank of England base rate increases, banking institutions continue to maintain interest rates at low levels. With the uncertainty around income, the timing of Government to request repayment of unspent grant and depressed interest rate levels on offer from approved counterparties (despite the said recent base rate increases), Council officers have retained funds in lower yielding instant access/liquid accounts. However due to the very low rates available from banking institutions the Council has revised its investment strategy to balance instant access accounts with shorter-term 'fixed' deposit facilities, to increase investment return within the scope of the approved Treasury Management Strategy. Fixed deposits are being made with high quality counterparties (Central Government, Local Authorities) where risk is considered low and returns are more closely linked to movement in the prevailing Bank Rate. Interest income is currently expected to exceed the budget for the year by £5k.

The provision for doubtful debt at the 1st of April 2022 was £380.6k, plus a further £5.4k set aside for licensing debt, against £481k of doubtful debts. The level of cover for sums outstanding and that risk going unpaid is considered adequate at this time (c84% cover) with no further movement proposed. However given the 'Cost of Living Crisis' dominating the headlines, this position will be kept under review.

### Capital Receipts – page 31

The useable Capital Receipts brought forward at 1<sup>st</sup> April 2022 totalled £2,975k. However the impact of the significant amendments to the 2017/18 audited accounts regarding capital receipts is still to be fully integrated into current year figures. This is currently being reviewed.

The total value of Capital Grants receivable in the financial year 2022/23 is £1,983k. As all figures are indicative at this point in the reporting cycle, work continues to determine the most effective method of funding the Council's Capital Programme.

On current assumptions, the Capital Receipts Reserve is expected to total £2,337k at the year end 2022/23, reflecting the most cost effective method of financing the Council's future Capital Programme. Whilst this is considered to be the most cost effective method of financing, it is acknowledged that capital resources remain earmarked to support projects in Whitworth (£100k), and Haslingden (£236k).

### Capital Programme and Funding – page 31 to 37

The original Capital Programme for 2022/23 is £5,082k, including an estimate of £1,000k for DFGs and £977k for replacement operational vehicles. The slippage from 2021/22 was £3,802k, the bulk relating to DFGs. An additional £45k has been allocated for the Marl Pits Running Track, and an additional £160k for DFG. The actual DFG allocation for 2022/23 is £1,160k. The revised capital programme for 2022/23 is £9,089k.

The indicative capital outturn at 31<sup>st</sup> March 2023 is spend in the sum of £6,648k. Slippage (budget carry forward) into 2023/24 is estimated at £2,441k. It is likely that these figures will need to be revised later in the financial year.

### Collection Fund 2021/22 (Council Tax & NNDR) - page 38 to 40

**Council Tax** collection levels are recovering. However, they are still not back to pre-pandemic levels. Business rate collection appears to have returned to typical levels experienced pre-Covid, however there have been two major appeals which have distorted the figures.

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## Monthly Financial Monitoring Report 2022/23 Q1 June 2022

The Council Tax account is predicting an early surplus of £183k for Rossendale.

The **business rates** collection fund is predicting a deficit of £496k in 2022/23, the Council's share of the deficit is £198k. This is largely due to two successful business rates appeals. The Council has a Business Rate Retention Reserve to provide for any peaks and troughs in business rate income, therefore this deficit will be charged to the reserve. The reserve also contains funds from Government to cover the additional reliefs granted to business during Covid. Due to the complicated accounting process for business rates these funds will be released from the reserve into the collection fund over the next two years.

Although it is anticipated the Council will suffer a collection fund loss, a pooling gain of 480k is estimated. The February 2022 MTFS included a pooling gain contribution of £390k, therefore if the current forecast remains at year end, it will result in a £90k surplus against that income budget, thus contributing towards alleviating pressure on the MTFS.

### Covid 19 – page 41 to 42

The Council has received various Covid related grants throughout the year and these have been itemised on page 41. Some of these grants are ring-fenced and any underspend will be recovered by the originating body at the end of the scheme. For business grants the Council is acting as an agent for the Government and any balances at the end of the schemes have to be repaid. All original schemes are currently closed, with repayment of net balances to Government to be made good by mid July 2022 (c£2.4m).

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## Monthly Financial Monitoring Report 2022/23 Q1 June 2022

### General Fund Summary - Period 3 (Quarter 1)

Service Area	2022/23 App Budget £000	2022/23 Forecast £000	2022/23 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr1 (Adv)/Fav £000
<b>Communities Directorate</b>					
Customer Services and E-Government	1,333.5	1,373	(39.8)		(39.8)
Operational Functions	1,901.1	2,093	(192.2)		(192.2)
Parks and Cemeteries	662.5	751	32.0		32.0
Public Protection Unit	183.7	178	5.5		5.5
Environmental Health	177.6	176	1.5		1.5
Licensing & Enforcement	73.3	101	(27.6)		(27.6)
Communities Team	132.8	121	(2.7)		(2.7)
<b>Economic Development Directorate</b>					
Planning Services	310.3	290	20.1		20.1
Building Control Services	31.3	7	24.3		24.3
Regeneration	213.6	224	(10.6)		(10.6)
Property Services	306.1	473	(166.6)		(166.6)
Housing	160.0	166	(5.6)		(5.6)
<b>Corporate Management Directorate</b>					
Corporate Management	471.4	456.5	14.9		14.9
Legal Services	180.4	177.1	3.3		3.3
Local Land Charges	(17.7)	(16.4)	(1.3)		(1.3)
Democratic Services	555.0	553.0	1.9		1.9
Financial Services	584.9	703.3	(118.4)		(118.4)
People and Policy	686.2	679.6	6.6		6.6
Non Distributed Costs	132.2	133.4	(1.3)		(1.3)
Capital Financing and Interest	668.6	663.6	5.0		5.0
Leisure Services	(55.1)	(42.3)	(12.8)		(12.8)
Empty Homes Scheme	300.0	900	(600.0)		(600.0)
<b>TOTAL Service Cost</b>	<b>8,991.68</b>	<b>10,161.02</b>	<b>(1,063.8)</b>	-	<b>(1,063.8)</b>
<b>LESS Use of Earmarked Reserves</b>					
Retained Business Rates	(2,180.0)	(2,180.0)	-	-	-
Business Rates Reserve	(390.0)	(390.0)	-	-	-
Lower Tier Services Grant	(98.0)	(98.0)	-	-	-
Services Grant	(150.0)	(150.0)	-	-	-
Transitional Budgetary Reserve	(56.0)	(56.0)	(1,063.8)	-	1,063.8
<b>LESS Use of New Homes Bonus Grant</b>	<b>(132.0)</b>	<b>(132.0)</b>	-	-	-
<b>Net Service Cost</b>	<b>5,985.7</b>	<b>7,155.0</b>	<b>0.0</b>	-	<b>(1,063.8)</b>

The draft outturn position at Q1 2022/23 shows an adverse variance of £1,063.8k. This adverse outturn position will need to be funded from the Transitional reserve.

The main variances are shown in the table below: -

- Staff cost savings are estimated to be £137.7k to the year-end position, this is £87.7k short of the vacancy savings target of £225k. However the estimates currently assume a 2.5% pay award, the actual pay award has not yet been finalised.
- Significant increases to fuel 'pump prices' continue to impact the Council, and in particular the cost of its Operational fleet vehicles (Refuse Collection, Parks). Economic commentary (page 28) acknowledges historically high fuel prices with the indicative outturn recording an adverse variance of £163k for vehicle fuel.
- The adverse variance of £27.6k in Licencing and Enforcement relates to a currently unbudgeted post.

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- An adverse outturn variance of c£77.7k is predicted in relation to income from commercial property rents, and £13.6k from market rents. These shortfalls are being attributed to the current economic climate.
- The £118.4k adverse variance within Finance includes an unbudgeted £55k charge from the External Auditors for additional works required when auditing the 2016/17 and 2017/18 Statement of Accounts. Also the Council has incurred additional bank charges of c£40k due to the increase in volume of individuals using the Council's electronic payment system. The remainder is due to costs for the interim cover of vacant posts within the finance team.
- In 2022/23 the Council has a total budget for Empty Homes related expenditure in the sum of £800k. This budget is split £300k (Revenue funding) and £500k (Capital funding.) At Q1 the predicted outturn is an adverse variance on the revenue account of £600k. This is largely due to recognition of the additional revenue resources required to support the ongoing legal work of the Council and defence of the Empty Homes claim. This includes provision for future Barrister costs and administrative work of the Project Officer. The Council is also liable for council tax costs where properties within the scheme are without tenants.

### Target Efficiency Savings 2022/23

The Council agreed, as part of the 2021/22 and 2022/23 Budget processes, a number of Efficiency Targets, including an increase to published fees and charges.

Whilst the indicative outturn position noted above requires a contribution from reserves to balance the 2022/23 budget, the table below summarises efficiency performance against the individual budget headings.

A simple RAG status (Red, Amber, Green) has been used. Additional commentary is also provided and these areas of performance are considered in more detail in the main body of the report:

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Budget Proposals (Net Efficiency Targets)	2022-23 £'000	Commentary at Q1
Trade Waste net increased income	(20)	At Q1 generated an extra £8.6k
Increased Taxi Licence Fees (Subject to Taxi Licencing Committee Approval)	(11)	Fee increases were approved therefore this target should be achieved.
Supplementary Planning Service	(5)	This is not currently being achieved
Garden Waste: Increased Subscriptions	(10)	At Q1 400 customers have not yet renewed causing an adverse variance of £13k
Fees and charges: annual increase in line with inflation	(8)	Approved - included in 2022/23 Estimates
Increased Investment Property Rental Income	(35)	Due to the current economic climate it is unlikely the increased income targets will be met.
Refuse Bins - replace with Revenue with Capital Reverse - Household Bin cleaning	(50)	Transferred Budget to Capital
Additional revenue requirement arising from the Digital Strategy	5	Approved - included in 2022/23 Estimates
Additional revenue requirement as a result of transferring vehicle fleet from diesel to hydro treated vegetable oil	41	Approved - included in 2022/23 Estimates
Extension to Rossendale Works (agreed Cabinet Oct 2021)	60	Approved - included in 2022/23 Estimates. However, pump price impact having negative impact on forecast spend in year. Estimated overspend at Q1 £163k.
Make permanent the Operations Supervisor & Education Officer posts - currently due to end 31/03/2021	30	Approved - included in 2022/23 Estimates
Contribution towards developing the Lancashire County Deal	67	Approved - included in 2022/23 Estimates
	20	Approved - included in 2022/23 Estimates
<b>Total Efficiency Targets</b>	<b>84</b>	

