

Meeting of: The Council

Wednesday 4th March 2026 at 6.30pm or at the conclusion of Question Time and Public Engagement whichever is the later.

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



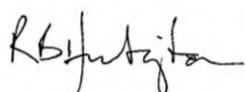
The meeting will also be live streamed at the following link:

<https://www.youtube.com/channel/UCrLsMDOP7AYxik5pNP0gTIA/streams>

Supported by: Carolyn Sharples, Executive and Democratic Services Manager Tel: 01706 252422 Email: democracy@rossendalebc.gov.uk

ITEM		Lead Member/Contact Officer
A.	BUSINESS MATTERS	
A1.	Apologies for Absence	
A2.	To approve and sign as a correct record the minutes of the meeting on 17 th December 2025.	
A3.	<p>Declarations of Interest <i>Members are advised to contact the Monitoring Officer in advance of the meeting to seek advice on interest issues if necessary.</i></p> <p>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.</p>	<p>Clare Birtwistle, Head of Legal/ Monitoring Officer 01706 252438 clarebirtwistle@rossendalebc.gov.uk</p>
A4.	<p>Urgent Items of Business To note any items which the Chair has agreed to add to the Agenda on the grounds of urgency.</p>	
B.	<p>Communications from the Mayor, the Leader or Head of Paid Service To receive any communications from the Mayor, the Leader, or the Head of the Paid Service that they may wish to lay before the Council.</p>	<p>The Mayor, Councillor Michelle Smith, The Leader, Councillor A.Barnes and Rob Huntington, Chief Executive 01706 252447 robhuntington@rossendalebc.gov.uk</p>
C.	POLICY AND BUDGET FRAMEWORK ITEMS	
C1.	<p>2026/27 Council Budget and Medium-Term Financial Strategy To consider the recommendations of the Cabinet on 11th February 2026 in respect of the 2026/27 Council Budget and Medium-Term Financial Strategy</p>	<p>Councillor Walmsley/ Chris Warren, Director of Resources 01706 252428 chriswarren@rossendalebc.gov.uk</p>

C2.	Capital Programme 2026/27 – 2027/28 and Capital Strategy 2026/27 To consider the recommendations of the Cabinet on 11 th February 2026 in respect of the Capital Programme and Capital Strategy	Councillor Walmsley/ Chris Warren, Director of Resources 01706 252428 chriswarren@rossendalebc.gov.uk
C3.	2026/27 Treasury Management Strategy To consider the recommendations of the Cabinet on 11 th February 2026 in respect of the 2026/27 Treasury Management Strategy	Councillor Walmsley/ Chris Warren, Director of Resources 01706 252428 chriswarren@rossendalebc.gov.uk
D.	ORDINARY BUSINESS	
D1.	Council Pay Policy Statement 2026 To consider the Council Pay Policy Statement	Councillor Lythgoe/ Clare Law, Head of People and Policy 01706 252457 clarelaw@rossendalebc.gov.uk
D2.	Extension of Rossendale Works Employability Project for 12 months To consider the extension of Rossendale Works employability project for 12 months	Councillor A. Barnes/ David Smurthwaite, Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk
D3.	Acceptance of Homelessness related grants and spend proposal To consider the acceptance of Homelessness related grants and spend proposal	Councillor A. Barnes/ David Smurthwaite, Director of Economic Development 01706 252429 davidsmurthwaite@rossendalebc.gov.uk
D4.	Council Tax Support Scheme 2026/27 To consider the Council Tax Support Scheme 2026/27	Councillor Walmsley/ Chris Warren, Director of Resources 01706 252428 chriswarren@rossendalebc.gov.uk
D5.	Interim S151 Officer To consider appointing the Head of Financial Services as the Interim S151 Officer	Councillor A. Barnes/ Rob Huntington, Chief Executive 01706 252447 robhuntington@rossendalebc.gov.uk
D6.	Urgent decisions To note any urgent key decisions that have been taken by the Cabinet since the last meeting of the Council.	Clare Birtwistle, Head of Legal/ Monitoring Officer (01706) 252438 clarebirtwistle@rossendalebc.gov.uk
E.	RECOMMENDATIONS FROM THE CABINET AND OTHER COMMITTEES	
E1.	Recommendation of the Governance Working Group Update to Contract Procedure Rules and Publication of Revised Constitution	Clare Birtwistle, Head of Legal/ Monitoring Officer (01706) 252438 clarebirtwistle@rossendalebc.gov.uk



Rob Huntington
Chief Executive

Date Published: 24th February 2026

Date Re-published: 3rd March 2026

COUNCILLOR MICHELLE SMITH, MAYOR

MINUTES OF: THE COUNCIL OF THE BOROUGH OF ROSSENDALE

DATE OF MEETING: 17th December 2025

**PRESENT: The Mayor Councillor M. Smith (in the Chair)
Councillors Adshead, A. Barnes, S. Barnes, Bauld, Cheetham,
Driver, Eaton, Gill, Hancock, Harrison, Hodgkiss, Kenyon,
Lythgoe, McMahon, Neal, Norton, Payne, Procter, Ritson,
Walmsley and Woods.**

**IN ATTENDANCE: Rob Huntington, Chief Executive / Head of Paid Service
Clare Birtwistle, Head of Legal Services / Monitoring Officer
Andy Taylor, Head of Operations
Phillip Veevers, Mayor's Attendant**

**ALSO IN ATTENDANCE: 1 press
50 public in the Council Chamber
12 public in the Breakout Room
David Smurthwaite, Director of Economic Development**

1. Apologies for Absence

Apologies for absence were received for Councillors Ashworth, Belli, Bleakley, Harris, Holland, Looker, McInnes and S.Smith.

2. Minutes

Resolved:

That the minutes of the meetings held on 16th July 2025 and 26th November 2025 be signed by the Mayor as a correct record.

3. Declarations of Interest

Councillors Samara Barnes and Mackenzie Ritson declared that they were also County Councillors.

4. Urgent Items of Business

There were no urgent items of business.

5. Communications from the Mayor, the Leader or Head of Paid Service

There were no communications from the Mayor.

The Head of Paid Service confirmed that Councillor Judith Driver had replaced Councillor Greg Bleakley as the Chairperson of the Audit and Accounts Committee and these details had been updated on the Council website.

The Leader of the Council provided the following updates:

- The Council placed on record its sincere thanks to former Councillor and Whitworth Town Councillor, Tom Aldred, for his outstanding dedication and service to the people and communities of Whitworth over the last 50 plus years.
- The Leader congratulated Councillor Alan Neal on his appointment as President of the Lancashire Association of Local Councils (LALC).
- An update was provided on the achievements of the Communities Team. Thanks was given to the team for their hard work.

ORDINARY BUSINESS

6. Waste Transfer Station

The Council considered the Waste Transfer Station report.

In response to questions from members it was confirmed that:

- The additional cost of transporting all waste to Farrington was estimated to be circa £2 million every year and beyond.
- The facility would mitigate the challenges of Henrietta Street, which was already a Waste Transfer Station, address the concerns of the residents in that area and address the legislative requirements.
- There were additional costs associated with taking waste to another site in East Lancashire in time, fuel and fleet costs.
- Lancashire County Council (LCC) had not yet procured another site for all waste streams for East Lancashire and were only seeking a contractor to accept residual waste for a period of two years, nor had they obtained necessary licensing or planning permission for an alternative site. It was unlikely they would achieve this in time given Local Government Reorganisation.
- LCC Cabinet at their meeting on 4th September 2025 had resolved that district councils be supported should they wish to develop and implement alternative proposals to resolve the immediate challenges associated with the expiration of the Whinney Hill landfill contract in March 2026.
- Waste was currently processed outside at Henrietta Street, with new requirements to process indoors.
- The nursery hadn't placed any objections to the planning application for the Waste Transfer Station.
- Waste vehicles and other HGVs were already travelling along this stretch of road.
- The site would be a secure site and meet the needs for the future.
- The Council needed to find a solution for the Valley waste.

Councillors Ritson, Eaton and Alyson Barnes requested a named vote.

Members voted as follows:

Name	Vote
Cllr Adshead	For
Cllr Alyson Barnes	For
Cllr Samara Barnes	For
Cllr Bauld	For
Cllr Cheetham	Against
Cllr Driver	For
Cllr Eaton	Against
Cllr Gill	For
Cllr Hancock	For
Cllr Harrison	For
Cllr Hodgkiss	Against
Cllr Kenyon	For
Cllr Lythgoe	For
Cllr McMahon	For
Cllr Neal	For
Cllr Norton	For
Cllr Payne	For
Cllr Procter	For
Cllr Ritson	Against
Cllr Michelle Smith	For

Cllr Walmsley	For
Cllr Woods	Against
For:	17
Against:	5
Abstentions:	0

Resolved:

1. That Council agrees, to move forward with the redevelopment of Plot 4 on Futures Park and build a new Waste Transfer Station.
2. To deliver this, that the Council enters into an agreement with Caulmert Ltd to project manage the build process via a compliant procurement framework.
3. To delegate authority to the Head of Legal, Director of Resources and Head of Environmental Services in consultation with the Lead Member for Environment and Corporate Services to procure any consultants and Contractors necessary and enter into any agreements related to this project.

Reason for Decision

The proposed solution will deliver significant revenue savings to this and any future authority and the capital expenditure could be recovered in under 3 years when compared to the solution of delivering waste directly to Farrington.

Alternative Options Considered

None.

7. Public Meeting Schedule

The Council considered the Public Meeting Schedule for 2026/27.

Resolved:

That Council agree the Public Meeting Schedule containing dates of public meetings for 2026/27 as detailed at Appendix A.

Reason for Decision

To agree a committee schedule in order to ensure that the Council can effectively conduct its business.

Alternative Options Considered

None.

8. Urgent decisions

No urgent decisions had been taken since the last meeting of the Council.

NOTICES OF MOTION

9. Notice of Motion

Councillor Samara Barnes moved the following motion, which was seconded by Councillor Alan Neal:

The intimidation and abuse of councillors, in person or otherwise, undermines democracy; preventing elected members from representing the communities they serve, deterring individuals from standing for election, and undermining public life in democratic processes.

This council notes that increasing levels of toxicity in public and political discourse is having a detrimental impact of local democracy and that prevention, support and responses to abuse and intimidation of local politicians must improve to ensure councillors feel safe and able to continue representing their residents.

This council also notes that whilst elected members will have differences of opinion and may not agree with each other's points of view, there should be an expectation that they will treat each other with respect, they will not share any misinformation that may cause harm or increase abuse to other elected members, and will do their best to disagree agreeably and uphold the Nolan Principles at all times.

This council therefore commits to challenge the normalisation of abuse against councillors and officers and uphold exemplary standards of public and political debate in all it does. The council further agrees to sign up to the LGA's Debate Not Hate campaign. The campaign aims to raise public awareness of the role of councillors in local communities, encourage healthy debate and improve the response to and support those in public life facing abuse and intimidation.

In addition, this council resolves to

- Write to the local Member of Parliament to ask them to support the campaign and to raise awareness of this campaign in parliament when the opportunity arises.*
- Ensure the council has a clear reporting mechanism which councillors can use to monitor and record incidents of harassment and abuse of councillors and officers*
- Regularly review the support available to councillors in relation to abuse, intimidation and councillor safety*
- Work with the local police to ensure there is a clear and joined-up mechanism for reporting threats and other concerns about the safety of councillors and their families and discuss the need to take a preventative approach that accounts for the specific risks that councillors face, as they do with other high-risk individuals, like MPs. This includes links with specialist officers as part of Operation Ford.*
- Take a zero-tolerance approach to abuse of councillors and officers.*

A friendly amendment to add an additional point was moved by Councillor Ritson and seconded by Councillor Eaton as follows:

- Always ensure both members and officers respect the public and uphold the Nolan Principles, especially openness, accountability and honesty at all times in their interactions with residents.*

It was clarified that the insertion of "and officers" to the following sentence as follows would suffice instead of the additional bullet point:

This council also notes that whilst elected members will have differences of opinion and may not agree with each other's points of view, there should be an expectation that they will treat each other with respect, they will not share any misinformation that may cause harm or increase abuse to other elected member and officers, and will do their best to disagree agreeably and uphold the Nolan Principles at all times.

Members voted on the amendment becoming the substantive motion.

The amendment was carried and became the substantive motion.

Members continued to discuss the amended motion as follows:

- There is need for a strong reminder on the Nolan Principles.*
- Members don't always get a good level of support where there are incidents.*
- Concern for members particularly when they are being targeted.*
- Officers give impartial advice to all members and should not be criticised on social media.*

Resolved:

This council resolves to

- Write to the local Member of Parliament to ask them to support the campaign and to raise awareness of this campaign in parliament when the opportunity arises.
- Ensure the council has a clear reporting mechanism which councillors can use to monitor and record incidents of harassment and abuse of councillors and officers
- Regularly review the support available to councillors in relation to abuse, intimidation and councillor safety
- Work with the local police to ensure there is a clear and joined-up mechanism for reporting threats and other concerns about the safety of councillors and their families and discuss the need to take a preventative approach that accounts for the specific risks that councillors face, as they do with other high-risk individuals, like MPs. This includes links with specialist officers as part of Operation Ford.
- Take a zero-tolerance approach to abuse of councillors and officers.

Reason for Decision

To support the amended motion.

Alternative Options Considered

The original motion.

(The meeting commenced at 7.18pm and concluded at 8.43pm)

Signed.....

(Chair)

Date

Report Title:	2026/27 Council Budget and Medium-Term Financial Strategy		
Report to:	Council	Date:	4 th March 2026
Report of:	Section 151 Officer	Cabinet Portfolio	Resources
Cabinet Lead Member	Councillor Walmsley	Wards Affected	All
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<input type="checkbox"/> General Exception	<input type="checkbox"/> Special Urgency
Integrated Impact Assessment:	Required:	No	Attached: No
Contact Officer:	Chris Warren	Telephone:	01706 252409
Email:	chriswarren@rossendalebc.goc.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input checked="" type="checkbox"/>

1. PURPOSE OF THE REPORT & EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to inform Council of the proposed revenue budget and level of Council Tax for 2026/27, together with implications for the Council's Medium Term Financial Strategy (MTFS).
- 1.2 The financial position for the council, like all local authorities, is challenging and subject to a level of risk regarding the current economic position. The council is proposing to set a revenue budget for 2026/27 of £14.601m.
- 1.3 There are a number of significant risks outside the council's control which remain a major concern including the current economic environment and the uncertainty of future Government funding levels and any impacts of Local Government reorganisation. Members will be kept updated on latest financial projections, local government finance announcements and risks as they transpire.
- 1.4 The Council carefully considers and monitors the MTFS and the risks as set out in this report and in the Corporate Risk Register. The Council has a risk management strategy in place to identify and evaluate risks. Risks are identified, potential impacts are highlighted and controls and mitigations are set in place. The Council monitors and reports to Cabinet Members and Audit and Accounts Committee during the year.

- 1.5 The Council currently holds a number of earmarked reserves, these are funds set aside for funding future liabilities, however they are being used to fund the shortfall between how much the Council spends and how much funding the Council receives. Based on the estimates detailed in section 5 above, these are sufficient for the duration of this forecast.
- 1.6 Whilst the Council is currently developing several income generating regeneration schemes, which will support the budget in the longer term. It must remain focused on identifying and delivering further savings and income in order to ensure annual balanced budgets over the immediate and medium term. It must also ensure that all its budget resource allocations are directed to the core functions of the council and that the use of its resources drives the delivery of the council's Corporate plan priorities.

2. RECOMMENDATIONS

That Council approves:

- 2.1. A revenue budget for 2026/27 of £14.6m, as detailed in this report.**
- 2.2. A Council Tax increase of 2.99%, increasing the Council Tax rate for a Band D property from £317.66 to £327.16, an increase of £9.50pa.**
- 2.3. Use of £1,261k from the reserves to support the 2026/27 revenue budget, acknowledging that this requirement is forecast to reduce in future years.**
- 2.4. The proposed fees and charges as attached in Appendix 1.**
- 2.5. The technical resolution necessary to give effect to these budget proposals attached as Appendix 4.**

3. BACKGROUND AND REASON FOR THE DECISION

- 3.1 The budget process is a key element of the council's strategic planning process. It is part of the service and financial planning approach adopted by the Council, is a means of ensuring that resources are best placed to enable the council to deliver its corporate priorities expressed in the corporate plan.
- 3.2 In this year's budget preparation, the finance team have followed on from the previous year and sought to continue to align the Council's expenditure budget in collaboration with its budget holders to match the areas of expenditure which align with statutory responsibility and with the strategic aims of the Council.
- 3.3 Previous budget reports have set out the level of uncertainty associated with any forward projections with government funding based on one year settlements. This uncertainty has reduced given the three year funding settlement for 2026/27 to 2028/29. Fair Funding 2.0 has reduced the number of funding streams allowing more flexibility for councils to spend in the areas of each councils individual needs.
- 3.4 The government set out its aims in its 2026/27 Finance Policy Statement to empower local authorities to drive economic growth and improve public services through devolution and targeted funding. This effort relies on economic growth, which is seen as crucial for improving public services.

Key points include:

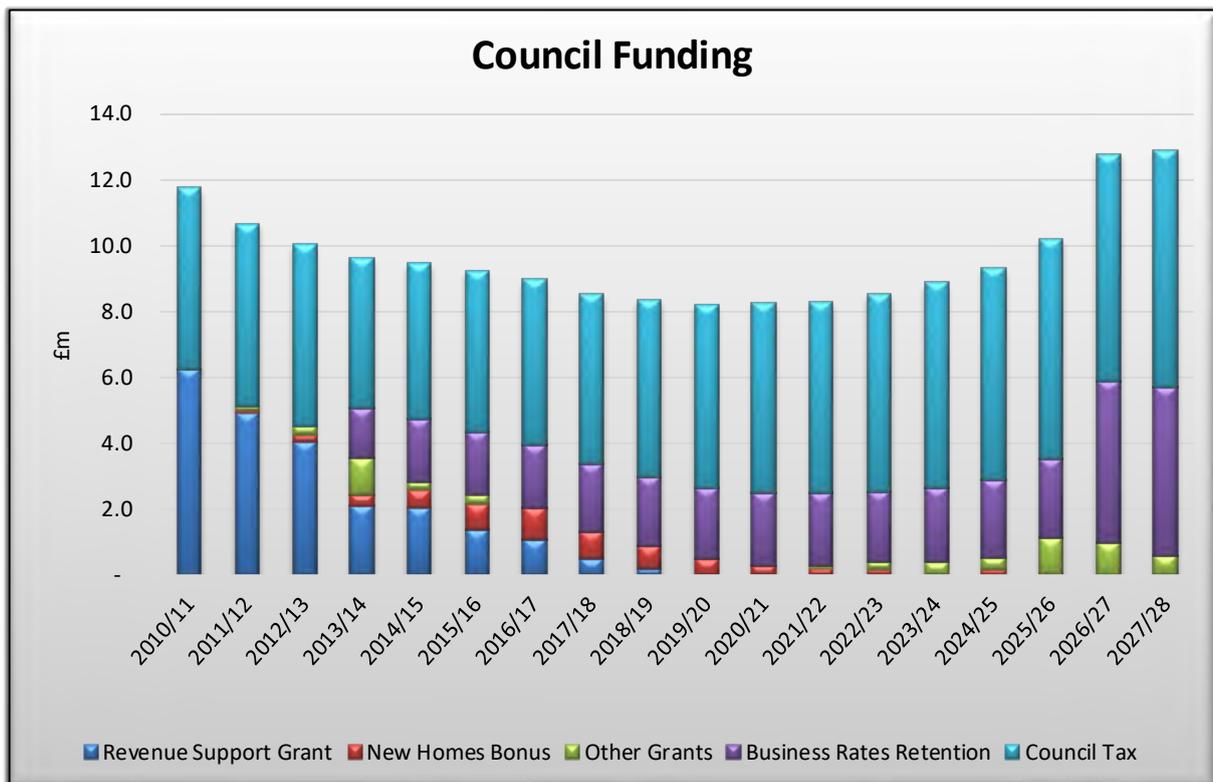
- Devolution: Giving local leaders the tools to drive growth through combined authorities, tailored to local needs.
- Collaboration: Involving local leaders in policy-making through councils and the upcoming English Devolution White Paper.
- Simplification: Moving towards simpler, more accountable local government structures, such as unitary councils, to improve efficiency and service delivery.

3.5 A decision has been made in 2026/27 at the time of writing, to produce a two year MTFS due to local government reorganisation. Rossendale Borough Council will cease to exist in its current form by the end of March 2028.

3.6 Following on from 2025/26, the Extended Producer Responsibility fund, has continued for a second year and the Council will receive £730k for 2026/27. The long-term future of this funding is at present unclear. For the purpose of the MTFS, it has been assumed that the funding will approximately halve in 2027/28 as businesses amend their behavior on recycling.

3.7 For a number of years the Council reduced its net revenue expenditure in line with its own efficiency agenda, and the Government’s changes to local government financing over both recent years and the changes proposed for the future. This has resulted in all borough councils now being heavily reliant on the income they generate from their own locality, be it from residents, visitors, property, and/or businesses. The graph below demonstrates how government funding for Rossendale has changed over the period 2010/11 to 2026/27, with the traditional Revenue Support Grant ceasing in 2018/19. It is worth noting that the income level in 2010/11 when adjusted for inflation would have a worth today of over £19m, therefore despite the apparent and welcome significant increase to income in 2026/27, the council continues to be in a financially worse position than a decade ago.