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Annual Variances	Q1	Q2	Q3	Q4	Total	
	Fav/(Adv)	Fav/(Adv)	Fav/(Adv)	Fav/(Adv)	Fav/(Adv)	
<b>Communities Directorate</b>						
<b>Customer Services and e-Government</b>						
Housing Benefits subsidy and admin grant	(13.0)				(13.0)	
Housing Benefit Local Council Tax support grant	0.1				0.1	
Central IT Costs	(26.9)				(26.9)	
Other minor variances	(0.0)				(0.0)	(39.8)
<b>Operational Functions and Communities</b>						
Staff costs (including agency and overtime)	60.2				60.2	
Fuel, Vehicle Maint and Hire	(176.0)				(176.0)	
Parks & Open Spaces	(43.0)				(43.0)	
Street sweep running costs	(8.2)				(8.2)	
Garden Waste Income Less Costs	(16.0)				(16.0)	
Extra Costs within Refuse	(16.8)				(16.8)	
Trade Waste & Bulks Net income	8.6				8.6	
Public Realm Funding	38.0				38.0	
Weed killing	(7.0)				(7.0)	
Other minor variances	(2.7)				(2.7)	(162.9)
<b>Env'tal Health, PPU, Licensing and Enforcement</b>						
Staff costs	(24.1)				(24.1)	
Dog Service Cost Savings	4.3				4.3	
Other minor variances	(0.7)				(0.7)	(20.5)
<b>Economic Development</b>						
Staff costs (net of grant & fee income)	116.4				116.4	
ED Direct Costs	(2.7)				(2.7)	
Market Income	(13.6)				(13.6)	
Housing	(5.7)				(5.7)	
Planning Agency fees - staff cover	(33.1)				(33.1)	
Planning Consultancy Professional fees	(32.1)				(32.1)	
Planning Application Fee Income	14.1				14.1	
Planning Pre-apps	(19.6)				(19.6)	
Building Control Fee Income	8.8				8.8	
Property Running costs	(109.6)				(109.6)	
Business Rates	19.0				19.0	
Spinning Point bus station	1.8				1.8	
Estates Income (Excluding Town Hall, Futures Park)	(43.8)				(43.8)	
Futures Park Plot 1 & 5	(21.0)				(21.0)	
Business Centre rentals	(16.3)				(16.3)	
Other minor variances	(1.1)				(1.1)	(138.5)
<b>Corporate Management</b>						
Staff costs	2.5				2.5	
Election, Democratic Services and Member costs	(3.4)				(3.4)	
Internal and External Audit - Finance	(55.0)				(55.0)	
Leisure Services	(12.8)				(12.8)	
Bank & Cash Collection Charges	(39.3)				(39.3)	
Empty Homes	(600.0)				(600.0)	
Other minor variances	2.2				2.2	(705.8)
<b>Non-Distributed Costs &amp; Capital Financing</b>						
Historical pension commitments					-	
Interest	5.0				5.0	
Increase provision for Doubtful Debts					-	
MMI Costs					-	
MRP Savings					-	
Other minor variances	(1.3)				(1.3)	3.7
<b>Favourable/(adverse) variance</b>	<b>(1,063.9)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>(1,063.9)</b>	<b>(1,063.9)</b>

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Customer Services & ICT	2022/23 Orig Budget £000	Virements Budget £000	2022/23 App Budget £000	2022/23 Forecast £000	2022/23 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr1 (Adv)/Fav £000
<b>Customer Services</b>							
Benefits Administration	(249.3)	(0.2)	(249.5)	(234.3)	(15.2)	-	(15.2)
Benefits Granted	(23.7)	-	(23.7)	(23.8)	0.1	-	0.1
Local Tax Collection	(378.6)	-	(378.6)	(377.0)	(1.7)	-	(1.7)
Revenues & Benefits Partnership	988.3	-	988.3	988.3	-	-	-
<b>Strategic Functions</b>							
Management and Support	78.5	-	78.5	78.2	0.3	-	0.3
Service Assurance Team	137.3	-	137.3	146.4	(9.1)	-	(9.1)
Central Telephones	5.6	-	5.6	6.1	(0.5)	-	(0.5)
Central Printing	3.9	-	3.9	8.9	(5.0)	-	(5.0)
<b>ICT Support</b>	<b>771.8</b>	-	<b>771.8</b>	<b>780.5</b>	<b>(8.7)</b>	-	<b>(8.7)</b>
<b>Total</b>	<b>1,333.7</b>	<b>(0.2)</b>	<b>1,333.5</b>	<b>1,373.3</b>	<b>(39.8)</b>	-	<b>(39.8)</b>

Key changes made during the period to the full year forecast	Variance Bfwd £000	Variance this Qtr £000	Full-Yr Forecast £000
<b>Benefits Admin</b>			
Staff			-
Housing Benefit administration grant			-
Housing Benefit Subsidy (net grant position)			-
Housing Benefit External Audit fee		(13.0)	(13.0)
Housing Benefit Local Council Tax support grant			-
Other minor variances		-	-
<b>Benefits Granted</b>			
Revenues & Benefits administration contract		0.1	0.1
<b>Local Tax Collection</b>			
Other minor variances		(1.7)	(1.7)
<b>Revenues &amp; Benefits Partnership</b>			
Partnership contracts		-	-
<b>Management and Support</b>			
IT - Introduction of GDPR			-
IT - external PSN testing & disaster recovery preparation			-
Other minor variances		0.3	0.3
<b>Service Assurance Team</b>			
SAT Team counter fraud work		(9.0)	(9.0)
SAT Team Grants received (incl Universal Credit)			-
SAT Team additional costs (incl Universal Credit) funded by grants			-
<b>ICT Support</b>			
Central IT Costs		(5.0)	(5.0)
Implementation costs for project and equipment purchases		(11.0)	(11.0)
<b>Telephones</b>			
Other minor variances		(0.5)	(0.5)
<b>TOTAL</b>	-	<b>(39.8)</b>	<b>(39.8)</b>

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## Customer Service & ICT Highlight Report – Q1 (end June 2022)

### Historic Issues

- None.

### Current Quarter's Issues

At Q1 the forecast variance is £39.8k adverse, the main changes being: -

- Housing Benefit Audit costs are anticipated to exceed budget by an additional 13k, so £21k for the year, based on information received from the Council's External Auditor. The Housing Benefit audit is outside the scope of the 'core' audit work, which is subject to fee approval via Public Sector Appointments (PSAA) Ltd; Housing Benefit audit work is subject to separate agreement.
- In terms of business rates, the renewable energy income and budgeted S31 grants will be transferred into the Retained Business Rates Earmarked Reserve as per the original budget assumptions.
- At the end of Q1 the total value of computer equipment purchase and implementation costs has exceeded budget by £11k. A full review of these costs will be carried out in Q2 to review for any items of a capital nature.
- The Service Assurance Team has incurred additional costs for professional fees relating to inform CPI costs for rates reviews carried out.
- A full review of IT professional subscriptions and licences will be carried out in Q2 to review for any potential overspends in this area.

### Future Issues

- The Council's contract with Capita includes annual indexation increases linked to the higher of CPI or AWE. In light of the current economic situation and anticipated CPI rates this will have a significant impact for 2023/24.

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## Communities Directorate

Period 3 (June)

Operations & Communities	2022/23 Orig Budget £000	Virements Budget £000	2022/23 App Budget £000	2022/23 Forecast £000	2022/23 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr1 (Adv)/Fav £000
<b>Operational Functions</b>							
Operations Admin & Vehicle Maintenance	348.7	-	348.7	405.3	(56.6)		(56.6)
Refuse & Recycling	1,190.8	-	1,190.8	1,377.7	(186.8)		(186.8)
Street Sweeping	361.5	-	361.5	310.3	51.2		51.2
<b>Parks &amp; Cemeteries</b>							
Parks & Open Spaces	894.1	-	894.1	862.4	31.7		31.7
Cemeteries	(231.6)	-	(231.6)	(231.9)	0.3		0.3
<b>Communities Team</b>							
Area Forums	144.8	(27.0)	117.8	120.6	(2.7)	-	(2.7)
	15.0		15.0	15.0	-		-
<b>Total</b>	<b>2,723.4</b>	<b>(27.0)</b>	<b>2,696.4</b>	<b>2,859.3</b>	<b>(162.9)</b>	<b>-</b>	<b>(162.9)</b>

Key changes made during the period to the full year forecast	Variance Bfwd £000	Variance this Qtr £000	Full-Yr Forecast £000
<b>Operations Admin &amp; Vehicle Maintenance</b>			
Operations Efficiency Saving on Henrietta Street		(65.2)	(65.2)
Fleet Management Vacancy and Agency		25.0	25.0
Henrietta Street - Recruitment Costs		(13.6)	(13.6)
Office and Computer Equipment		(3.0)	(3.0)
Henrietta Street - Public Realm Income		3.0	3.0
Vehicle Maintenance (including tyres/ parts)			-
Fleet Running Costs MOTs			-
Fleet - extra fuel costs		(163.0)	(163.0)
<b>Refuse &amp; Recycling</b>			
Refuse Salaries and Agency		14.7	14.7
General Garden Waste Expenditure		(3.0)	(3.0)
Garden Waste under achieved income		(13.0)	(13.0)
Bin Repairs and Litter Bins			-
Refuse Fleet - Tyres		(13.0)	(13.0)
Trade Waste - Tipping Fees			-
Trade Waste - income		8.6	8.6
<b>Street Sweeping</b>			
Street Sweeping Salaries and Agency		58.5	58.5
Street Sweep Plant Insurance		(1.2)	(1.2)
Street Sweep Tools and PPE		(7.0)	(7.0)
Weed Killing		(7.0)	(7.0)
Street Sweep Public Realm		7.0	7.0
<b>Parks &amp; Open Spaces</b>			
Parks Salary Variances (Including temporary gardeners)		44.7	44.7
Parks Extra Costs		(43.0)	(43.0)
Parks & Open Spaces S106 and Other Contributions Public Realm		28.0	28.0
<b>Cemeteries</b>			
Cemeteries Repairs			-
Cemetery Income & Internment Fees			-
<b>Other Variances</b>			
Overtime Budgets (net all areas)		(17.5)	(17.5)
Communities Pay Inflation		(2.7)	(2.7)
Other Variances		(0.2)	(0.2)
<b>TOTAL</b>	<b>-</b>	<b>(162.9)</b>	<b>(162.9)</b>

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# Monthly Financial Monitoring Report 2022/23 Q1 June 2022

## Operations Highlight Report – Q1 - 30<sup>th</sup> June 22

### Historic Issues

The approved Capital Vehicle Replacement Programme is in progress for 2022/23. However, there are longer than normal lead times for vehicles being delivered. There continues to be the need to use Agency to help support the Refuse Team and Fuel Costs are at an all-time high which is the primary reason for the overspend forecasted at Q1.

### Current Quarter Issues

At the end of Q1, overall Operations and Communities are forecasting an adverse variance of £162.9k. The majority of this is due to the increase in vehicle fuel costs (c£163k). This in turn means that the efficiency saving set is unachievable of £67k. There are several other budget variances. Extra income has been negotiated from Lancashire County Council, for the Public Realm Works carried out by the Council on their behalf, of approximately £38k

### Henrietta Street

Have incurred additional unbudgeted expenditure for recruitment costs of £13.6k, this cost centre also hosts the efficiency saving target £67k.

### Fleet

Currently have a member of staff down which in the short term will be covered by Agency staff.

### Refuse

Within Refuse there has been a fall in the Garden Waste Service Subscription due to approximately 400 customers not yet renewing their subscription, causing a shortfall of £13k in income at Q1. The Direct Costs associated with Refuse have seen increased prices for resources resulting in a slight overspend of £4.6k. During Q1 there have been some staff movements and one leaver generating a vacancy. At the end of Q1 the staffing position on Refuse remains within the budget. Trade Waste is expecting to overachieve their income target by around £8.6k. Due to the rise in Fuel prices, including the extra higher cost for HVO it is anticipated that Fuel will overspend by around £163k. The price of other resources has also risen with expenditure on tyres anticipated to c£13k over budget.

### Street Sweep

Currently has 3 vacant posts which includes one member of staff being seconded to Parks. This has generated a staffing saving of £58.5k. There continues to be a budget pressure on the Weedkilling and Whitworth Caretaker Service of £7k. Street Sweep will benefit by £7k increased income due to the re-negotiated contribution from LCC for the Public Realm Service. Vehicle Plant Insurance has exceeded the budget due to inflation by £1.2k.

### Parks

Parks have staffing savings of £44.7k due to a vacancy which has arisen in Q1 and a member of staff currently on reduced hours. Direct costs on Parks are overspent by £15k due to extra costs for external contractors, litter bins and hire. Extra Income for Public Realm Work will benefit Parks by £28k.

Parks Vehicles have cost pressures exceeding the budget by £16k due to prices increases on tyres and hire.

Direct Costs for the Playing Fields have too seen inflationary increases exceeding the budget by £2k.