Table 1



4. 2026/27 Provisional Finance Settlement

4.1 The provisional Settlement Funding Assessment for 2026/27 was announced on 19th December 2025. The key message is a major redistribution of funding using new evidence based formula and provides the first multi-year settlement in a decade. The main principles are as follows:

- a. Up to 2.99% maximum annual increase for Council Tax without triggering a local referendum. It needs to be noted that the Governments 'Core Spending Power' calculations assume all council's increase their Council Tax by the maximum allowed.
- b. The Business Rates retention system is being reset, with accrued growth redistributed based on need. To incentivise house building, councils will be able to keep all additional council tax from new homes and the New Homes Bonus will end.
- c. The Extended Producer Responsibility payments will continue in 2026/27. No information has been provided regarding future years payments, for the purpose of this MTFS it has been assumed that the payment will halve in 2027/28.
- d. The Fair Funding Settlement is a much simplified system, and all additional funding grants have been rolled into one going forwards. For example new burdens monies now form part of the overall settlement.

4.2 The Government announcement indicates that Local Government Core Spending Power will rise by an average 6.0%-6.8% in 2026/27 across the whole of local government, adjusted for inflation this results in an average increase of 4.3% and varied significantly according to the authority's deprivation level. Rossendale will see an increase in Core Spending Power of 4.1%. This is before the impact of the Extended Producer Responsibility Funding. Whilst the additional funding is welcomed, following years of austerity and with the 2025/26 pay award average increase being 3.2%, and indications that 2026/27 could be above inflation, this still leaves this Council with a significant, although decreasing, funding gap.

5. The Medium Term Financial Strategy

5.1 Taking into account the impact of the finance settlement, including an annual increase in Council Tax of 2.99% per annum, the 2026/27 net budget estimates, resources and future forecasts are as follows:

Table 2

	2026/27 Current budget	
	2026-27	2027-28
	£000	£000
Draft Budget 26-7 with Inflation Pensions Agreed structure	14,530	14,550
Additional in year pressures WTS	250	(420)
Savings Proposals	(179)	(84)
Revised Budget Estimates	14,601	14,046
Estimated Funding:		
Council Tax (+2.99%)	6,985	7,262
Settlement Funding Assessment	4,931	5,080
Homelessness/Rough Sleeping	397	457
EPR	730	325
Recovery Grant	297	297
Resources	13,340	13,421
Call on Reserves	(1,261)	(625)
Available Reserves		
Brought Forward	6,948	5,687
Less to/(-)from reserves in year	(1,261)	(625)
Carried Forward	5,687	5,062

5.2 Changes in the base budget costs between 2025/26 and 2026/27 are as follows:

Table 3

2026/27 Major Forecast Changes	£000
1. Communities	148
2. Domestic Food Waste	550
3. Homelessness and Housing	575
4. IT Licensing	156
5. Local Government Reorganisation	313
6. Operations	1,125
7. Economic Regeneration	221
8. Identified Individual Departmental Pressures	229
Total	3,317

1. This will allow improvements to Anti-Poverty services and drive to increase participation in sport and activity.
2. Driven by the annual cost of implementing Domestic food waste collections as it will become a statutory duty from 1 April 2026.
3. In response to the Renters Rights Act 2025 which will come into force in May 2026, resource to assist with both Homelessness prevention and Landlord enforcement.
4. Software licence costs are significant and have contractual CPI increases applied annually.
5. Provision to contribute towards the Local Government Reorganisation Transformation costs.
6.
 - a) Remedial work to the cemeteries
 - b) Additional waste disposal cost in the termination of access to Whinney Hill.
 - c) Additional resource to identify and deal with the risk of diseased trees.
 - d) Investment in to parks and open spaces team to improve quality.
7. Given significant development works ongoing a small expansion to the size of the team and an investment into markets in the Borough.
8. Immaterial increases within services.

5.3 The savings proposals for 2026/27 onwards are set out below:

Table 4

Budget Proposals	2026-27	2027-28
	£000	£000
Income & Efficiencies		
Commercial rent from property	(35)	(20)
Markets	(20)	(10)
Allotments	(4)	(4)
Depots	(20)	-
Staffing		
Various Staffing Savings	(100)	(50)
	(179)	(84)

Description

- Review space and increase lets in Futures Park Business Centre and other council owned properties
- Savings whilst Bacup Market closed and increased income after markets refurbished
- Review usage of all allotment sites and ensure income optimization
- Review usage of depots

5.4 Based on the above, the draft budget book for 2026/27 is included at Appendix 2. Key assumptions are:

- Budget estimates:
 - Average pay award in 2025/26 is 3.2% (in line with the final pay award), budgeted 3% for 2026/27 and then 2% thereafter
 - Employers Pension Contribution – 9.1%, a significant reduction from the 14.6% that has been in place in the last review period. This is following the latest pension scheme valuation at which the scheme is showing a significant surplus.
 - Increased employer National Insurance contributions as dictated by the 2024 Autumn budget statement are no longer being 50% funded from Government as was the case in 2025/26
 - Council Tax increase – assumes 2.99% pa, this is the maximum the Council Tax Principles will allow for 2026/27.
 - NNDR baseline – the current assumption is as per the information provided by Third Party experts, LG Futures.

- Council tax to increase by 2.99% (2.99% in February 2025) with growth in the tax base included throughout the term of the MTFS.

- The Government’s provisional settlement (December 2025) confirmed the NNDR baseline funding.

- NNDR:
 - The NNDR pool for Lancashire has now ceased.

6. Impact on Reserves

6.1 As shown in table 2 the forecast relies on the use of reserves to balance the budget throughout its lifespan. This is not a sustainable option and work is ongoing to generate additional income and savings. Table 2 also demonstrates the level of additional income/savings required to maintain the Council’s minimum level of reserves.

6.2 Sections 32 and 43 of the Local Government Finance Act 1992 requires local authorities to consider the establishment and maintenance of reserves. These can be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves
- a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves
- a means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but legally remain part of the General Fund

In support of this requirement, and as part of the development of the budget for 2026/27, an assessment has been carried out to establish the minimum level of the General Fund Working Balance for this Council. Based on this assessment it is recommended that the minimum working balance should remain at £1.0m. At this level it represents circa 3% of the Council’s gross revenue expenditure.

7. Council Tax for 2026/27

7.1 Cabinet will make its final recommendation for Full Council to approve on 4th March 2026. Other precepting authorities will announce their Council Tax charges as follows:

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- Lancashire County Council – 26th February 2026
- Lancashire Fire & Rescue – 23rd February 2026
- Lancashire Police & Crime Commissioner – Early February 2026
- Whitworth Town Council – February 2026

7.2 The proposed Band D Council Tax for 2026/27 and the previous charge across Rossendale is as follows:

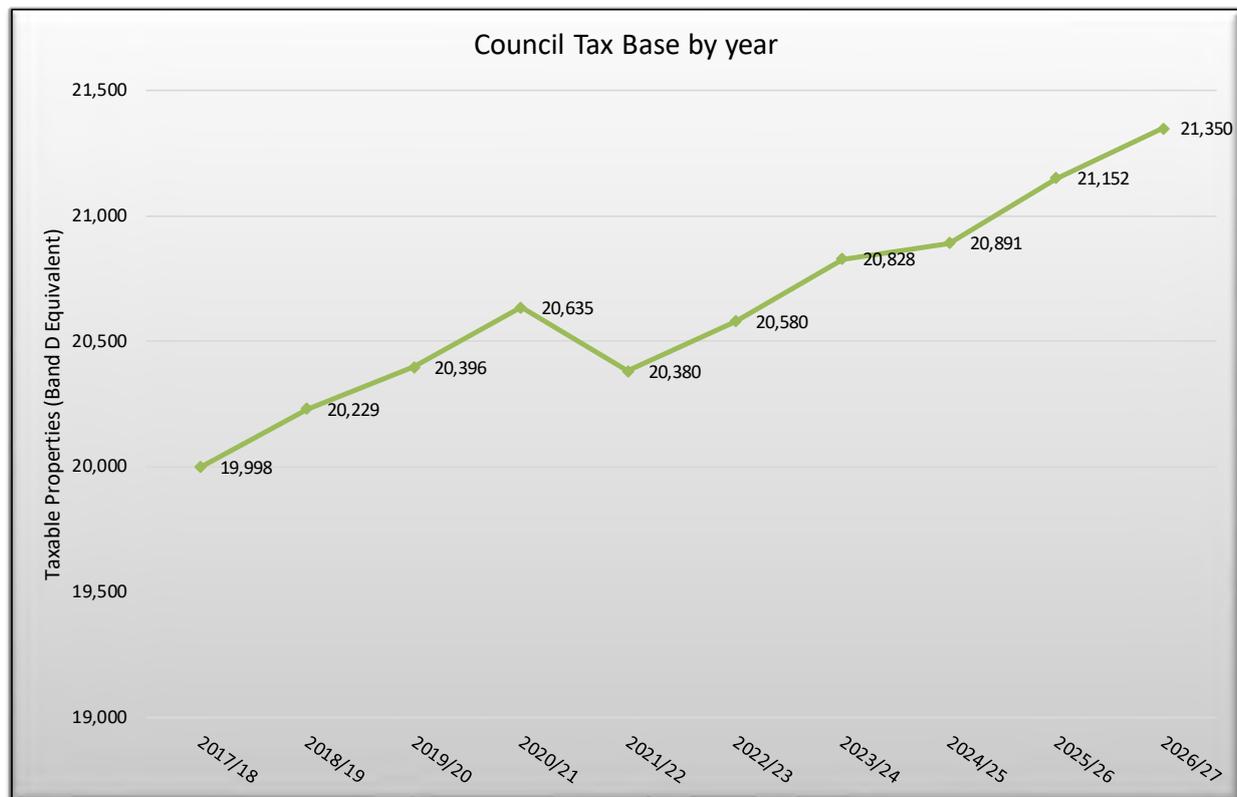
Table 5

Precepting Body	% Increase	2025/26	2026/27	Increase £	% Share	2025/26	2026/27	Increase £
		Band D £	Band D £			Band A £	Band A £	
Rossendale BC	2.99%	317.66	327.16	9.50	13.0%	211.77	218.11	6.33
Lancashire County Council *	3.80%	1,735.79	1,801.75	65.96	71.6%	1,157.19	1,201.17	43.97
Combined Fire Authority *	£ 5.00	89.73	94.73	5.00	3.8%	59.82	63.15	3.33
Police & Crime Commissioner *	£ 15.00	277.40	292.40	15.00	11.6%	184.93	194.93	10.00
Total (Excl' Whitworth)	9.63%	2,420.58	2,516.04	95.46	100.0%	1,613.72	1,677.36	63.64
Whitworth Parish Council	24.76%	33.86	35.30					
Total Whitworth Parish	9.82%	2,454.44	2,551.34					

8. Council Tax Base

8.1 For 2026/27 the Council has seen 98 new properties added to the valuation list, with the majority of these being Band B properties. The Band D Tax base has increased by 198 properties – 0.93% to 21,350 Band D equivalents. The table below shows the growth trend.

Table 6



8.2 Any variation through actual billing will be reflected in the Collection Fund. The housing target for Rossendale is 321 per annum albeit there is no Band D equivalent published and with

Rossendale's housing stock predominantly comprising properties in bands A to C.

9. Fees and Charges

9.1 The annual budget requires that any changes to the council's fees and charges be approved by members. Unless there is commercial justification not to increase fees or an alternative statutory regulation, the proposal is to increase all fees and charges to ensure costs are being recovered. A full list of fees (including previous year comparisons) are included at Appendix 1.