Park Playgrounds have incurred general repairs of £5k and extra costs for insurance of £5k but this is offset by additional income that has been contributed of £5k.

### Cemeteries

Income contributions at Q1 are within budget.

### The Future

Operations are working with LCC to identify potential sites to develop a transfer station. This will assist in driving through efficiencies in the refuse collection operation.

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## Monthly Financial Monitoring Report 2022/23 Q1 June 2022

### Communities Directorate

Period 3 (June)

Public Protection	2022/23 Orig Budget £000	Virements Budget £000	2022/23 App Budget £000	2022/23 Forecast £000	2022/23 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr1 (Adv)/Fav £000
Public Protection Unit	163.3	20.4	183.7	178.2	5.5		5.5
Environmental Health	191.4	(13.8)	177.6	176.1	1.5		1.5
Licensing & Enforcement	52.9	20.4	73.3	100.9	(27.6)		(27.6)
<b>Total</b>	<b>407.6</b>	<b>27.0</b>	<b>434.6</b>	<b>455.2</b>	<b>(20.5)</b>	-	<b>(20.5)</b>

Key changes made during the period to the full year forecast	Variance Bfwd £000	Variance this Qtr £000	Full-Yr £000
<b>PPU</b>			
PPU Staffing Saving		1.4	1.4
Dog Warden Service Saving		4.3	4.3
Other Variance		(0.7)	(0.7)
<b>Environmental Health</b>			
Environmental Health - staffing and consultant		1.5	1.5
<b>Licensing &amp; Enforcement</b>			
Licensing & Enforcement - staffing		(27.0)	(27.0)
<b>TOTAL</b>	-	<b>(20.5)</b>	<b>(20.5)</b>

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# Monthly Financial Monitoring Report 2022/23 Q1 June 2022

## Environmental Health, Public Protection Unit and the Licensing and Enforcement Service Highlight Report – Q1 – 30<sup>th</sup> June 22

### Historic Issues

- Nothing reported

### Current Quarter Issues

At the end of Q1 Environmental Health, Public Protection Unit and the Licensing and Enforcement budgets are overspent by £20.5k in the main due to staffing but broken down as follows:-

#### Environmental Health

- Staffing Costs are £1.5k underspent and everything else is within budget.

#### Rogue Landlords

- Due to COVID, over the last couple of years training for private landlords has not been able to be delivered and the provider who was in place ceased trading. Environmental Health are in the process of delivering some training in this area from funding that has been brought forward from Provisions to carryout this work out throughout 2022-23.

#### Climate Change.

- The Climate Change Initiative is underway and within budget.

#### Public Protection Unit

- The staffing costs are slightly underspent by £1.4k.
- Within direct costs the Dog Services are projecting to spend less saving £4.3k.

#### Licensing & Enforcement

- Staffing Costs are overspent by £27k due to an extra member of staff remaining within this service area.
- Direct Costs are within budget with the exception of vet fees £1.8k which will be recharged where possible.
- Licensing and Enforcement are within budget with the exception of staffing.

### Future Issues

Taxi Licensing – intention to waive fee for electric vehicles for two years. Not anticipated to impact materially on current budgets as currently few electric vehicles.

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## Monthly Financial Monitoring Report 2022/23 Q1 June 2022

Economic Development & Regeneration Services	2022/23 Orig Budget £000	Virements Budget £000	2022/23 App Budget £000	2022/23 Forecast £000	2022/23 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr1 (Adv)/Fav £000
<b>Planning</b>							
Development Control	156.7	-	156.7	149.0	7.7		7.7
Forward Planning	153.6	-	153.6	141.1	12.4		12.4
<b>Building Control</b>							
Building Control - Fee Earning Account	(4.5)	-	(4.5)	(23.1)	18.6		18.6
Building Control - Statutory Function	33.2	-	33.2	28.4	4.8		4.8
Building Control - Street Signs	2.5	-	2.5	1.6	0.9		0.9
<b>Regeneration</b>							
Economic Regeneration	177.5	0.0	177.5	174.5	3.0		3.0
Whitaker Park Museum	20.0	-	20.0	20.0	0.0		0.0
Tourisms	40.0	-	40.0	40.0	-		-
Markets	(23.9)	-	(23.9)	(10.2)	(13.6)		(13.6)
<b>Property Services &amp; Facilities Management</b>							
Property Services	95.1	-	95.1	82.8	12.3		12.3
Corporate Estates	(425.6)	-	(425.6)	(383.7)	(41.9)		(41.9)
Non Domestic Estates	(126.6)	-	(126.6)	(124.2)	(2.4)		(2.4)
Office Accommodation	39.5	-	39.5	58.6	(19.1)		(19.1)
Operational Properties	358.4	-	358.4	458.0	(99.7)		(99.7)
Leisure Properties	103.3	-	103.3	102.1	1.2		1.2
Bus Shelters	107.6	-	107.6	100.8	6.8		6.8
Business Centre	154.3	0.2	154.5	178.3	(23.8)		(23.8)
<b>Strategic Housing</b>							
Housing Strategy	59.1	-	59.1	61.0	(1.9)		(1.9)
Private Sector Housing Renewals	(3.7)	-	(3.7)	(3.7)	(0.0)		(0.0)
Homelessness	141.6	(37.1)	104.5	108.3	(3.8)		(3.8)
<b>Total</b>	<b>1,073.1</b>	<b>(36.9)</b>	<b>1,036.3</b>	<b>1,174.7</b>	<b>(138.5)</b>	-	<b>(138.5)</b>

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## Monthly Financial Monitoring Report 2022/23 Q1 June 2022

Key changes made during the period to	Variance Bfwd £000	Variance this Qtr £000	Full-Yr £000
<b>Planning</b>			
Forward Planning staffing		11.3	11.3
Planning staffing		82.4	82.4
Planning Agency Staff Fees		(55.6)	(55.6)
Planning Consultancy fees/ Legal fees		(32.1)	(32.1)
20% FBHM to support staffing		22.5	22.5
Planning Application Fee Income		14.1	14.1
Pre-App Income		(19.6)	(19.6)
<b>Building Control</b>			
Building Control staffing		15.3	15.3
Building Control Fees		8.8	8.8
Planning /Building Control misc under/over		(2.7)	(2.7)
<b>Regeneration</b>			
Economic Regeneration Staffing Saving		5.7	5.7
Direct Costs Overspend includes Recruitment Advertising		(2.7)	(2.7)
Markets Income underachieved		(13.6)	(13.6)
<b>Strategic Housing</b>			
Housing Strategy Staffing and Direct Costs overspend		(1.8)	(1.8)
Private Sector Housing Renewals Agency Costs		(40.0)	(40.0)
Private Sector Housing Renewals staffing and Direct Costs		17.3	17.3
Private Sector Renewals additional fee income or contribution from Housing reserve		23.9	23.9
Homelessness		(3.7)	(3.7)
Other Miscellaneous Variances		(1.3)	(1.3)
<b>Property Services Team</b>			
Property Services staffing		3.5	3.5
Pool Car, CCTV, Emergency Planning		5.5	5.5
<b>Corporate Estates</b>			
Corporate Estates rental income		(44.3)	(44.3)
Futures Park rental income		(21.0)	(21.0)
Valuation Fees & Professional Fees		(6.2)	(6.2)
<b>Non Domestic Estates</b>			
Industrial units rental income		0.5	0.5
<b>Operational Properties</b>			
Property Running Costs: Repairs &		-	-
Gas, Electricity, Water		(109.6)	(109.6)
NNDR - excluding Spinning Point bus station		19.0	19.0
Knotweed Treatment		(12.3)	(12.3)
<b>Leisure Properties</b>			
		8.7	8.7
<b>Bus Station / Shelters</b>			
Spinning Point Bus Station running costs		1.8	1.8
Bus Shelters		6.8	6.8
<b>Business Centre</b>			
Business Centre rentals		(16.3)	(16.3)
Business Centre Fit Tarrif		3.0	3.0
Property Insurance Premiums		(5.5)	(5.5)
Other Miscellaneous Variances		(0.3)	(0.3)
<b>TOTAL</b>	-	(138.5)	(138.5)

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# Monthly Financial Monitoring Report 2022/23 Q1 June 2022

## Economic Development & Regeneration Highlight Report – Q1 (June 2022)

### Historic Issues

- None

### Current Quarter Issues

**Economic Regeneration are currently forecasting an adverse variance of £10.6k, which is broken down as detailed below: -**

- Staff Costs in Economic Development are underspent by £5.9k. Offset by costs for recruitment £2.3k. There has been some small extra costs incurred £0.5k,
- The Museum and Promoting Rossendale are within Budget. From 2022/23 the running costs for the Whittaker Museum have transferred to the Whitaker CIC.
- Markets for Bacup and Haslingden have been transferred into Economic Development and are currently struggling to generate the income target and are showing an adverse variance of £13.6k.
- New Projects for 22-23 include Rossendale Works 1.4 – More Positive Together has began.

### **Housing net overspend of £5.6k**

- Extra agreed resource has been added to the Private Sector Renewal Team to address the backlog on the DFG's. Any shortfall in the top slice of the DFG Funding will be met from the Homelessness Reserve.
- Staffing savings in the first part of the year generate £17.3k of savings. However, these are offset by Agency costs £40k. The Grade 5 position has now been filled at the end of July 22 with the new member of staff now in post.
- There are currently 15 households in B&B Accommodation which includes families and single occupancy.

**Property Services and Facilities Management is currently showing an adverse variance of £166.6k.**

- Salary costs are showing a favourable variance of £3.5k.
- Facilities running costs are showing an adverse variance of £109.6k this is mainly due to the increase in utility costs.
- The estates income is showing an overall adverse variance of £44.3k The section is seeking new income streams
- Futures Park units are showing an under achievement of £17.3k
- Property Services proportion of insurance premiums is showing an overspend of £5.5k.
- Business Centre room hire are projecting an under achievement of £16.3k Three tenants remain

### **Planning & Building Control are showing a favourable variance of £44.4k**

- Planning staffing (inc agency/consultancy) costs are showing a favourable variance of £6k, this is due to an £11k underspend in Forward Planning offset with a £5k overspend in Development Control. Building Control staffing costs are £15.3k below the budget.
- Planning / Building Control income are projecting a favourable variance of £14.1k and £8.8k respectively.
- Pre-application fees have an income target of £31.6k for 2022/23. However this budget is projected to under achieve by £19.6k.

### Future Issues

- Continued increases in gas and electricity cost are placing a strain on the Council's budget.

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# Monthly Financial Monitoring Report 2022/23 Q1 June 2022

## Corporate Services Directorate

Period 3 (Jun)

Corporate Management	2022/23 Orig Budget £000	Virements Budget £000	2022/23 App Budget £000	2022/23 Forecast £000	2022/23 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr1 (Adv)/Fav £000
<b>Corporate Management</b>							
Executive Office	372.0	-	372.0	357.0	15.0		15.0
Corporate Contingency	65.2	-	65.2	65.2	(0.0)		(0.0)
Exec Support & Corporate Subscriptions	34.2	-	34.2	34.2	(0.0)		(0.0)
<b>Legal Services</b>	180.4	-	180.4	177.1	3.3		3.3
<b>Land Charges</b>	(17.7)	-	(17.7)	(16.4)	(1.3)		(1.3)
<b>Democratic Services</b>							
Electoral Registration	73.1	-	73.1	69.4	3.7		3.7
Elections	75.0	-	75.0	75.1	(0.2)		(0.2)
Democratic Support	348.4	-	348.4	349.0	(0.5)		(0.5)
Mayoralty & Civic Events	56.0	-	56.0	57.1	(1.1)		(1.1)
Town Twinning	2.5	-	2.5	2.5	-		-
<b>Financial Services</b>							
Treasury Management	81.2	-	81.2	170.7	(89.5)		(89.5)
Insurance, Risk & Audit Fees	64.7	-	64.7	64.7	-		-
Financial Services Team	439.1	-	439.1	468.0	(28.9)		(28.9)
<b>People &amp; Policy</b>							
Human Resources	457.4	-	457.4	449.2	8.2		8.2
Corporate Support	224.8	-	224.8	230.4	(5.6)		(5.6)
Publicity	4.0	-	4.0	-	4.0		4.0
<b>Leisure Services</b>	(55.1)	-	(55.1)	(42.3)	(12.8)		(12.8)
<b>Empty Homes Scheme</b>	300.0	-	300.0	900.0	(600.0)		(600.0)
<b>Total</b>	2,705.1	-	2,705.1	3,410.9	(705.8)	-	(705.8)

Key changes made during the period to the full year forecast	Variance Bfwd £000	Variance this Qtr £000	Full-Yr £000
<b>Executive Office</b>			
Salary variances		15.0	15.0
<b>Legal Services</b>			
Salary variances		2.3	2.3
Other Legal Misc under/ over		1.0	1.0
<b>Land Charges</b>			
Salary variances		0.3	0.3
Search Income		(2.0)	(2.0)
<b>Democratic Services</b>			
Salary variances Elections		1.7	1.7
Other Election Misc under/ over		1.7	1.7
Salary variances Democratic Support		2.6	2.6
Members Costs - Extra Cabinet Member		(3.4)	(3.4)
<b>Financial Services</b>			
Salary variances - Accountants		(25.7)	(25.7)
Salary variances - Exchequer		3.6	3.6
Cash collection charges		(4.8)	(4.8)
External Audit Fees - Grant Thornton		(55.0)	(55.0)
Bank Charges / Bank interest		(34.5)	(34.5)
<b>Human Resources</b>			
Salary variances		8.2	8.2
<b>Corporate Support</b>			
Salary variances		(5.5)	(5.5)
<b>Publicity</b>			
		4.0	4.0
<b>Leisure</b>			
		(12.8)	(12.8)
<b>Empty Homes</b>			
		(600.0)	(600.0)
Other Misc under / (over) spends		(2.5)	(2.5)
<b>TOTAL</b>		(705.8)	(705.8)

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# Monthly Financial Monitoring Report 2022/23 Q1 June 2022

## Corporate Management Highlight Report – Q1 June 2022

### Historic Issues

- None

### Current Quarter Issues

The Corporate Management outturn is forecast to be £705.8k adverse, the main movements being: -

- Staff changes are £2.5 favourable:
  - Corporate Management – saving of £15k
  - Legal Services – are showing a saving of £2.3k
  - Democratic Services – are showing a saving of £2.6k
  - Elections – are showing a saving of £1.7
  - Corporate support – are showing an adverse variance of £5.5k
  - Financial Services – adverse £22.1k linked to interim staffing appointments at higher than original budget assumptions, but does not yet reflect review of core staff time eligible for funding from new burdens monies
  - People & Policy – is showing a favourable variance of £8.2k
- Local Land Charges income is showing an adverse variance of £2k.
- External Audit charges are anticipated to be c£55k overspent, due to additional charges received from Grant Thornton for the audit of the 2016/17 & 2017/18 accounts.
- Due to the increase in volume of individuals using the Council's electronic payment system bank charges are predicted to be £40k over budget.
- The Empty Homes scheme is predicted to overspend by £600k revenue, this is due to various issues that will be reported to Council.

### Futures Issues

The empty Homes scheme continues to place additional pressures on the Council's finances.

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## Monthly Financial Monitoring Report 2022/23 Q1 June 2022

### Corporate Services Directorate

Period 3 (Jun)

Non-Distributed Costs & Capital Financing	2022/23 Orig Budget £000	Virements Budget £000	2022/23 Org Budget £000	2022/23 Forecast £000	2022/23 Variance (Adv)/Fav £000	Variance last reported £000	Change in Qtr1 (Adv)/Fav £000
<b>Non Distributed Costs</b>							
Employee & Pension Costs	112.7	-	112.7	112.7	-		-
Other Non-distributed Costs	19.5	-	19.5	20.7	(1.3)		(1.3)
<b>Capital Financing</b>							
Minimum Revenue Provision	549.6	-	549.6	549.3	0.3		0.3
Interest (net)	119.0	-	119.0	114.3	4.7		4.7
<b>Total</b>	<b>800.8</b>	<b>-</b>	<b>800.7</b>	<b>797.0</b>	<b>3.7</b>	<b>-</b>	<b>3.7</b>

Key changes made during the period to the full year forecast	Variance Bfwd £000	Variance this Qtr £000	Full-Yr Forecast £000
<b>Employee &amp; Pension Costs</b>			
Other minor variances		(1.3)	(1.3)
<b>Capital Financing</b>			
Interest expenditure/income from bank accounts		5.0	5.0
Other minor variances			-
<b>TOTAL</b>	<b>-</b>	<b>3.7</b>	<b>3.7</b>

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# Monthly Financial Monitoring Report 2022/23 Q1 June 2022

## Non-Distributed Costs & Capital Financing Highlight Report – Q1 (June 2022)

### Historic Issues

- Savings on the pension costs fall into two areas; savings on historical pension costs as former employees pass away and the advance payment of pension costs at a discount, which reduce Council costs. The Q1 projection is for expenditure to meet budget.

### Current Quarter Issues

- The original budgeted staff savings target was £200k. Added to this is £25k of savings from employees purchasing additional leave. Total forecast savings in staff costs at Q1 are now £112.3k. The significant variation relates to an unbudgeted post in Public Protection and the costs of the interim post within finance. This gives an estimated overall net adverse variance in staff costs of £87.7k. This position is currently realised across services with the target saving held in Non-Distributed Costs (NDC). The net variance presented in NDC is thus offset by performance in services, and is contained within the overall outturn.

<b>Forecast Year End</b>	<b>Q1*</b>
<b>Staffing Variances</b>	<b>£000</b>
Customer Services	-
Operations	60.2
Public Protection	(24.1)
Economic Development	116.4
Corporate Management	15.0
Legal & Democratic	6.9
Financial Services	(39.8)
People & Policy	2.7
<b>Savings in staff costs</b>	<b>137.3</b>
Additional Leave	(25.0)
<b>Total staff savings</b>	<b>112.3</b>
Original savings target	(200.0)
<b>Staff Variance</b>	<b>(87.7)</b>

- Interest income is currently forecast to be c£14k this is above the budget by c£5k. The recent Bank of England interest rate rises have not been reflected in the rates the Council is being offered from banking institutions. However officers are placing funds with institutions offering the highest rates, which are currently Lancashire County Council and the debt Management Office. The continued level of uncertainty around income collection has prompted officers to keep cash flow mainly with instant accounts.

### Future Issues

The 'Cost of Living Crisis' continues to dominate headlines with the impact of the employers pay award, should it be accepted having significant implications on the MTFs assumptions. Similarly, the next pension triennial valuation results are due with effect from 2023/24 with the impact as yet unknown.

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### Earmarked Reserves

Earmarked Reserves (cash-backed items only)	Employment & Transport Reserve	Director Invest Reserve	Local Business Rates Retention Reserve	Transitional Budgetary Support	Planning Reserve	Response & Recovery Reserve
	AN060103	AN060123	AN060144	AN060129	AN060145	AN06
<b>Balance at 01/04/2022</b>	<b>270.1</b>	<b>74.0</b>	<b>5,213.8</b>	<b>2,458.1</b>	<b>65.0</b>	<b>808.7</b>
<b>Funds Received 2022/23</b>						
Collection Fund - S31 Grants (NNDR1)			1,460.0			
Collection Fund - Renewable Energy (NNDR1/3)			183.0			
New Homes Bonus				132.0		
Services Grant				150.0		
Lower Tier Services Grant				98.0		
Other Revenue income received						
<b>Total Funds Available</b>	<b>270.1</b>	<b>74.0</b>	<b>6,856.8</b>	<b>2,838.1</b>	<b>65.0</b>	<b>808.7</b>
<b>2022/23 Published Budget Utilisation</b>						
New Homes Bonus				(132.0)		
Services Grant				(150.0)		
Lower Tier Services Grant				(98.0)		
General budget support				(1,063.8)		
<b>2022/23 Other Utilisation Plans</b>						
Transfers between Reserves		(74.0)	(2,028.0)	2,102.0		
IER						
Covid related expenditure			(2,346.0)			(445.1)
Support Forward Plan						
Economic Development Projects	(270.1)			(22.5)		
Legionella Risk Assessment						
Living Well, Living Better Project						
Haslingden Task Force						
Homelessness Projects						
Property-related projects						
Other Commitments				(1,424.5)	(10.0)	
Total Utilisation Commitment	(270.1)	(74.0)	(4,374.0)	(788.8)	(10.0)	(445.1)
<b>Reserve Estimates 31/3/2022</b>	<b>0.0</b>	<b>0.0</b>	<b>2,482.8</b>	<b>2,049.3</b>	<b>55.0</b>	<b>363.6</b>
<b>Future Contributions/Utilisation Plans</b>						
2023/24 plans			(499.0)	(641.5)	(20.0)	
2024/25 Plans			(660.0)	(666.0)		
2025/26 Plans				(568.0)		
<b>Potential Reserve Balances</b>	<b>0.0</b>	<b>0.0</b>	<b>1,323.8</b>	<b>173.8</b>	<b>35.0</b>	<b>363.6</b>

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<b>Earmarked Reserves (cash-backed items only)</b>	Vehicle Reserve	Leisure Reserve	Rawtenstall Bus Station	Directorate Reserves	General Reserve	<b>Total</b>
	AN060130	AN060118	AN060150	AN06		
<b>Balance at 01/04/2022</b>	<b>189.1</b>	<b>46.6</b>	<b>517.0</b>	<b>1,485.4</b>	<b>1,000.0</b>	<b>12,127.9</b>
<b>Funds Received 2020/21</b>						
Collection Fund - S31 Grants						1,460.0
Collection Fund - Renewable Energy						183.0
New Homes Bonus						132.0
Services Grant						150.0
Lower Tier Services Grant						98.0
Other Revenue income received				0.0		0.0
<b>Total Funds Available</b>	<b>189.1</b>	<b>46.6</b>	<b>517.0</b>	<b>1,485.4</b>	<b>1,000.0</b>	<b>14,150.9</b>
<b>2022/23 Published Budget Utilisation</b>						
New Homes Bonus						(132.0)
Services Grant						(150.0)
Lower Tier Services Grant						(98.0)
General budget support						(1,063.8)
<b>2022/23 Other Utilisation Plans</b>						
Transfers between Reserves						0.0
IER				(13.7)		(13.7)
Covid related expenditure						(2,791.1)
Support Forward Plan						0.0
Economic Development Projects						(292.6)
Legionella Risk Assessment						0.0
Living Well, Living Better Project						0.0
Haslingden Task Force						0.0
Homelessness and Communities Projects						0.0
Property-related projects				(20.9)		(20.9)
Other Commitments	(189.1)	(20.0)		(261.3)		(1,904.9)
Total Utilisation Commitment	(189.1)	(20.0)	0.0	(295.9)		(6,467.0)
<b>Reserve Estimates 31/3/2022</b>	<b>0.0</b>	<b>26.6</b>	<b>517.0</b>	<b>1,189.5</b>	<b>1,000.0</b>	<b>7,683.9</b>
<b>Future Contributions/Utilisation Plans</b>						
2023/24 plans				(134.3)		(1,294.8)
2024/25 Plans				(52.0)		(1,378.0)
2025/26 Plans				(52.8)		(620.8)
<b>Potential Reserve Balances</b>	<b>0.0</b>	<b>26.6</b>	<b>517.0</b>	<b>950.4</b>	<b>1,000.0</b>	<b>4,390.2</b>

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## Monthly Financial Monitoring Report 2022/23 Q1 June 2022

### Current issues

As noted on page 2, the forecast adverse variance on the General Fund of £1,063.8k will require a contribution from the Transitional Reserve to support the budget.