10. Member Allowances

10.1 Members are asked to note that allowances remain set as detailed in the Members Allowances Scheme.

11. Bridging the Council's future funding gap

11.1 The council continues to face a funding gap for the future. Therefore, the council should continue to give consideration to:

- The future levels of Council Tax
- Maximising the returns from business rates revenue
- The council's ability to support non-statutory activities and partner/community organisations
- The future quality and standard of statutory service provision
- Any future efficiencies within services and ensuring support services are appropriate
- The council's ability to exploit new revenue generating opportunities
- Treasury management initiatives and maximising the strength of the council's balance sheet resources
- Ensuring any contract renewals are to the best advantage of the council.

12. RISK

In managing the council's budget the council is seeking to manage the following larger scale risks:

12.1 **Council Tax:** In setting the 2026/27 budget, members should continue to plan and give due regard to the continued financial challenges over the medium term. In particular, members should be aware of the future implications for the council's financial resources of any council tax freeze or any increase below the Governments' referendum trigger.

12.2 **Reserves:** The level of reserves is still an estimate until the external auditors sign off the previous years accounts. The ongoing audit crisis in the UK will lead to a level of uncertainty for an as yet undefined period but it is likely that this will continue for at least the next two years. Members should note that the 2026/27 budget proposals include the use of £1,261k from the Transitional reserve. The un-ringfenced reserves are the Transitional, General Fund and some Directorate reserves. An ongoing reliance on reserves to manage the medium term budget is unsustainable and this will require the council to seek future savings and income generation which members will need to support.

12.3 **Resources:** Although the Council continues to face significant financial pressures, the financial settlement is a three year settlement for the first time in a decade, this makes resource planning less difficult for this MTFS due to there being an element of financial certainty and stability.

12.4 **Funding gap:** The medium-term financial forecast indicates the Council has identified additional income or savings of c£179k in 2026/27 reducing to £84k annually in 2027/28. Members must continue to give due consideration as to how they are to bridge the annual deficit going forward, in order to continue to produce legally balanced budgets for the future.

- 12.5 **NDR arrangements for 2026/27:** The Government has announced that the Business Rates arrangements for 2026/27 feature a major revaluation, multi-tiered multipliers and specific transitional and supporting relief schemes. The previous two tiered multiplier system will be replaced by five different multipliers based on property value and type (retail, hospitality and leisure). The temporary reliefs from previous years will end and be replaced by permanently lower multipliers for these industries. A new transitional relief has been announced and an expanded Supporting Small Business scheme to help businesses following bill increases as a result of revaluation.
- 12.6 The Lancashire Business Rates Pool of which Rossendale BC has been a member for a number of years has now ceased.
- 12.7 **Pay:** The 2025/26 pay award amounted to 3.2% increase for this Council. Since the agreement of this pay settlement inflationary pressures and interest rates have fallen, therefore the budget assumes a 3% pay award for 2026/27 and 2% for 2027/28. The budget also assumes, as in previous years a saving as a result of natural staff turnover and the vacancy saving this creates, this is set at £100k pa. Whilst this is a challenging target, it is achievable and will be closely monitored
- 12.8 **Capital:** Members need to be aware of the impact the increased number of capital schemes and expenditure will have on the MTFS in future years. Capital expenditure has to be paid for through the revenue budget spread across the life of the asset, this is called the Minimum Revenue Provision (MRP). The MRP charged to the revenue budget in 2026/27 based on the estimated capital expenditure is c£705k, however based on current schemes this rises to c£940k by 2027/28. This places additional pressure on the MTFS.
- 12.9 **Rossendale Leisure Trust (RLT):** The Trust has made great strides over the last two years in managing leisure operations within budget and continues to live within the agreed headroom that was approved as part of the previous leisure review in 2023.

At the time of the Council owned leisure assets and the operations of Rossendale Leisure Trust are under a more focused review by a leading leisure consultancy firm with a view to shaping a sustainable leisure offer for the borough.

It is expected that there will be some investment and operational decisions that will be necessary following the outcome of this review which will drive the ongoing sustainability of the Leisure offer in Rossendale and reduce the risk to the Council.

There is a provision in the proposed 2026/27 revenue and capital budgets to support any decisions arising. The exact quantum is as yet unknown pending the decisions arising from the outcome of the review and potential match and third-party funding opportunities, but it is felt that the provision is sufficient for the current time. Should any further funding be required, that would be a decision for Full Council either in year or as part of a subsequent budget setting round.

- 12.10 **Temporary Accommodation:** The current demand for temporary accommodation is placing significant pressure on the Council's revenue budget. Whilst the Council claims Housing Benefit towards the cost, this only covers c20% of the expenditure. The Housing Options team are working hard to reduce costs wherever possible and the Council is investigating longer term solutions. During 2025/26 two additional properties have been purchased by RBC to provide temporary accommodation and it is hoped to purchase an additional eight properties in 2026/27 and this has been built into the Capital budget. This could potentially reduce the shortfall in subsidies received for Housing benefits.

- 12.11 **Corporate Risk register:** The register includes risks around the MTFS, Sustainable Workforce

and the Leisure Trust. The MTFs is currently an “amber” risk, in light of this current MTFs update it is recommended that the current risk rating is retained.

13. Section 25 Report

13.1 As part of the final recommendations to Full Council, Section 25 of the Local Government Act (2003) places a requirement on the Section 151 Officer to advise councillors during the budget process on “the robustness of the estimates made for the purposes of the budget calculations and the adequacy of the proposed financial reserves”, which includes a financial resilience statement. This provision is designed to ensure that members have information which will support responsible financial management over the longer term.

13.2 The officer designated under Section 151 of the Local Government Act 1972) has produced the following statements in respect of the proposed budget for 2026/27:

- Acknowledging the contents of this report and setting this within the wider control framework and financial management arrangements within the council, it is my opinion that the estimates have been prepared and reviewed utilising the most up to date and accurate information available and that all assumptions made are reasonable in the current climate. I therefore consider the Council’s budget for 2026/27 to be robust.
- I am of the view that the Council is pursuing a sound financial strategy in the context of the challenging financial position. However, there remains a high level of uncertainty. The Cabinet and Corporate Management Team will be working to firm up the 2026/27 savings proposals and formulate the plans for identifying the additional savings requirement during 2026 and will continue monitoring the current economic position.
- In relation to financial reserves, the levels continue to be closely monitored and if the savings/income generation schemes set out in table 2 are achieved the level of reserves is adequate for the lifetime of this forecast. However, if the savings are not achieved or the additional income isn’t generated the Council’s reserves will be negatively impacted by any shortfall.

14. SECTION 151 OFFICER COMMENTS (FINANCE)

14.1 The key financial matters are dealt with throughout this report. The decision to increase Council Tax is a Member decision. In making their decision Members should give consideration of the deficit facing the council over the medium term. Given the council’s future deficit an increase of 2.99% in Council Tax is strongly recommended by the s.151 officer. Any change to Council Tax below the maximum allowed, has an ongoing and cumulative negative impact on future year resources.

14.2 The council continues to face a funding gap challenge despite the savings and income generation work already completed this year and in previous years. The council has a statutory duty to produce annually a balanced budget and it is legally bound to find a solution to the future funding gap. There are also some higher risk assumptions in the forecast. Ultimately the use of reserves to balance the funding gap, although legal, is both finite and financially not a sustainable approach to managing the budget in the long-term.

14.3 Given the 2026/27 cost base and the financial gap over the longer term the council needs to continue to develop plans to reduce its net cost base in order to avoid reliance on limited reserves and to deal with the future resource deficit. The key messages for the medium term continue to be:

- Council must continue to increase Council Tax in line with the Government’s maximum thresholds.
- Council must give further consideration to either reduce costs or increase revenue.
- There remains uncertainty of future funding levels given the local Government finance policy statement of December 2025 including a new approach to targeting funding and a

review of the business rates system.

- The impact and timing of any Local Government reorganisation could have further impacts on the revenue budget prior to the proposed transfer to a new unitary authority in 2028.

15. MONITORING OFFICER COMMENTS (LEGAL)

15.1 The council must calculate and approve its Council Tax Requirement annually for the forthcoming financial year in accordance with s32 and s43 of the Local Government Finance Act 1992 (LGFA 1992). Section 25 of the Local Government Act (2003) also requires the officer having responsibility for the administration of the council's financial affairs, to report to the council on the robustness of the budget estimates and adequacy of financial reserves when determining its budget requirement under the Local Government Finance Act 1992. This report discharges this responsibility.

16. INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

16.1 Not Applicable

17. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

17.1 The Equality Act (2010) requires the council to have due regard in the exercising of its functions to eliminate discrimination, advance equality of opportunity and foster good relations between people who share a relevant protected characteristic and those who do not share it. Equality impact assessments will be carried out where necessary on any savings proposal. The duty to inform, consult or involve requires that the council must involve communities and those directly affected at the most appropriate and proportionate level in 'routine functions, in addition to one-off decisions.' Consultation took place with:

- Cabinet and Management Team – November and December 2025 and January 2026
- Members – December 2025 and January 2026
- Public (via social media and the council's website) – January and February 2026
- Overview & Scrutiny - February 2026

18. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

18.1 A decision has been made in 2026/27 at the time of writing, to produce a two year MTFS due to local government reorganisation.

18.2 A provisional sum for transitional costs has been included in the budget.

19. BACKGROUND PAPERS

19.1 Revenue Budget 2026/27 and the MTFS update being reported to O&S and Cabinet in February 2026.



Fees and Charges 2026/27

Council may from time to time revise fees and charges partway through a financial year

Trade Waste

<u>Trade Waste</u> Cost per annum one pick up a week size of bin	2025/26 Charge	2026/27 Charge
140ltr	£368.00	£385.00
240ltr	£551.00	£575.00
500ltr	£761.00	£790.00
660ltr	£945.00	£980.00
770ltr	£1,050.00	£1,090.00
1100ltr	£1,103.00	£1,145.00

<u>Schools/ Charities</u> Cost per annum one pick up a fortnight size of bin	2025/26 Charge	2026/27 Charge
55 - 140ltr Bin, Bag or Box	£184.00	£195.00
240ltr	£275.50	£290.00
500ltr	£380.50	£395.00
660ltr	£472.50	£490.00
770ltr	£525.00	£545.00
1100ltr	£551.50	£575.00

<u>Trade Recycling</u> Cost per annum - fortnightly collection size of bin	2025/26 Charge	2026/27 Charge
55 - 140ltr Bin, Bag or Box	£79.00	£85.00
240ltr	£100.00	£105.00
500ltr	£168.00	£175.00
660ltr	£205.00	£215.00
770ltr	£231.00	£240.00
1100ltr	£278.00	£290.00

<u>Food Waste</u>	2025/26 Charge	2026/27 Charge
140ltr weekly collection	£250.00	£260.00
240ltr weekly collection	£350.00	£365.00
23 Caddy weekly collection	n/a	£190.00

<u>Sacks etc</u>	2025/26 Charge	2026/27 Charge
Grey Sacks (includes VAT) (50 pack)	£315.00	£330.00
Blue Sacks (50 pack)	£79.00	£85.00
Aqua Sacks (50 pack)	£79.00	£85.00

Bulky Collections

<u>Bulky Collection Charges</u>	2025/26 Charge	2026/27 Charge
1 item (furniture and electrical items)	£22.00	£25.00
2 items (furniture and electrical items)	£34.00	£37.00
3 items (furniture and electrical items)	£45.00	£49.00
4 items (furniture and electrical items)	£57.00	£61.00
5 items (furniture and electrical items)	£68.00	£73.00
6 items (furniture and electrical items)	£80.00	£85.00
7 items (furniture and electrical items)	£91.00	£97.00
8 items (furniture and electrical items)	£103.00	£109.00
9 items (furniture and electrical items)	£114.00	£121.00
10 items (furniture and electrical items)	£126.00	£133.00
Price per additional item	£10 per item thereafter	£12 per item thereafter

<u>Bins & Sacks</u>	2025/26 Charge	2026/27 Charge
New Bin Delivery	£41.00	£45.00

Garden Waste	2025/26 Charge	2026/27 Charge
Garden Waste (yearly fee)	£48.00	£50.00
Additional bin subscribed at same time		£30.00

No charges for the following Bins

Blue - Glass, Cans & Plastics

Grey - Paper & Cardboard

Parks and Playing Fields

	2025/26 Charge	2026/27 Charge
Letting of Sites (Per Day)		
Moorlands Park	£270.00	£280.00
Stubbylee Park	£270.00	£280.00
Victoria Park	£270.00	£280.00
Maden Recreation Ground	£270.00	£280.00
Fairview	£270.00	£280.00
All Other Playing Fields	£141.00	£150.00

Parks and Playing Fields

	2025/26 Charge	2026/27 Charge
Memorials / Dedications		
Trees		
Standard option	£265.00	£275.00
Own selected species	Upon request	Upon request
Benches		
Standard	£1,097.00	£1,140.00
Ornate	£1,349.00	£1,400.00

Cemeteries

	2025/26 Charge	2026/27 Charge
Purchase of right of burial in numbered grave space	£1,400.00	£1,450.00
Purchase of right of burial in numbered grave space (outside of the Borough)	£1,664.00	£1,722.00
Transfer of Grant	£84.00	£87.00
Right to fix a headstone or monument		
Headstone	£257.00	£266.00
Kerb Stones	£625.00	£647.00
Inscriptions	£68.00	£70.00
Vase / Plinth and Tablets	£121.00	£125.00
Interments		
Earth Grave & Grave Dressing (resident of the Borough)	£1,144.00	£1,184.00
Earth Grave & Grave Dressing (non resident of the Borough)	£1,733.00	£1,794.00
Vault – Constructions costs + 5% (+ VAT)	£1,386.00	£1,435.00
Vault – Interments	£1,260.00	£1,304.00
Vault – Interments (non resident of the Borough)	£1,822.00	£1,886.00
Interment of Ashes	£273.00	£283.00
Interment of ashes (non resident of the borough)	£346.00	£358.00
Scattering of Ashes	£55.00	£57.00
Bricking of grave to coffin height (additional fee)	£236.00	£244.00
Ashes Chambers (Rawtenstall, Bacup & Haslingden)		
Purchase of Exclusive Right of Burial in Chamber	£877.00	£908.00
Interment of ashes in chamber	£310.00	£321.00
Miscellaneous Charges		
Copy of Regulations and Charges	£12.00	£12.00
Search Fee	£51.00	£53.00
Duplicate Grave Deed	£81.00	£84.00
Use of Chapel	£197.00	£204.00
Garden of Remembrance / Whitworth		
Reserving Space	£43.00	£45.00
Interment of Ashes	£68.00	£70.00
Headstone in above.	£73.00	£76.00
Supply of Engraved Plaque (excluding VAT)	£186.00	£193.00
Supply of Memorial Tree		
	£473.00	£490.00
New Bench including Plaque	£1,575.00	£1,635.00

Environmental Health

Food Safety	2025/26 Charge	2026/27 Charge
Export Certificate	£66.00	£68.00
Re-inspections of business operators for food hygiene rating	£184.00	£190.00
Private water supplies - Risk Assessment	£58 per hour or any part there of, plus £13.00 per invoiced Household	£60 per hour or any part there of, plus £14.00 per invoiced Household
Private water supplies - Sampling	£58 per hour or any part there of, plus £13.00 per invoiced Household	£60 per hour or any part there of, plus £14.00 per invoiced Household
Private water supplies - Investigation	£58 per hour or any part there of, plus £13.00 per invoiced Household	£60 per hour or any part there of, plus £14.00 per invoiced Household
Private water supplies - Granting Authorisation	£58 per hour or any part there of, plus £13.00 per invoiced Household	£60 per hour or any part there of, plus £14.00 per invoiced Household
Private water supplies - Analysing a sample under Regulation 10	£58 per hour or any part there of, plus £13.00 per invoiced Household	£60 per hour or any part there of, plus £14.00 per invoiced Household
Private water supplies - Analysing a check monitoring sample	£58 per hour or any part there of, plus £13.00 per invoiced Household	£60 per hour or any part there of, plus £14.00 per invoiced Household
Private water supplies - Analysing an audit monitoring sample	£58 per hour or any part there of, plus £13.00 per invoiced Household	£60 per hour or any part there of, plus £14.00 per invoiced Household
Health & Safety	2025/26 Charge	2026/27 Charge
Skin Piercing - premises	£220.00	£228.00
Skin Piercing - persons	£220.00	£228.00
Factual report to solicitors / injured person	£347.00	£359.00

Environmental Health

Pollution Health & Housing	2025-26 Charge	2026/27 Charge
LAPC & LAPPC Fees	As Prescribed	As Prescribed
Environmental Information Regulation enquires	£95 per hour (minimum 1 hour)	£100 per hour (minimum 1 hour)
List of permitted processes	£61.00	£63.00
Enquires related to public register of permitted processes	£95 per hour (minimum 1 hour)	£100 per hour (minimum 1 hour)
Contaminated Land Enquires	£104 (1st hour), £52 per additional half hour)	£109 (1st hour), £55 per additional half hour)
Any Default works	Hourly rate of officer involved + 17.12% of external works costs (min £16 and max £525 per household)	Hourly rate of officer involved + 17.12% of external works costs (min £16 and max £525 per household)
UK House inspections	£149.00	£155.00
HMO License	New Application Part A £719.70 Part B £279.50 Renewal Part A £700.70 Part B £279.50	New Application Part A £719.70 Part B £279.50 Renewal Part A £700.70 Part B £279.50
Housing Act 2004 Notices not including Variations and Revocations	Up to Statutory Maximum of £525	Up to Statutory Maximum of £525
Housing Act 2004 Revocation or Variation of Notice	Officer Time at £50 per hour	Officer Time at £50 per hour
The Smoke and Carbon Monoxide Alarm (England) Regulations 2016 Penalty Charge (not exceeding £5000) Reg 8	First offence £2,500 (reduced to £1,250 if paid early). Second offence £5,000 (reduced to £2,500 if paid early). Any other offence £5,000 with no reductions.	First offence £2,500 (reduced to £1,250 if paid early). Second offence £5,000 (reduced to £2,500 if paid early). Any other offence £5,000 with no reductions.
Scrap Metal		
Dealers 3 year Licence	£510.00	£528.00
Mobile Collections 3 year Licence	£397.00	£411.00
Variations	£74.00	£77.00
Replacement licences	£57.00	£59.00

Gambling Act Licences

Activity	2025/26 Charge	2026/27 Charge
Bingo Hall – New Licence	£1,979.00	£2,040.00
Bingo Hall – Non Fast Track	£1,838.00	£1,750.00
Bingo Hall – Annual Fee	£1,050.00	£1,000.00
Bingo Hall – Variations	£1,838.00	£1,750.00
Bingo Hall – Reinstatement of Licence	£1,260.00	£1,200.00
Bingo Hall – Provisional statement	£1,190.00	£2,080.00
Bingo Hall – Transfer	£595.00	£615.00
Betting Shop – New Application	£1,765.00	£1,818.00
Betting Shop – Annual Fee	£630.00	£600.00
Betting Shop – Variations	£1,575.00	£1,500.00
Betting Shop – Reinstatement	£1,155.00	£1,200.00
Betting Shop – Provisional Statement	£2,100.00	£1,855.00
Betting Shop – Transfer	£1,260.00	£1,200.00
Adult Gaming Centre – New Application	£1,402.00	£1,445.00
Adult Gaming Centre – Annual Fee	£1,050.00	£1,000.00
Adult Gaming Centre – Variations	£1,050.00	£1,000.00
Adult Gaming Centre – reinstatement of licence	£1,260.00	£1,200.00
Adult Gaming Centre – provisional licence	£2,100.00	£2,000.00
Adult Gaming Centre – transfer	£1,260.00	£1,200.00
Family Entertainment Centre – New Application	£1,393.00	£1,435.00
Family Entertainment Centre – Annual Fee	£788.00	£750.00
Family Entertainment Centre – Variations	£788.00	£812.00
Family Entertainment Centre – reinstatement of	£997.00	£950.00
Family Entertainment Centre – provisional statement	£2,100.00	£2,000.00
Family Entertainment Centre – Transfer	£997.00	£950.00

Street Trading

Licence	Details	2025/26 Charge	Notes
Street Trading Consent - 12 mth consent	New	£100.00	Application Fee. A further £353 will be charged for issue of consent (below)
Street Trading Consent - 12 mth consent	New	£353.00	Issue fee
Street Trading Consent - 12 mth consent	Renewal	£452.00	
Street Trading Consent - 14 day consent	New	£100.00	Fee is not payable if the consent is a community event (as determined by the licencing manager)
Variation of Street Trading Consent	Variation	£0.00	
Change of personal details		£0.00	
Change in employee details		£0.00	
Copy of street trading consent		£0.00	

2026/27 Charge	Notes
£105.00	Application Fee. A further £353 will be charged for issue of consent (below)
£370.00	Issue fee
£470.00	
£105.00	Fee is not payable if the consent is a community event (as determined by the licencing manager)
£0.00	
£0.00	
£0.00	
£0.00	

Second Hand Goods Dealers Fees

Licence	Details	2025/26 Charge	
Second hand Goods Dealer Registration	Registration	£110.00	
Copy registration certificate	Copy certificate	£0.00	