The Council's share of S31 grant receipts will now be contributed to the Transitional Budgetary Support Reserve (from the Business Rates Retention reserve). This is shown in the Earmarked Reserves Table 1 as a transfer between the respective reserves.

The Covid related S31 grant receipts received during 2020/21 and 2021/22 in respect of the Retail, Hospitality, Leisure and Nursery reliefs were added to the Business Rates Retention reserve, and then released equally over the next three years, commencing 2022/23, to fund Collection Fund deficits. This is in accordance with amended legislation to fund the 'exceptional balance' incurred as a result of the Covid pandemic on the Collection Fund ('re-phasing the deficit'). The planned contribution features in the above table.

As above, the Response & Recovery Reserve will continue to be used to release funds as necessary to meet eligible expenditure incurred as a consequence of Covid. The planned expenditure/grant returns are included within the above table. Details of these commitments are included in the Covid summary on page 41.

The release of funding from the Employment & Transport Reserve to support approved expenditure incurred in 2022/23 means the fund will be exhausted by the end of the year.

The legacy of the Covid pandemic, the Empty Homes scheme and the ongoing economic crisis are placing significant pressure on the Council's financial position.

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### Grants Unapplied

Grants Unapplied (* denotes a capital grant)	Disabled Facilities Grants *	Homeless Grant	Domestic Abuse Grant	Hoarding Grant	Total
	£000	£000	£000	£000	
	AL030132	AL030127	AL030130	AL030129	
<b>Balance at 01/04/2022</b>	<b>2,221.3</b>	<b>52.9</b>	<b>6.8</b>	<b>1.7</b>	<b>2,282.7</b>
<b>New Funds Received 2022/23</b>					
Grant due/received	1,160.1				1,160.1
<b>Total Funds Available</b>	<b>3,381.4</b>	<b>52.9</b>	<b>6.8</b>	<b>1.7</b>	<b>3,442.8</b>
<b>Utilisation in 2022/23</b>					
DFGs Outturn 2021/22	(1,160.1)				(1,160.1)
Transforming Lives/Hoarding Projects					0.0
Homelessness Project					0.0
Domestic Abuse Projects					0.0
Covid related expenditure					0.0
Movement to Earmarked Reserves					0.0
<b>Anticipated Balance 31/03/2023</b>	<b>2,221.3</b>	<b>52.9</b>	<b>6.8</b>	<b>1.7</b>	<b>2,282.7</b>
<b>Future Utilisation Plans</b>					
2023/24 plans	(1,000.0)	0.0	0.0	0.0	(1,000.0)
2024/25 plans	(858.2)	0.0	0.0	0.0	(858.2)
<b>Potential Reserve Balances</b>	<b>363.1</b>	<b>52.9</b>	<b>6.8</b>	<b>1.7</b>	<b>424.5</b>

In addition to the £2,221.3k of unspent DFG grant brought forward 1/04/22, the 2022/23 allocation of £1,160k has been confirmed, giving total DFG resources of £3,381.4k. For the purpose of the above table, future utilisation plans recognise an estimated profile of DFG grants received to date only, and do not include estimation of any future receipts from the Better Care Fund. The Council's approved Medium Term Capital Strategy assumes DFG grant receipts in the sum of £1,000k per year over the plan period and will be updated in due course to reflect the recent confirmation that the DFG allocation for the Council for 2022/23 is again £1,160k.

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### Staff Costs, including agency

Net Employment Costs 2022/23 to end June	YTD Budget £000	YTD Actual £000	YTD Variance (Adv)/Fav £000	Variance last Qtr (Adv)/Fav £000	Change this Qtr (Adv)/Fav £000	FTE Original Budget 2021/22	FTE Changes during 2021/22	Current Vacant Posts
<b>Communities Directorate</b>								
Customer Services	86	88	(2)	-	(2)	7.8	0.0	0
Operations Service*	444	482	(38)	-	(38)	51.0	0.0	1
Parks & Cemeteries*	172	162	10	-	10	21.0	0.0	1
Public Protection Unit	41	39	2	-				
Environmental Health	59	59	(0)	-	(0)	8.0	0.0	0
Licensing & Enforcement	38	46	(8)	-	(8)	5.0	0.0	0
Communities Team	23	25	(2)	-		2.0		
<b>Economic Development Directorate</b>								
Planning Services	134	134	(0)	-	(0)	12.4	0.0	0
Building Control Services	41	40	1	-	1	4.0	0.0	0
Regeneration	56	56	0	-	0	2.0	0.0	0
Property Services	26	15	11	-	11	3.6	0.0	1
Housing	82	67	15	-	15	8.5	0.0	1
<b>Corporate Services</b>								
Corporate Management	92	90	2	-	2	4.0	0.0	0
Legal Services	41	40	1	-	1	3.0	0.0	0
Local Land Charges	14	14	(0)	-	-	1.5	0.0	0
Empty Homes	7	5	2	-				
Democratic Services	60	57	3	-	3	6.4	0.0	0
Financial Services	123	116	7	-	7	9.0	0.0	0
People & Policy	159	157	2	-	2	17.9	0.0	0
<b>Total Net Overspend</b>	<b>1,700</b>	<b>1,692</b>	<b>8</b>	<b>-</b>	<b>6</b>	<b>167.1</b>	<b>0.0</b>	<b>4.0</b>

The net employee underspend at Q1 is £8k. There are two main areas affecting the staffing savings at Q1:-

- Operations are overspent by £38k
- Licensing & Enforcement which are overspent by £8k.

Explanations for these are included in commentary elsewhere in this report.

### Treasury Management & Cash Flow Monitoring

At the end of June the bank balances were £14.7m. Maintenance of significant cash balances in Q1 are largely as a result of a delay to the anticipated repayment of sums reported at Q1. It was originally estimated that c£6m of funding held over from 2020/21 would be repayable to Government by the end of April 22. c£3m was repaid in July, with the remaining funding due to be repaid during 2022/23. Current estimates suggest returnable sums due in late Q2 or early Q3 of 2022/23 and this timing is assumed in future cashflow planning.

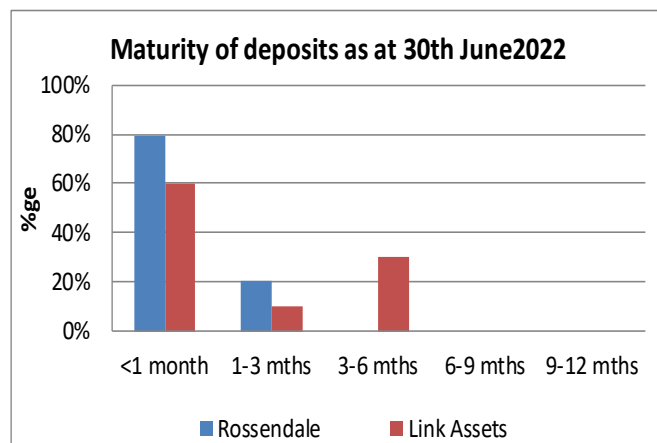
During the period the Council has also held funding for the Energy Rebate Scheme (£4m), the majority of this funding has now been distributed.

These receipts have sustained the Council's temporary cash balances at historically high levels.

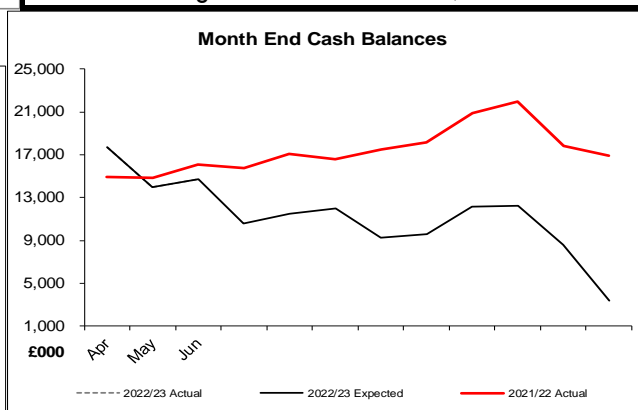
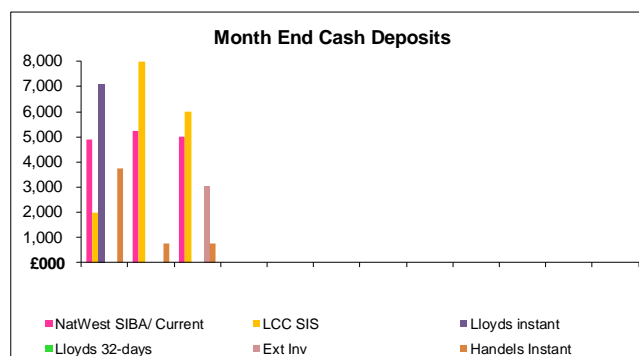
Given the increase to Bank Rate and the temporary cash balances available to invest, the Council has taken a more proactive approach to managing its cash balances in 2022/23 to maximise interest receivable, relative to its budget estimate, and to mitigate the impact of rising costs as far as possible, a result of historically high inflation pressures.

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Balances & Interest Rates at 30/06/2022	Current Balance £k	Avg Interest Rate %
NatWest SIBA	4,990	0.10
Lancashire CC Call	6,000	1.00
Handelsbanken instant	750	0.00
External Investments	3,000	0.18
Lloyds instant access	-	0.00
Lloyds 12mth Deposit	-	-
<b>Total Bal &amp; Avg interest</b>	<b>14,740</b>	<b>0.48</b>



NB 2022/23 Month end cash balances currently aligned to actual cash – hence cannot see dotted line at Q1.

The Bank of England voted to increase the 'Bank Rate' on 3<sup>rd</sup> February 2022 and again on 17<sup>th</sup> March 2022, increasing from 0.25% to 0.50% and subsequently to 0.75%. Indeed the Monetary Policy Committee (MPC) increased the bank rate again on 5<sup>th</sup> May 2022, increasing the rate from 0.75% to 1.00%.

The Council's strategy remains to retain a significant portion of its balances as liquid funds, to ensure it can respond promptly when required to meet its commitments as they fall due (revenue and capital expenditure).

Instant access arrangements typically return lower interest rates despite the recent increase in bank rate. In many cases there has been no uplift to interest rates on offer to the Council from its existing relationships.

As per the commentary above, the Council is taking a more proactive approach to fixed and longer-term investments for a smaller proportion of its surplus balances. In accordance with the approved Treasury Management Strategy, these deposits will be placed with high quality Counterparties eg Central Government, Other Local Authorities. The strategy is considered prudent in the context of CIPFA's Prudential Code which prioritises Security and Liquidity over Yield (SLY).

At 30<sup>th</sup> June 2022, the Council's portfolio mix consists of £6m in an LCC call account, £3m on deposit with the DMO for 3 months and liquid funds of £5.7m.

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Interest Forecast	Budget 2022/23	Forecast 2022/23	Variance Fav/(Adv)	Change Fav/(Adv)
<b>Revenue</b>				
Interest payable (PWLb)	(127.0)	(127.0)	0.0	0.0
Other interest payable	(1.0)	0.0	1.0	1.0
Misc Interest income	0.0	0.0	0.0	0.0
Bank Interest income	9.0	14.0	5.0	5.0
<b>Net Interest</b>	<b>(119.0)</b>	<b>(113.0)</b>	<b>6.0</b>	<b>6.0</b>

The average effective interest rate at the end of Q1 was 0.07%, compared to a target of 0.1%.

### Interest Paid/Received

The budget for interest in 2022/23 is a net cost of £119k, current estimates are that the outturn will be a net cost of £113k. However if interest rates continue to rise this net cost should decrease.

### Economic Outlook

#### (Released June 22)

The Consumer Prices Index rose by 7.8% in the 12 months to April 2022, up from 6.2% in March. The largest upward contributions to the annual CPIH inflation rate in April 2022 came from housing and household services (2.76 percentage points, principally from electricity, gas and other fuels, and owner occupiers' housing costs) and transport (1.47 percentage points, principally from motor fuels and second-hand cars).

Average petrol prices stood at 161.8 pence per litre in April 2022, compared with 125.5 pence per litre a year earlier. The April 2022 price is the highest recorded. The average price of diesel in April 2022, which was 176.1 pence per litre, was also the highest on record. The 12-month rate for motor fuels and lubricants was 31.4%, the highest since before the start of the constructed historical series in January 1989.

These increases are likely to impact on the original forward planning assumptions approved when setting the budget for 2022/23 and Medium Term Financial Strategy (MTFS), and particularly budgets for utility supplies, fuel for fleet vehicles, any contractual obligations linked to CPI uplifts and potentially future pay award for Council staff.

Work continues to assess and review the MTFS as part of the closure of the Councils accounts for 2021/22.

### Borrowing

The Council has an identified a 'prudential' borrowing need to finance its Capital expenditure plans, in the sum of £7.6m, over the plan period to 2024/25.

The increase to Bank Rate during the quarter has affected the borrowing rates on offer from PWLB.

Given the updated cashflow forecast above, the Council's Capital plans, and in accordance with the approved Treasury Management Strategy, the Council continues to assess its borrowing

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options and timing of any external borrowing, given the delay to the repayment of sums to Government, and the positive impact on its working capital.

### Interest rate forward predictions

The Council's treasury management advisors, Link, have reviewed their interest rate forecast over the next 12 months following Bank Rate change at the end of Q2, suggestions of future rate rises in the short-term and rising inflation rates.

at 30th Jun 2022	Current Rates	Jun 2022	Sep 2022	Dec 2022	Mar 2022	Jun 2023
<b>Base Rate</b>	1.00%	1.00%	1.75%	2.25%	2.75%	2.75%
<b>25yr PWLB*</b>	3.47%	3.47%	3.70%	3.70%	3.70%	3.70%
<b>25yr PWLB</b>	3.67%	3.67%	3.90%	3.90%	3.90%	3.90%

Link also provide their view of 25 year borrowing rates from the Public Works Loan Board (PWLB). This forecast is based on a concessionary rate reduction to the standard rate for new loans, known as the 'Certainty Rate'. This discount is currently equal to a 20 basis point reduction to the standard rate. For completeness, the above table includes both the Certainty Rate\* and standard rate for comparison.

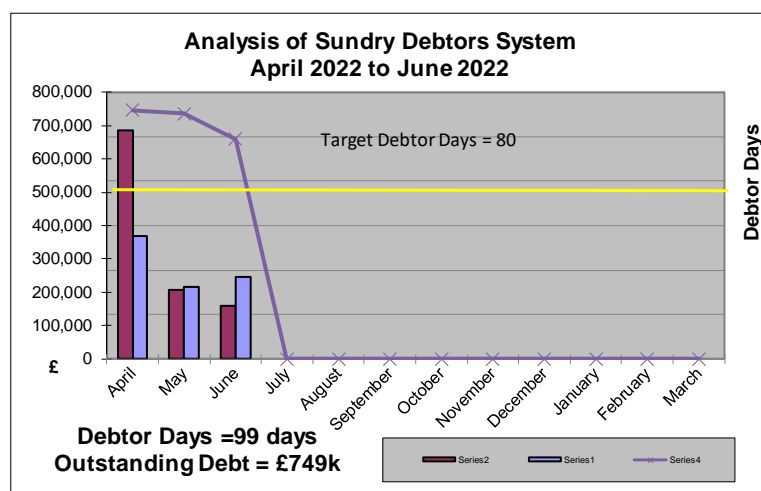
The Council completed the annual application for access to the Certainty rate for 2022/23 to support its Capital borrowing plans on the most favourable terms available.

### Treasury Management Practices (TMPs) and Prudential Indicators

The Council's Treasury Management Strategy Statement 2022/23 was approved by Council on 23<sup>rd</sup> February 2022.

At the end of March 2022, the Council received on-account sums in excess of £4m to fund the Government's £150 Energy Rebate Scheme for 2022/23. This resulted in the Council breaching its approved Counterparty limit with its main bankers, Nat West, on 1 April 2022 by c£900k.

### Sundry Debts Monitoring



Invoices raised in the year, to the end of Q1 totalled £1,004k. As at June 22, £173k (17%) of new debts raised in the year were considered outstanding or overdue giving a derived collection rate of 83%.

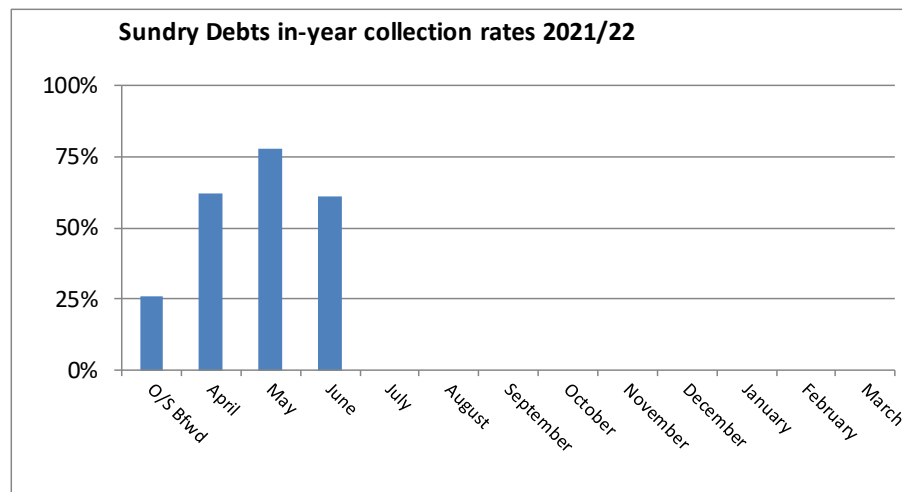
### Housing Rent Debts

Of the £324k of housing rent debts brought forward at April 2022 the Council has a provision of £288.5k brought forward for doubtful debts (89%), leaving a net £36k not currently provided for

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### Doubtful debts



The debtor days in Q1, based on a rolling 12 month average has increased from 94 days to 99 days, for collection of sums due. This figure exceeds the target average of 80 days and is being investigated.

However, this increase is likely to be linked to slower recovery of 'aged' debt, for which the Council has set aside sufficient sums in the event of non-recovery (100%).

The Council will consider any decision to write-off sums in due course following an analysis of recovery attempts eg Debtor has 'gone away' or sums are considered uneconomical to pursue further. Any such decision will be reported to Cabinet in accordance with the Council's Constitution.

Following a significant increase to the level of cover for bad and doubtful debts during 2020/21, the Council has a provision of c84% for debts its considered to be at risk of going unpaid (impairment) and c54% for total debt issued and considered overdue.

Given the subsequent collection performance of Q4 debts into 2022/23, the current level of provision is therefore adequate but will be maintained under review throughout 2022/23, given the ongoing, challenging economic conditions for individuals and businesses.

The general impairment provision carried forward at 31 March 2022 remains at £380.6k, with an additional £5.4k for Licensing debts.

Of the sundry debts below, £26k are held on the Local Land Charges Register.

Debts Outstanding	Mar 2021	Dec 2021	31 Mar 2022	30 Jun 2022		Doubtful Debts	
	£k	£k	£k	£k	£k	rate	value
Earlier Debt	60.2	57.6	65.6		65.6	100%	65.6
2017/18 Debt	19.7	19.9	68.8		68.5	100%	68.5
2018/19 Debt	71.9	71.6	61.2		61.2	100%	61.2
2019/20 Debt	72.8	73.6	26.7		26.3	100%	26.3
2020/21 Debt	138.9	36.4	131.6		126.3	100%	126.3
2021/22 Debt			245.5		94.8	100%	94.8
2022/23 Debt							
Q1 Apr				242.0		75%	0.0
Q1 May				46.0		75%	0.0
Q1 Jun			0.0	62.0	350.0	75%	262.5
<b>Total Debt o/s</b>	<b>363.5</b>	<b>751.3</b>	<b>599.4</b>		<b>792.7</b>		<b>705.2</b>

### Housing Rent Debts

Of the £324k of housing rent debts brought forward at April 2021 the Council has a provision of £288.5k brought forward for doubtful debts (89%), leaving a net £36k not currently provided for.

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### Capital

#### Capital Resources

**Table 1 - 2022/23 receipts**

Major Receipts:	Original Budget £000	Year to Date £000	Forecast £000
<b>Capital Receipts</b>			
Land & Property Sales	50	16	50
Obsolete refuse vehicles	50	-	50
<b>Net receipts to table 2</b>	<b>100</b>	<b>16</b>	<b>100</b>

**Table 2 - Useable Capital Resources**

<b>Useable Capital Resources</b>	<b>£ 000</b>
Balance at April 2022	2,975
Capital Grants in 2022/23	1,983
Capital Receipts in 2022/23	16
	<b>4,974</b>
Revenue Contributions	
from Earmarked Reserves	
from Revenue Operations	-
<b>Total Capital Resources 2022/23</b>	<b>4,974</b>
Capital Prog funding applied	(2,300)
<b>Total Capital Resources March 2023</b>	<b>2,673</b>
Capital Receipts Reserve (housing)	-
Capital Receipts Reserve (Whitworth)	100
Capital Receipts Reserve (Haslingden)	236
Capital Receipts Reserve (unalloc)	2,337

### Current issues

None

### Financing the Capital Programme

The Useable Capital Receipts Reserve holds the balance of the funds generated by the sale of Council assets; the balance brought forward at 1<sup>st</sup> April 2022 is £2,975k. This figure is still subject to the implications of the post-audit amendments to the 2017/18 accounts and subsequent years impact and the financing of 2021/22 Capital expenditure.

The original Capital Programme for 2022/23 approved in February was £5,082k, to which £3,802k of slippage was added, relating to projects which were ongoing at the end of 2021/22. This included £2,211k for DFGs.

The original 2022/23 estimate for DFGs included in the programme was £1,000k. The actual grant received for the year was £1,160k, and an additional £160k has been added to the base programme.

There is only one other additional project added to the original plan; £45k for the Marl Pits Running Track.

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The total grant income expected for the approved capital programme is £1,983k. Current funding for the slippage carried forward into the 2022/23 capital programme consists of a mixture of resources, namely £2,462k of grants, capital receipts and (internal) borrowing. The most effective method of funding the Council's capital programme will be determined by the end of the financial year. Commentary on the projected Capital outturn can be seen on page x.

The total in the Useable Capital Receipts Reserve at the end of 2022/23 is currently expected to be £2,337k. This represents the most effective method of financing the planned Capital spend in 2022/23. It is noted that Capital resources remain earmarked for Whitworth projects (£100k), and Haslingden Regeneration (£236k) respectively and that the Council will assess the most effective method of financing these projects as they fall due.

### Future Issues

Slippage on schemes approved in the 2021/22 programme will be moved into 2022/23 where appropriate, along with the estimated source of financing.