2026/27 Charge	
£115.00	
£0.00	

Other

Licence	Details	2025/26 Charge	
Sex Shop	New	£3,446.00	

2026/27 Charge	
£3,570.00	

Animal Welfare

Item	Application Fee	Licence Fee	2025/26 Charge	Application Fee	Licence Fee	2026/27 Charge	NOTES
Keeping or Training Animals for exhibition	£127.00	£288.00	£415.00	£135.00	£300.00	£435.00	
Selling animals as Pets	£127.00	£288.00	£415.00	£135.00	£300.00	£435.00	
Doggy Day Care	£127.00	£288.00	£415.00	£135.00	£300.00	£435.00	
Hiring out Horses	£161.00	£297.00	£458.00	£170.00	£310.00	£480.00	Additional vet fees apply and charged separately prior to issue of licence
Dog Breeding	£161.00	£297.00	£458.00	£170.00	£310.00	£480.00	Additional vet fees apply and charged separately prior to issue of licence
Dog Breeding	£193.00	£310.00	£503.00	£200.00	£325.00	£525.00	Additional vet fees apply and charged separately prior to issue of licence
Boarding for cats	£127.00	£288.00	£415.00	£135.00	£300.00	£435.00	
Boarding dogs in kennels	£127.00	£288.00	£415.00	£135.00	£300.00	£435.00	
Home Boarders (Single Dwelling)	£119.00	£300.00	£419.00	£125.00	£315.00	£440.00	
Arranging boarding/day care where agent not boarding themselves	£262.00	£304.00	£566.00	£275.00	£315.00	£590.00	
Additional fee for every 1 host	£58.00	£32.00	£90.00	£65.00	£35.00	£100.00	
Arranging boarding/day care where Host has to apply in own right	£324.00	£300.00	£624.00	£340.00	£315.00	£655.00	
Add additional activity to existing licence	£93.00	£0.00	£93.00	£100.00	£0.00	£100.00	
Licence issue (copy licence or following variation)	£15.00	£0.00	£15.00	£20.00	£0.00	£20.00	
Appeal Fee	£86.00	£0.00	£86.00	£90.00	£0.00	£90.00	£43 refunded if appeal results in a higher star rating
Re-score Request	£65.00	£0.00	£65.00	£70.00	£0.00	£70.00	
Missed vet or inspector appointment fee	£55.00	£0.00	£55.00	£60.00	£0.00	£60.00	Where appointment arranged but inspection cannot be undertaken for any reason
Zoo Licence	£195.00	£195.00	£390.00	£205.00	£205.00	£410.00	Additional vet fees apply and charged separately prior to issue of licence
Dangerous Wild Animals Licence	£91.00	£91.00	£182.00	£95.00	£95.00	£190.00	Additional vet fees apply and charged separately prior to issue of licence

Primate Licensing

Licence	Details
New application fee *	3 year licence
Licence fee - 1st issue *	3 year licence
Total	

2025/26 Charge	Notes
n/a	
n/a	

2026/27 Charge	Notes
£375.00	Application fee. Further licence fee payable if application granted. Plus vets/inspector fees where necessary
£345.00	First issue of 3 year licence - includes interim inspections and enforcement costs.
£720.00	

Renewal application fee (no changes from initial application) *	3 year licence
Renewal issue fee - 1st issue (no changes to initial application) *	3 year licence
Total	

n/a	
n/a	

£335.00	Application fee. Further licence fee payable if application granted. Plus vets/inspector fees where necessary
£325.00	First issue of renewal licence - includes interim inspections and enforcement costs.
£660.00	

New application fee *	1 year licence
Licence fee *	1 year licence
Total	

n/a	
n/a	

£150.00	Application fee. Further licence fee payable if application granted. Plus vets/inspector fees where necessary
£140.00	Issue of 1 year licence - includes interim inspections and enforcement costs.
£290.00	

Variation to reduce the number of primates of same species (during the period of the existing licence)	
Variation to increase the number of primates of the same species (during the period of the existing licence) *	

n/a	
n/a	

£55.00	
£205.00	Plus vets/inspector fees where necessary

Change of licence holder name through marriage/divorce/deed poll	
Copy of licence	
Pre-application advice visit	

n/a	
n/a	
n/a	

£17.50	
£27.00	
£350.00	

* vets/inspector fees will apply seperately as and where necessary

Taxi Licensing

	2025-26 Charge	2026/27 Charge
Hackney Carriage Driver Licence (Renewal) 3 years	£259	£270.00
Hackney Carriage Driver New Licence (Renewal) 3 years	£259	£270.00
Hackney Carriage Vehicle Licences	£212	£220.00
Electric Hackney Carriage Vehicle Licences		£0.00
Hackney Carriage Vehicle Licence (Renewal)	£212	£220.00
Private Hire Vehicle Licence	£212	£220.00
Electric Private Hire Vehicle Licence		£0.00
Private Hire Vehicle Licence (Renewal)	£212	£220.00
Private Hire Driver Licence 3 years	£259	£270.00
Private Hire New Driver License 3 years	£259	£270.00
Private Hire Operators License 5 years	£446	£465.00
Private Hire Operators License 3 years	£321	£335.00
Private Hire Operators License 1 year	£196	£205.00
Driver/ Vehicle/ Operator License only	No charge	No charge
Copy documents	No charge	No charge
Re-booking Fee	£35	£35
Basic Skills Assessment / Policy Knowledge Test	£70	£70
Change of Vehicle	£42	£42
Replacement Door Stickers (each)	£8	£8
Replacement ID Plate	£13	£13
Replacememnt ID Badge	£5	£5
Lanyard	£2	£2

Premises Liquor Licences The cost premises licences are determined in accordance with the Licensing Act 2003 and the regulations made therein. Local Authorities have no discretion in this matter.	Rateable Value	Band
	Rateable < £4,300	A
	£4,300 to £33,000	B
	£33,001 to £87,000	C
	£87,001 to £125,000	D
£125,001 and above	E	

Band
A
B
C
D
E

Licence	Description	2025/26 Charge
Premises Licence - Alcohol Band A	New	£100.00
Premises Licence - Alcohol Band B	New	£190.00
Premises Licence - Alcohol Band C	New	£315.00
Premises Licence - Alcohol Band D	New	£450.00
Premises Licence - Alcohol Band E	New	£635.00
Premises Licence - NO Alcohol Band A	New	£100.00
Premises Licence - NO Alcohol Band B	New	£190.00
Premises Licence - NO Alcohol Band C	New	£315.00
Premises Licence - NO Alcohol Band D	New	£450.00
Premises Licence - NO Alcohol Band E	New	£635.00
Club Premiese Certificate - Alcohol Band A	New	£100.00
Club Premiese Certificate - Alcohol Band B	New	£190.00
Club Premiese Certificate - Alcohol Band C	New	£315.00
Club Premiese Certificate - Alcohol Band D	New	£450.00
Club Premiese Certificate - Alcohol Band E	New	£635.00
Club Premiese Certificate - NO - Alcohol Band A	New	£100.00
Club Premiese Certificate - NO - Alcohol Band B	New	£190.00
Club Premiese Certificate - NO - Alcohol Band C	New	£315.00
Club Premiese Certificate - NO - Alcohol Band D	New	£450.00
Club Premiese Certificate - NO - Alcohol Band E	New	£635.00
Premises Licence - Alcohol Band A	Annual Fee	£70.00
Premises Licence - Alcohol Band B	Annual Fee	£180.00
Premises Licence - Alcohol Band C	Annual Fee	£295.00
Premises Licence - Alcohol Band D	Annual Fee	£320.00
Premises Licence - NO Alcohol Band A	Annual Fee	£70.00
Premises Licence - NO Alcohol Band B	Annual Fee	£180.00
Premises Licence - NO Alcohol Band C	Annual Fee	£295.00
Premises Licence - NO Alcohol Band D	Annual Fee	£320.00
Premises Licence - NO Alcohol Band E	Annual Fee	£350.00
Copy premises Licence or summary	Section 25	£10.50
Provisional Statement	Section 29	£315.00
Notification of Change of Name or address - premise Licence	Section 33	£10.50
Variation of DPS	Section 37	£23.00
Transfer Premises Licence	Section 42	£23.00
Interim Authority Notice	Section 47	£23.00
Copy club premises certificate or summary	Section 79	£10.50
Notification of Change of Name or alteration of rules	Section 82	£10.50
Change of registered address of club	Section 83	£10.50
Temporary Event Notice	Section 100	£21.00
Copy Temporary Event Notice	Section 100	£10.50
Personal Licence	New	£37.00
Personal Licence	Renewal	£37.00
Copy personal Licence	Section 126	£10.50
Notification of change of name or address - personal Licence	Section 127	£10.50
Notification of interest	Section 178	£21.00

2026/27 Charge
£100.00
£190.00
£315.00
£450.00
£635.00
£100.00
£190.00
£315.00
£450.00
£635.00
£100.00
£190.00
£315.00
£450.00
£635.00
£100.00
£180.00
£295.00
£320.00
£70.00
£180.00
£295.00
£320.00
£350.00
£11.00
£315.00
£11.00
£23.00
£23.00
£23.00
£11.00
£11.00
£11.00
£21.00
£11.00
£37.00
£37.00
£11.00
£11.00
£21.00

Planning Applications

The planning application costs are determined in accordance with the Town and Country Planning Regulations 2012. Local Authorities have no discretion in this matter.

All Outline Applications		2025/26 Charge	20% fixing broken Hsg Mrkt element
Site Area	Less than 0.5 Hectares	£588 per 0.1 hectare (or part thereof)	£118
Site Area	At least 0.5 Hectares but not more than 2.5 Hectares	£635 per 0.1 Hectare (or part thereof)	£106
Site Area up to a maximum fee of £150,000	More than 2.5 hectares	£15,695 + £189 per 0.1 hectare (or part thereof)	£3,139 + £38

2026/27 Charge	20% fixing broken Hsg Mrkt element
£610 per 0.1 hectare (or part thereof)	£125
£660 per 0.1 Hectare (or part thereof)	£110
£16,245 + £200 per 0.1 hectare (or part thereof)	£3,250 + £40

Householder Applications		2025/26 Charge	20% fixing broken Hsg Mrkt element
Alterations/extensions to a single dwelling , including works within boundary	Single dwelling (excluding flats)	£262	£44

2026/27 Charge	20% fixing broken Hsg Mrkt element
£275	£50

Full Applications (and First Submissions of Reserved Matters)		2025/26 Charge	20% fixing broken Hsg Mrkt element
Erection of dwellings			
Permission in Principle		£512 for each 0.1 hectare	£85
Alterations/extensions to two or more dwellings , including works within boundaries	Two or more dwellings (or one or more flats)	£588	£98
New dwellings (up to and including 50)	New dwellings (At least 10 but not more than 50)	£635 per dwelling	£106
New dwellings (for more than 50)	New dwellings (more than 50)	£31,385 + £189 per additional dwelling to a maximum of £411,885	£5,231 + £32
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery):			
Increase of floor space	No increase in gross floor space or no more than 40m ²	£298	£50
Increase of floor space	More than 40m ² but no more than 1000m ²	£588 for each 75m ² or part thereof	£98
Increase of floor space	More than 1000m ² but no more than 3,750m ²	£635 for each 75m ² or part thereof	£106
Increase of floor space	More than 3,750m ²	£31,385 + £189 for each additional 75m ² in excess of 3750 m ² to a maximum of £411,885	£5,231 + £32
The erection of buildings (on land used for agriculture for agricultural purposes)			
Site area	Not more than 465m ²	£122	£20
Site area	More than 465m ² but not more than 540m ²	£588	£98
Site area	More than 540m ² but not more than 1,000m ²	£588 for first 540m ² + £588 for each 75m ² (or part thereof) in excess of 540m ²	£98 + £98
Site area	More than 1,000m ² but not more than 4,215m ²	£5,077 + £635 for each 75m ² (or part thereof) in excess of 1000m ²	£846 + £106
Site area	More than 4,215m ²	£31,385 + £189 for each 75m ² (or part thereof) in excess of 4,215m ² up to a maximum of £411,885	£5,231 + £32

2026/27 Charge	20% fixing broken Hsg Mrkt element
£530 for each 0.1 hectare	£90
£610	£105
£660 per dwelling	£110
£32,485 + £200 per additional dwelling to a maximum of £426,305	£5,415 + £35
£310	£55
£610 for each 75m ² or part thereof	£105
£660 for each 75m ² or part thereof	£110
£32,485 + £200 for each additional 75m ² in excess of 3750 m ² to a maximum of £426,305	£5,415 + £35
£130	£25
£610	£105
£610 for first 540m ² + £610 for each 75m ² (or part thereof) in excess of 540m ²	£105 + £105
£5,255 + £660 for each 75m ² (or part thereof) in excess of 1000m ²	£880 + £110
£32,485 + £200 for each 75m ² (or part thereof) in excess of 4,215m ² up to a maximum of £426,305	£5,415 + £35

Erection of glasshouses (on land used for the purposes of agriculture)		2025/26 Charge	20% fixing broken Hsg Mrkt element
Floor space	Not more than 465m ²	£122	£20
Floor space	More than 465m ²	£3,280	£547
Erection/alterations/replacement of plant and machinery			
Site area	Less than 1 Hectare	£588 for each 0.1 hectare (or part thereof)	£98
Site area	At least 1 hectare but no more than 5 hectares	£635 for each 0.1 hectare (or part thereof)	£106
Site area	More than 5 hectares	£31,385 + additional £189 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £411,885	£5,231 + £32

2026/27 Charge	20% fixing broken Hsg Mrkt element
£130	£25
£3,395	£570
£610 for each 0.1 hectare (or part thereof)	£105
£660 for each 0.1 hectare (or part thereof)	£110
£32,485 + £200 for each 75m ² (or part thereof) in excess of 4,215m ² up to a maximum of £426,305	£5,415 + £35

Applications other than Building Works		2025/26 Charge	20% fixing broken Hsg Mrkt element	2026/27 Charge	20% fixing broken Hsg Mrkt element
Car parks, service roads or other accesses	For existing uses	£298	£50	£310	£55
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)					
Site area	Not more than 15 hectares	£321 for each 0.1 hectare (or part thereof)	£54	£333 for each 0.1 hectare (or part thereof)	£60
Site area	More than 15 hectares	£47,963 + £189 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £107,090	£7,994 + £32	£49,645 + £200 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £110,840	£8,275 + £35
Operations connected with exploratory drilling for oil or natural gas					
Site area	Not more than 7.5 hectares	£698 for each 0.1 hectare (or part thereof)	£116	£725 for each 0.1 hectare (or part thereof)	£125
Site area	More than 7.5 hectares	£52,269 + additional £207 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £411,885	£8,712 + £35	£54,100 + additional £215 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £426,305	£9,020 + £40
Other operations (winning and working of minerals)					
Site area	Not more than 15 hectares	£353 for each 0.1 hectare (or part thereof)	£59	£370 for each 0.1 hectare (or part thereof)	£65
Site area	More than 15 hectares	£52,886 + additional £207 for each 0.1 in excess of 15 hectare up to a maximum of £107,090	£8,814 + £35	£54,740 + additional £215 for each 0.1 in excess of 15 hectare up to a maximum of £110,840	£9,125 + £40
Other operations (not coming within any of the above categories)					
Site area	Any site area	£298 for each 0.1 hectare (or part thereof) up to a maximum of £2,578	£50	£109 for each 0.1 hectare (or part thereof) up to a maximum of £2,670	£55
Lawful Development Certificate		2025/26 Charge	20% fixing broken Hsg Mrkt element	2026/27 Charge	20% fixing broken Hsg Mrkt element
LDC – Existing Use - in breach of a planning condition		Same as Full		Same as Full	
LDC – Existing Use LDC - lawful not to comply with a particular condition		£298	£50	£310	£55
LDC – Proposed Use		Half the normal planning fee		Half the normal planning fee	
Reserved Matters					
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £588 due	£98	Full fee due or if full fee already paid then £610 due	£105
Approval/Variation/discharge of condition					
Removal or variation of a condition (to develop land without compliance with conditions previously attached)		£86 per request for Householder, £2,000 per request for Major, any other case £586 per request	£14 + £333 + £68	£90 per request for Householder, £2,070 per request for Major, any other case £610 per request	£15 + £345 + £75
Discharge of condition(s) – Approval of details and/or confirmation that one or more planning conditions have been complied with.		£86 per request for Householder otherwise £298 per request	£14 + £50	£90 per request for Householder otherwise £310 per request	£15 + £55
Request for confirmation that one or more planning conditions have been complied with		£86 per request for Householder otherwise £298 per request	£14 + £50	£90 per request for Householder otherwise £310 per request	£15 + £55
Change of Use of a building to use as one or more separate dwellinghouses, or other cases					
Number of Dwellings	Less than 10 Dwellings	£588 for each	£98	£610 for each	£105
Number of Dwellings	At least 10 but not more than 50 dwellings	£635 for each	£106	£660 for each	£110
Number of Dwellings	More than 50 dwellings	£31,385 + £189 for each in excess of 50 up to a maximum of £411,885	£5,231 + £32	£32,485 + £200 for each in excess of 50 up to a maximum of £426,305	£5,415 + £35
Other Changes of Use of a building or land		£588	£98	£610	£105
Advertising					
Relating to the business on the premises		£168	£28	£175	£30
Advance signs which are not situated on or visible from the site, directing the public to business		£168	£28	£175	£30
Other advertisements		£588	£98	£610	£105

Prior Approval Applications (under permitted development rights)		2025/26 Charge	20% fixing broken Hsg Mrkt element	2026/27 Charge	20% fixing broken Hsg Mrkt element
Agricultural and Forestry buildings & operations or demolition of buildings		£240	£40	£250	£45
Electronic communications (Part 16 Class A).		£588	£98	£610	£105
Proposed Change of Use to State Funded School or Registered Nursery		£240	£40	£250	£45
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery		£240	£40	£250	£45
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure		£240	£40	£250	£45
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)		£240	£40	£250	£45
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations		£240	£40	£250	£45
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations		£516	£86	£535	£90
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are no Associated Building Operations		£240	£40	£250	£45
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations		£516	£86	£535	£90
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)		£240	£40	£250	£45
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)		£240	£40	£250	£45
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations		£516	£86	£535	£90
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)		£240	£40	£250	£45
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations		£516	£86	£535	£90
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)		£240	£40	£250	£45
Notification for Prior Approval for Householder development: • Larger rear extension or other alteration of a dwellinghouse (Part1 Class A). • Building upwards to extend a dwellinghouse (Part 1 Class AA).		£240	£40	£250	£45
Notification for Prior Approval for change of use from commercial, business and service uses (Use Class E) to dwellinghouses (Part 3 Class MA).		£250	£42	£260	£45
Notification for Prior Approval for change of use of other buildings) to dwellinghouses (Part 3, Classes M, N, Q).		£240	£40	£250	£45
Notification for Prior Approval for change of use of other buildings) to dwellinghouses (Part 3, Classes M, N, Q), and Associated Building Operations		£516	£86	£535	£90

Notification for Prior Approval for construction of new dwellinghouses: • Demolition of certain buildings and construction of new dwellinghouses (Part 20 Class ZA). • Extending certain existing buildings upwards to create new dwellinghouses (Part 20 Classes A, AA, AB, AC, AD).		2025/26 Charge	20% fixing broken Hsg Mrkt element	2026/27 Charge	20% fixing broken Hsg Mrkt element
Number of Dwellings	Less than 10	£425 for each	£71	£440 for each	£75
Number of Dwellings	At least 10 but not more than 50 dwellings	£459 for each	£77	£480 for each	£80
Number of Dwellings	More than 50 dwellings	£22,688 + £137 for each in excess of 50 up to a maximum of £411,885	£3,782 + £23	£23,485 + £145 for each in excess of 50 up to a maximum of £426,305	£3,915 + £25

Other Applications		2025/26 Charge	20% fixing broken Hsg Mrkt element	2026/27 Charge	20% fixing broken Hsg Mrkt element
Applications for Urgent Crown Development, made to the Secretary of State		Same as Planning Fee		Same as Planning Fee	
Monitoring of mining and landfill sites.		Where the whole or part of the site is active, £504. In any other case, £168	£84 + £28	Where the whole or part of the site is active, £525. In any other case, £175	£90 + £30
Certificates of appropriate alternative development		£298	£50	£310	£55
Application or deemed application is made or deemed to be made by or on behalf of a club, society or other organisation (including any persons administering a trust) which is not established or conducted for profit and whose objects are the provision of facilities for sport or recreation		£588	£98	£610	£105
Application for a Non-material Amendment Following a Grant of Planning Permission		2025/26 Charge	20% fixing broken Hsg Mrkt element	2026/27 Charge	20% fixing broken Hsg Mrkt element
Applications in respect of householder developments		£44	£7	£50	£10
Applications in respect of other developments		£298	£50	£310	£55
Local Authority Involvement in High Hedge Complaints		2025/26 Charge	20% fixing broken Hsg Mrkt element	2026/27 Charge	20% fixing broken Hsg Mrkt element
High Hedge Complaint		£625	N/A	£650	N/A
		2025/26 Charge	20% fixing broken Hsg Mrkt element	2026/27 Charge	20% fixing broken Hsg Mrkt element
Pre-Application Advice Fees	Small scale- Householders Medium Scale - 1-9 houses Majors Significant Majors Listed Building Consent & Conservation Works	£90 £450 £2,000 £3,000 £250	N/A	£95 £470 £2,070 £3,105 £260	N/A
Planning History Checks		£72	N/A	£75	N/A
Supplementary Planning Application Advice		POA	N/A	POA	N/A

S106 Fees

Type of Obligation Monitoring Fee	2025/26 Charge	Notes
Commuted Sum	1% of each payment instalment	This will be included within each invoice requesting payment
Land Contribution	£1,232 per development site	This payment is to be made at the time that the land transfer takes place
On-site Affordable Housing	£1,232 per development site	Payment is to be made on the first occupation of the affordable units
Other obligation	£1,232 per obligation	This is to ensure compliance with obligations such as providing a woodland management strategy etc
Overage Clause¹	At least £1,232 or 1% of any additional payments due	This is to report on any commuted sum payments arising from greater profits.