### Capital Programme Spending

Capital Programme 2022/23	Original Cap Prog	Revised Cap Prog	Spent	Full-Year Forecast	Variance (Adv)/Fav	Estimated Slippage	Adj Variance (Adv)/Fav	Indicative Funding Arrangements				
	£000	£000	£000	£000	£000	£000	£000	Grants/Contrib'n	Capital Receipts	Reserves /RCCO	RBC Int Borrow	
<b>Communities Directorate</b>												
IT Software & Equipment	105	104	18	104	-	-	-	-	11	-	93	
Operations	1,047	964	755	964	-	-	-	64	-	900		
Communities	80	8	40	181	(173)	(173)	-	5	23	153		
Housing	1,500	3,876	531	1,300	2,576	2,576	-	800	500	-		
<b>Economic Dev Directorate</b>												
Whitaker Park Museum Refurbishment	-	246	36	246	-	-	-	246	-	-		
Henrietta Street Depot Improvements	206	158	11	158	-	-	-	-	158	-		
Futures Park	-	550	5	550	-	-	-	-	550	-		
Spinning Point Ph1 & 2 (Bus Station)	-	102	-	102	-	-	-	74	20	8		
Property Repairs & Maint	100	218	0	100	118	118	-	-	100	-		
Car Parks General 22-26 MTFS	72	72	4	72	-	-	-	-	50	-		
Stubbylee Skate Park	21	21	125	125	(104)	(104)	-	-	104	-		
Bacup Historic England	484	431	44	431	-	-	-	431	-	-		
Haslingden 2040 NLHF	800	1,300	133	1,300	-	-	-	1,227	-	73		
Rawtenstall Market Electrical Works	-	101	-	101	-	-	-	-	101	-		
Rawtenstall Public Realm Town Square	-	56	28	56	-	-	-	-	56	-		
Hareholme Viaduct	100	100	-	100	-	-	-	-	-	100		
Carbon Reduction Fund	250	496	10	496	-	-	-	-	246	250		
Printer Replacement	30	30	-	30	-	-	-	-	30	-		
Christmas Lighting Catenary	33	33	-	33	-	-	-	-	33	-		
Marl Pits - Running Track	-	45	45	45	-	-	-	-	45	-		
Leisure Facilities Upgrade and Liabilities	254	178	-	154	24	24	-	-	134	20		
	<b>5,082</b>	<b>9,089</b>	<b>1,785</b>	<b>6,648</b>	<b>2,441</b>	<b>2,441</b>	<b>0</b>	<b>2,783</b>	<b>2,225</b>	<b>81</b>	<b>1,559</b>	

Capital Programme 2022/23	£000	Funded by
Original Capital Programme	5,082	
Slippage from 2021/22	3,802	see list
<b>Increase to capital projects in 2022/23</b>		
Marl Pits Running Track	45	Capital Receipt
DFG	160	External Grants
<b>Revised Capital Programme</b>	<b>9,089</b>	

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Slippage items cfwd at end of 2021/22	Costs '£000	Indicative Funding Arrangements			
		Grants/ Contrib'n	Capital Receipts	RCCO (reserves or S106)	RBC Int Borrow
<b>Communities Directorate</b>					
DFGs	2,211	2,211			
CPOs	5		5		
Vehicles / Equipment	(73)	5			(78)
Wheeled & Litter Bins	(6)		(6)		
Playgrounds (Various)	(143)		(143)		
Cemeteries	18				18
Pathways (Various)	48				48
<b>Sub-total</b>	<b>2,060</b>	<b>2,216</b>	<b>(144)</b>	<b>0</b>	<b>(12)</b>
<b>Economic Development Directorate</b>					
Whitaker Park Museum Refurb	246	246			
Futures Park	550		550		
Spinning Point Ph I & II (Bus Station)	102		20	8	74
Property Repairs & Maintenance	118		118		
Haslingden 2040 NLHF	500				500
Rawtenstall Market Electrical Works	101		101		
Rawtenstall Public Realm Town Square	56		56		
Bacup High St Action Zone	(53)				(53)
Henrietta St Depot Improvements	(48)		(48)		
Leisure Legacy Liabilities (Various)	(76)		(76)		
Carbon Reduction Fund	246		246		
<b>Sub-total</b>	<b>1,742</b>	<b>246</b>	<b>967</b>	<b>8</b>	<b>521</b>
<b>Total</b>	<b>3,802</b>	<b>2,462</b>	<b>823</b>	<b>8</b>	<b>509</b>

### Capital Programme

The original Capital Programme was £5,082k, including £977k for the replacement of Vehicles and Equipment, a provisional estimate of £1,000k for DFGs, and regeneration projects of £1,534k including Bacup High Street and Haslingden 2040.

To this was added slippage of £3,802k from 2021/22, including DFGs, and newer, smaller projects to the sum of £1,591k. A revised estimate for DFGs has been made following confirmation of the 2022/23 grant allocation with a net increase of £160k. An additional project for the Marl Pits Running Track (£45k) has been added. An assessment of the timing of 'spend' has been undertaken as part of the development of the MTFS and cost estimates re-profiled over the medium term. The revised 2022/23 Capital Programme is now estimated at £9,089k. More details are provided in the tables above.

The indicative outturn for the Council's Capital expenditure programme at 31<sup>st</sup> March 2023 is £6,648k. The Council is currently assessing the most cost effective method of financing this expenditure from available resources, namely external grants and contributions, capital receipts and 'prudential' (internal/external) borrowing. The Council's current strategy is to finance expenditure from capital receipts where it is able to do so, in order to limit the future impact upon the Council's Revenue Account e.g. sums set aside for future repayment of loan principal

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and interest. However, it is acknowledged that the Council has an underlying need to borrow to finance its capital plans and proceeds from the disposal of assets are a finite resource.

As outlined above, the revised Capital Programme was re-profiled as part of the development of the MTFs, with the likely timing of the expenditure estimated. The actual timing of spend as at 31<sup>st</sup> March 2022 has caused an adverse variation against this estimate which will see future years' estimated spend adjusted to reflect spend being incurred earlier than anticipated.

Items of estimated slippage and the associated funding arrangements are shown in the table above.

The revised Capital Programme over the life of the MTFs will be amended to reflect the timing variation as outlined above and finalisation of slippage adjustments

### Minimum Revenue Provision (MRP)

Minimum Revenue Provision (MRP)	MRP Budget 2022/23	Revised MRP Required 2022/23	Potential (Additions) / Savings 2022/23
	£000	£000	£000
Corporate	549.6	549.3	0.3
	549.6	549.3	0.3

MRP is the annual revenue repayment of internal funds used to support capital work.

The MRP cost is currently estimated to be on budget.

### Section 106 Receipts Monitoring

<b>Section 106 Agreements 2022/23</b>	Third Party Projects	RBC Revenue Projects	RBC Capital projects	Total Held
	£000	£000	£000	£000
Balance b fwd at 1st April 2022	326.6	104.6	770.3	<b>1,201.5</b>
Deposits received in 2022/23			22.3	<b>22.3</b>
Deposits applied in 2022/23	(0.8)	(10.0)		<b>(10.8)</b>
<b>Current Balance</b>	<b>325.8</b>	<b>94.6</b>	<b>792.6</b>	<b>1,213.0</b>

The value of S106 agreements brought forward on the 1<sup>st</sup> April was £1,201.5k. To the end of June 2022, £22.3k of new S106 deposits have been received and £10.8k of monies held have been applied to fund expenditure.

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Section 106 Agreements in detail	Third Party Projects	RBC Revenue Projects	RBC Capital projects	Total Held
<b>Balance bfwd at 1st April 2022</b>	<b>326.6</b>	<b>104.6</b>	<b>770.3</b>	<b>1,201.5</b>
Douglas Rd		(10.0)		(10.0)
Scout Moor	(0.8)			(0.8)
Station Rd, Whitworth			22.3	22.3
	<b>325.8</b>	<b>94.6</b>	<b>792.6</b>	<b>1,213.0</b>

### Council Tax & NNDR Collection Rates

Collection Rates	Council Tax					Business Rates				
	2018/19	2019/20	2020/21	2021/22	2022/23	2018/19	2019/20	2020/21	2021/22	2022/23
April	10.41	10.51	10.04	10.90	10.44	11.26	12.22	10.24	8.60	12.78
May	19.72	19.70	18.96	19.70	19.44	18.93	21.07	18.89	16.20	31.81
June	28.79	28.63	27.62	28.70	28.35	27.28	28.68	25.62	24.30	28.16
July	37.97	37.86	36.56	37.66		36.25	37.37	33.92	33.96	
August	47.03	46.90	45.24	46.71		49.93	50.82	48.55	47.63	
September	56.05	56.01	54.29	55.43		58.43	58.34	57.84	56.05	
October	65.32	65.23	63.29	71.16		67.95	67.52	68.97	64.90	
November	74.52	74.78	72.30	78.43		74.77	74.26	77.15	73.09	
December	83.55	83.33	80.90	82.12		83.00	82.70	85.92	81.41	
January	92.72	92.48	89.90	90.96		91.11	90.91	90.17	89.30	
February	94.90	94.60	92.37	93.43		95.73	95.00	93.66	95.13	
March	96.70	96.32	95.72	95.59		98.47	97.78	94.19	98.15	

Collection rates for Council Tax are recovering but are not yet back at pre-pandemic levels with collection performance for 2022/23 slightly below that of 2021/22 (-0.35%). This remains an area of focus into 2022/23 given the 'Cost of Living Crisis' and potential impact on future collection.

For Business Rates however, the situation is harder to gauge as collection rates are distorted by the Covid relief the Government distributed. This has continued into 2022/23 with the retrospective distribution of the CARF relief.

The increase in Business rate collection in May 2022/23 is primarily due to two large rateable value reductions, this will unwind throughout the year as their refunds are processed. However this will have a significant adverse impact on the level of Business Rates the Council receives

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### Council Tax Collection Fund

At the time of this report the estimated surplus on the Council Tax collection fund is forecast at £1,336k. This includes a £500k contribution for doubtful debts. It must be noted, we are only a quarter of the way through the year and based on the current economic climate this position could change significantly as the year progresses. This year RBC's share of the Council Tax is 13.69%, equating to £183k of the forecast surplus.

Council Tax Forecast 2022/23	Q1 £'000
Council Tax Collectable (after Discounts & Exemptions)	45,479
less Doubtful Debt Provision	(500)
	<b>44,979</b>
less Precepts for 2022/23	
Lancashire County Council	(31,164)
Police	(4,866)
Fire	(1,590)
Rosendale Borough Council	(5,965)
Whitworth Town Council	(58)
	<b>(43,643)</b>
<b>Surplus / (Deficit)</b>	<b>1,336</b>
<b>RBC Share = 13.69%</b>	<b>183</b>

### Local retention of Business Rates (NNDR)

Under the business rates scheme, variances from the original budgets fall into two categories – those arising from changes to the collection fund and those arising from grants and levies received or charged to the General Fund.

The business rates collection fund is now predicting a deficit of £496k in 2022/23, the Council retains a local share of any surplus or deficit arising at year-end from activity on the fund, in the sum of 40%,

Business Rates Collection Fund 2022/23 (50% Pool)	NNDR1 £000	Q1 £000
Net Liability Due	12,557	10,593
Use of Appeals Provision		1,241
Less Transitional Payments due to MHCLG	0	0
Less Cost of Collection Allowance	(93)	(93)
Less Doubtful Debt Provision	(400)	(500)
Less Appeals Provision	(590)	(590)
Less Renewables 100% to RBC	(183)	(183)
<b>Net NNDR due</b> A	<b>11,291</b>	<b>10,468</b>
Less Trans surcharge B	0	327
Less Precepts	(11,291)	(11,291)
Cash Surplus/(Deficit) C	0	(496)
<b>RBC Share = C x 40%</b> D	0	(198)
Central Government share 50%		(248)
LCC and Fire share 10%		(50)

thus the Council's share of the deficit is £198k. This is largely due to two successful business rates appeals relating to Asda and Tesco, which have resulted in reducing their rateable values by £280k and £70k respectively per annum, backdated to 2010. Whilst there is an appeals provision within the Collection fund to cover the cash refund due, the rateable value reduction will adversely affect the Council's in-year cashflow, because although the net liability due from the businesses has decreased, under existing legislation, the Council is required to make good its payments to major preceptors as originally assumed, despite a reduction in Collection Fund income.

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The Council, is part of the Lancashire Business Rates Pool, each year the Council is subject to a levy payment of 50% of calculated business rates growth, above its baseline funding level, as determined annually in the Local Government Finance Settlement. Membership of the Pool restricts this levy to 10% (of the 50% levy) and allows the Council to hold the balance as 'retained levy' thus reducing the total value of sums paid over to central Government, to apply locally. Therefore even though it is anticipated the Council will suffer a collection fund loss of

RBC General Fund / Pooling gains		NNDR1 £000	Q1 £000
Business Rates Income	A+B	11,291	10,795
RBC Share = 40%		4,517	4,318
less tariff paid to Lancashire Pool		(2,714)	(2,714)
add S31 Grants (for Levy calculation)	E	1,643	1,643
Subtotal		3,446	3,248
RBC Baseline Funding Level used in Budget		2,180	2,180
<b>Surplus for Levy Calculations</b>	<b>F</b>	<b>1,266</b>	<b>1,068</b>
Levy due for non Pool membership 50%		(633)	(534)
Levy payable as Pool member 10% of above		(63)	(53)
<b>Retained Levy through Pool membership</b>	<b>G</b>	<b>570</b>	<b>480</b>

£198k a pooling gain is estimated of £480k. The February 2022 MTFS included a contribution of an estimated pooling gain of £390k, whilst we are still early in the year if the current forecast materialises it will result in a £90k surplus against that income budget.

Central government also gives authorities Section 31 grants to cover small

business reliefs and other government-backed schemes. In the NNDR1 budget submission in January 2022 the estimate for those grants totalled £1,643k.

The table shows the potential impact on the Business Rates Retention Reserve, although it must be noted the reserve includes funds provided by Government to cover the impact of the 2020/21 & 2021/22 Collection Fund deficits arising from the additional Covid reliefs awarded to businesses throughout the pandemic that will not fully unwind until 2023/24.

Business Rates Summary		NNDR1 £000	Q1 £000
Business Rates Surplus/(Deficit) 2021/22	F	1,266	1,068
less Lancashire Pooling Levy	G	570	480
Renewable Energy		183	183
<b>Overall Gain</b>	<b>H</b>	<b>2,019</b>	<b>1,731</b>
Business Rates Retention Reserve Bfwd		5,214	5,214
Business Rates Surplus/(Deficit) 2021/22		(2,346)	(2,346)
Business Rates Cash Surplus/(Deficit) 2022/23 D		0	(198)
Business Rates Surplus/(Deficit) 2020/21	H	2,019	1,731
Less Budgeted Utilisation			(1,918)
<b>Total Retained Business Rates Resources Cfwd</b>		<b>4,887</b>	<b>2,483</b>

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### Covid Grants 2021/22

Covid Grants	Opening Balance 2022/23 £	Amount Applied Qtr 1 2022/23 £	Commitments including repayments of restricted funds £	Forecast Closing Balance £	Description
LA Covid Support	363,700	(15,155)	(15,900)	332,645	This is to support the Council's Covid related costs and supplement lost income.
Containing Outbreak Management Fund (COMF)	330,505	(25,118)	(305,387)	(0)	Department of Health funding to cover <b>specific</b> expenditure relating to the pandemic. Confirmation has been received that funding can be carried forward into 2022/23, but can only be used Covid related expenditure.
Compliance & Enforcement	18		(18)	(0)	To be spent on Covid compliance & enforcement measures. There is potential that ultimately any unspent funding will have to be returned.
Self Isolation Practical Support	53,294		(53,294)	0	This is to support vulnerable residents whilst they are self isolating - this is not the Track & Trace Self Isolation grants. Includes funding to support core staffing costs as eligible
Public Protection - COVID response	24,265	(244)	(24,021)	(0)	This to support community based surge testing capacity. There is potential that ultimately any unspent funding will have to be returned.
Self Isolation Grants (£500)	(80,500)		80,500	0	This is the balance of funds owed to the Council for the Track and Trace self isolation grant scheme. Reimbursed in Q2.
Emergency Assistance	4,584		(4,584)	(0)	For provision of emergency assistance to members of the community. There is potential that ultimately any unspent funding will have to be returned.
Clinically Extremely Vulnerable	64,187		(64,187)	(1)	To support the Council in delivering support to people shielding and the community hub. There is potential that ultimately any unspent funding will have to be returned.
Lateral Flow Testing Support	(17,847)	17,847		0	Balance of funding owed from Lancashire County Council/DHSC for testing sites, communication and (core) staffing costs. Reimbursed in Q1.
Omicron Hospitality and Leisure Grant	38,012		(38,012)	0	Balance of Covid Business Grant Funding owed to Government
High Street Recovery	0	60,828	(60,828)	(0)	ERDF funding to support High Street Recovery. Grant claimed in arrears based on expenditure incurred.
<b>Total</b>	780,216	38,158	(485,731)	332,643	

Any balances remaining at year end will be moved to reserves to support Covid recovery in future years and are included in the Response and Recovery balances in the Earmarked Reserves section of this report.

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## Glossary

### Accrual

An adjustment at year-end to charge costs or income due in the old year, regardless of whether the cash has been paid or received. Accounts are prepared on an accruals basis in order to match the income for each financial year with the costs attributable to the same time period.

### Capital expenditure

Spending on the acquisition or maintenance of assets either directly by the Council or indirectly in the form of grants to other persons or bodies. Expenditure that does not fall within the definition must be charged to a revenue account.

### Capital Grants Received in Advance

Grants received in cash during the year, but not spent or committed, are held on the Balance Sheet in the Short-term Liabilities area as Capital Grants Received in Advance, acknowledging the potential requirement to pay these grants back should the related project not go ahead or underspend.

### Capital Receipts

Proceeds from the sale of fixed assets, such as land or buildings, or the repayment of capital grants or advances. These funds form part of the Council's Useable Reserves, though they are ring-fenced for capital projects rather than revenue costs.

### Cash & Cash Equivalents

Cash deposits are those which provide instant access to the funds without significant penalty or loss of interest. For the Council this is the balance on the NatWest accounts and two other instant access accounts with Lloyds and Handelsbanken. This is in comparison to short- and long-term *Investments* in which funds are untouchable during the life of the deposit.

### Collection Fund

Rossendale Borough council collects funds on behalf of other precepting bodies, Lancashire County Council, Fire and Police as well as central government and Whitworth Town Council from domestic and commercial properties in the borough. These amounts are formally ring fenced in the Collection Fund and then distributed amongst the precepting bodies in line with their demands as set in the February budget setting meeting. At the end of the year each precepting body has their share of the arrears, the doubtful debt provision or appeals provision and the accumulated surplus or deficit. Rossendale Borough Council accounts for its own share, but holds the other preceptors shares separately on an agency basis. Hence, within the Council Tax and Business Rates monitoring members will see the overall position and the RBC share clearly identified.

### Compulsory Purchase Order (CPO)

Compulsory acquisition of key properties in accordance with the Council's regeneration agenda. Compensation must be paid to the property owners, but where they cannot be traced the Council must deposit the funds with the courts for a minimum of 12 years.

### Consumer Price Index (CPI)

The consumer price index (CPI) is a measure estimating the average price of consumer goods and services purchased by households. It is a price index determined by measuring the price of a standard group of goods meant to represent the typical market basket of a typical urban consumer and how this changed in the previous 12 months.

### Earmarked Reserves

Cash-backed funds identified to fund specific projects in the future.

### Full Time Equivalent (FTE)

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Each full-time post within the Council works 37 hours per week. Part-time posts are expressed in relation to this, for example a post working 4 days a week would be 0.8FTE.

### General Fund

The main revenue fund of the Council.

### Grants Unapplied

Unlike Capital Grants Received in Advance, there is no requirement to repayment of these grants. The unspent balance will be released into capital or revenue in the coming years as projects come online. These funds form part of the Council's Useable Reserves.

### Homes and Communities Agency (HCA)

The Homes and Communities Agency (HCA) is the non-departmental public body which helps to fund new affordable housing in England. It was established by the Housing and Regeneration Act 2008 as one of the successor bodies to the Housing Corporation, and became operational on 1 December 2008. In 2012 the HCA approved the East Lancashire Empty Homes Scheme.

### Investments

The Council invests surplus cash in short- and long-term deposits in accordance with the Treasury Management Strategy and Practices revised in February each year. In this context short-term includes anything up to 365 days, and long-term is for more than one year. Funds deposited in such investments are not accessible until the end of the agreed terms.

### Link Asset Services (formerly Capita & Sector)

Link Asset Services (formerly Capita & Sector) is the company which provides the Council with Treasury Management advice, including daily market reports and predictions, credit rating updates, interest rate forecasts and annual reviews of our strategy and practices ahead of the February reports to Full Council.

### Medium Term Financial Strategy (MTFS)

The Council's financial planning document for the foreseeable future.

### Minimum Revenue Provision (MRP)

The minimum amount which must be charged to the Council's revenue account each year and set aside as provision for credit liabilities, as required by the Local Government and Housing Act 1989.

### Ministry of Housing, Communities and Local Government (MHCLG)

The former Department of Communities and Local Government (DCLG) has been redesignated as the Ministry of Housing, Communities and Local Government, or MHCLG.

### National non-domestic rates - now Business Rates (NNDR)

National non-domestic rates for commercial premises are set annually by the government and collected by all local authorities. The localisation of business rates in April 2013 meant that the National pool no longer exists, but the acronym NNDR is still widely used in local government circles.

### Provision

Cash 'put aside' for expenditure on an intended project which has not commenced or is not complete at the year-end, but which has been contractually committed.

### Provisional

Best forecast given current knowledge.

### Public Works Loans Board (PWLB)

The PWLB is a central government statutory body which lends funds to local authorities with advantageous interest rates. Interest rates are published daily and local authorities provide the PWLB with annual estimates of cash requirements in return for certainty on the availability of funds and the interest rates being charged.

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### Reserve

Amounts included in one financial year's accounts to provide for payment for goods or services, whether revenue or capital, in a future financial year.

### Revenue account

An account that records an authority's day-to-day expenditure and income on such items as salaries and wages and other running costs of services.

### Section 106 Agreement

Planning agreement whereby developers make a contribution towards specific projects linked to their development as a condition of planning application approval. Deposits may be for revenue or capital schemes, but application of the funds are dependent on firstly the developer, and then the Council, pursuing the projects specified within the agreement.

Rossendale Borough Council

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آپ کو ان معلومات کا خلاصہ سے صرف میں، ایک کیسٹ پر، یا انگریزی کے علاوہ کسی اور زبان میں دیکھا جاسکتا ہے۔ ہمارے  
مہربانی ہمیں بتائیں، ہم کو آپ کے لئے اس کا انتظام کریں گے۔  
ہمارے مہربانی 01706 217777 پر ٹیلیفون کریں یا بھرنے والی ایسیٹیشن سے اس سے رابطہ قائم کریں۔

আপনি যদি এসব তথ্যের সার সংক্ষেপ বড় হরফের ছাপায়, অডিও ক্যাসেটে অথবা ইংরেজী ছাড়া  
অন্য কোন ভাষায় পেতে চান তাহলে অনুগ্রহ করে আমাদেরকে জানালে আমরা অত্যন্ত খুশী মনে  
তার ব্যবস্থা করব।

অনুগ্রহ করে ০১৭০৬ ২১৭৭৭৭ এই নাম্বারে অথবা কমিউনিকেশন সেকশন, টাউন সেন্টার  
অফিস, রটেজটল বি.বি.এ ৭এল.জেড. এই ঠিকানায় যোগাযোগ করুন।

Other formats available on request.

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Rossendale Borough Council

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