Commuted Sum Payments for open space contributions	£1,277 per dwelling for housing schemes of 10 or more dwelling	When need is demonstrated
Commuted sum payment for sports provision	£803 per dwelling for housing schemes of 10 or more dwelling	When need is demonstrated

Historic S106 Agreements Obligations	Copies of S106 legal agreements and to seek evidence that obligations have been discharged.	£158
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Off-site Affordable Housing	Difference between OMV & RP x the number of offsite AH. (OMV - RP) x TS / 0.7	Cost to the developer if the affordable dwellings were provided on site
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2026/27 Charge	Notes
1% of each payment instalment	This will be included within each invoice requesting payment
£1,280 per development site	This payment is to be made at the time that the land transfer takes place
£1,280 per development site	Payment is to be made on the first occupation of the affordable units
£1,280 per obligation	This is to ensure compliance with obligations such as providing a woodland management strategy etc
At least £1,280 or 1% of any additional payments due	This is to report on any commuted sum payments arising from greater profits.

£1,325 per dwelling for housing schemes of 10 or more dwelling	When need is demonstrated
To be calculated using Sport England's Playing Pitch Calculator and Built Sports Facility Calculator	When need is demonstrated

Copies of S106 legal agreements and to seek evidence that obligations have been discharged.	£165
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Difference between OMV & RP x the number of offsite AH. (OMV - RP) x TS / 0.7	Cost to the developer if the affordable dwellings were provided on site
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Biodiversity Net Gain Fees

BNG Standard Monitoring Fee	2025/26 Charge		
	Low technical difficulty to enhance/create habitats	Moderate technical difficulty to enhance/create habitats	High technical difficulty to enhance/create habitats
Small biodiversity off-site/on-site area (0 to 10ha)	£8,003	£15,206	£23,361
Medium biodiversity off-site/on-site area (10+ to 20ha)	£13,338	£20,978	£33,373
Large biodiversity off-site/on-site area (20+ to 40ha)	£26,676	£35,963	£46,722

2026/27 Charge		
Low technical difficulty to enhance/create habitats	Moderate technical difficulty to enhance/create habitats	High technical difficulty to enhance/create habitats
£8,285	£15,740	£24,180
£13,805	£21,715	£34,545
£27,610	£37,225	£48,360

Building Control - Table A

New Build - Houses 2025/26

Standard Charge for New Housing (up to 300m2 Floor Area including flats and maisonettes but not conversions)

No of Dwellings	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
1	273.00	54.60	£327.60	760.00	152.00	£912.00	1,239.00	247.80	£1,486.80
2	360.00	72.00	£432.00	907.00	181.40	£1,088.40	1,521.00	304.20	£1,825.20
3	400.00	80.00	£480.00	1,064.00	212.80	£1,276.80	1,756.00	351.20	£2,107.20
4	478.00	95.60	£573.60	1,228.00	245.60	£1,473.60	2,047.00	409.40	£2,456.40
5	573.00	114.60	£687.60	1,405.00	281.00	£1,686.00	2,373.00	474.60	£2,847.60

Building Control - Table A

New Build - Houses 2026/27

Standard Charge for New Housing (up to 300m2 Floor Area including flats and maisonettes but not conversions)

No of Dwellings	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
1	285.00	57.00	£342.00	790.00	158.00	£948.00	1,285.00	257.00	£1,542.00
2	375.00	75.00	£450.00	940.00	188.00	£1,128.00	1,575.00	315.00	£1,890.00
3	415.00	83.00	£498.00	1,105.00	221.00	£1,326.00	1,820.00	364.00	£2,184.00
4	495.00	99.00	£594.00	1,275.00	255.00	£1,530.00	2,120.00	424.00	£2,544.00
5	595.00	119.00	£714.00	1,455.00	291.00	£1,746.00	2,460.00	492.00	£2,952.00

Standard Charge for New Housing (Floor Area between 301m2 and 700m2)

	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
Single Dwelling with Floor Area between 301m2 and 500m2	315.00	63.00	£378.00	860.00	172.00	£1,032.00	1,411.00	282.20	£1,693.20
Single Dwelling with Floor Area between 501m2 and 700m2	315.00	63.00	£378.00	1,109.00	221.80	£1,330.80	1,708.00	341.60	£2,049.60

Please note for more than 5 Dwelling or if the floor area of a dwelling exceeds 700m2 the charge is individually determined

All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered competent person scheme, if this is not the case an additional charge may apply

Standard Charge for New Housing (Floor Area between 301m2 and 700m2)

	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
Single Dwelling with Floor Area between 301m2 and 500m2	330.00	66.00	£396.00	895.00	179.00	£1,074.00	1,465.00	293.00	£1,758.00
Single Dwelling with Floor Area between 501m2 and 700m2	330.00	66.00	£396.00	1,150.00	230.00	£1,380.00	1,770.00	354.00	£2,124.00

Please note for more than 5 Dwelling or if the floor area of a dwelling exceeds 700m2 the charge is individually determined

All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered competent person scheme, if this is not the case an additional charge may apply

Building Control - Table B

Charges for small buildings, extensions and alterations to dwellings 2025/26
Valid for applications received between 01/04/2025 & 31/03/2026

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
Category 1: Extensions to Dwellings									
Extension Internal Floor area not exceeding 10m2	175.00	35.00	£210.00	207.00	41.40	£248.40	459.00	91.80	£550.80
Extension Internal Floor Area over 10m2 but not exceeding 40m2	175.00	35.00	£210.00	383.00	76.60	£459.60	669.00	133.80	£802.80
Extension Internal Floor Area over 40m2 but not exceeding 60m2	175.00	35.00	£210.00	538.00	107.60	£645.60	856.00	171.20	£1,027.20
Extension - Internal Floor Area over 60m2 but not exceeding 80m2	175.00	35.00	£210.00	694.00	138.80	£832.80	1043.00	208.60	£1,251.60
Category 2 - Garages & Carports									
Erection or Extension of a detached or attached building or extension to a dwelling									
Which consists of a garage, carport or both; having a floor area not exceeding 40m2 in total and is intended to be used in common with an existing building	294.00	58.80	£352.80	inc	inc	inc	354.00	70.80	£424.80
The conversion of an attached garage into a habitable room	261.00	52.20	£313.20	inc	inc	inc	312.00	62.40	£374.40
Where the Garage extension exceeds a floor area of 40m2 but does not exceed 60m2	424.00	84.80	£508.80	inc	inc	inc	508.00	101.60	£609.60
Category 3: Loft Conversion and Dormers									
Formation of a room in a roof space, including means of access thereto. Fees for lofts greater than 40m2 are to be based on the cost of work. The Fee cannot be less than shown below									
Without a dormer but not exceeding 40m2 in floor area	175.00	35.00	£210.00	216.00	43.20	£259.20	470.00	94.00	£564.00
With a dormer but not exceeding 40m2 in floor area	175.00	35.00	£210.00	344.00	68.80	£412.80	622.00	124.40	£746.40

Where the extension to the dwelling exceeds 80m2 in floor area, the charge is based on the estimated cost in Table E, subject to the sum of the plan charge and inspection charge being not less than **£1057.50** (excluding VAT). The total estimated cost of the work must therefore be at least **£75,001**.

Note: All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

Building Control - Table B

Charges for small buildings, extensions and alterations to dwellings 2026/27
Valid for applications received between 01/04/2026 & 31/03/2027

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total
Category 1: Extensions to Dwellings									
Extension Internal Floor area not exceeding 10m2	208.33	41.67	£250.00	191.67	38.33	£230.00	480.00	96.00	£576.00
Extension Internal Floor Area over 10m2 but not exceeding 40m2	208.33	41.67	£250.00	376.67	75.33	£452.00	695.00	139.00	£834.00
Extension Internal Floor Area over 40m2 but not exceeding 60m2	208.33	41.67	£250.00	536.67	107.33	£644.00	890.00	178.00	£1,068.00
Extension - Internal Floor Area over 60m2 but not exceeding 80m2	208.33	41.67	£250.00	696.67	139.33	£836.00	1,080.00	216.00	£1,296.00
Category 2 - Garages & Carports									
Erection or Extension of a detached or attached building or extension to a dwelling									
Which consists of a garage, carport or both; having a floor area not exceeding 40m2 in total and is intended to be used in common with an existing building	305.00	61.00	£366.00	inc	inc	inc	370.00	74.00	£444.00
The conversion of an attached garage into a habitable room	275.00	55.00	£330.00	inc	inc	inc	325.00	65.00	£390.00
Where the Garage extension exceeds a floor area of 40m2 but does not exceed 60m2	440.00	88.00	£528.00	inc	inc	inc	530.00	106.00	£636.00
Category 3: Loft Conversion and Dormers									
Formation of a room in a roof space, including means of access thereto. Fees for lofts greater than 40m2 are to be based on the cost of work. The Fee cannot be less than shown below									
Without a dormer but not exceeding 40m2 in floor area	208.33	41.67	£250.00	201.67	40.33	£242.00	490.00	98.00	£588.00
With a dormer but not exceeding 40m2 in floor area	208.33	41.67	£250.00	336.67	67.33	£404.00	645.00	129.00	£774.00

Where the extension to the dwelling exceeds 80m2 in floor area, the charge is based on the estimated cost in Table E, subject to the sum of the plan charge and inspection charge being not less than **£1057.50** (excluding VAT). The total estimated cost of the work must therefore be at least **£75,001**.

Note: All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

Building Control - Table C

Standard Charges for Alterations to Dwellings 2025/26

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total	Regularisation
1A. Installation of Replacement windows and doors in a dwelling where the number of windows / doors does not exceed 20							81.00	16.20	£97.20	
1B. Installation of Replacement windows and doors in a dwelling where the number of windows / doors does not exceed 20 (retrospective)								0.00		128.00
2. Underpinning with a total cost not exceeding £30,000	296.00	59.20	£355.20	inc	inc	inc	355.00	71.00	£426.00	
3. Controlled Electrical Work to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	263.00	52.60	£315.60	inc	inc	inc	316.00	63.20	£379.20	
4A. Renovation of a thermal element i.e. Work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L 1b applies. (retrospective)							123.00	24.60	£147.60	187.00
4B. Renovation of a thermal element Replacement Conservatory Roof	POA						POA			
5. Formation of a single en suite bathroom / shower room or cloakroom within an existing dwelling (excluding electrical work)	254.00	50.80	£304.80	inc	inc	inc	305.00	61.00	£366.00	429.00
6. Removal or partial removal of chimney breast (accompanied by Structural Engineering Details)	159.00	31.80	£190.80				159.00	31.80	£190.80	229.00
7. Installation of New or Replacement Sewage Treatment Plant and associated discharge	244.00	48.80	£292.80			inc	293.00	58.60	£351.60	422.00
8. Removal of wall and insertion of one or two steel beams maximum span 4 metres (accompanied by Structural Engineering Details)	159.00	31.80	£190.80				159.00	31.80	£190.80	229.00
9. Structural Alterations not supported by Structural Calculations to be individually assessed (Calculations may still be required)						inc	POA			
10. The insertion of insulating material in a cavity wall of an existing property*							82.00	16.40	£98.40	
11. Installation of a multi fuel appliance including associated Flue liner and hearth* to a single dwelling							292.00	58.4	£350.40	420.00

* Not carried out under a Competent Person Scheme

Where it is intended to carry out additional work internally within a dwelling at the same time as undertaking alterations as defined in Table C then the charge for all of the internal work (including work as defined in table C) may be assessed using the total estimated cost of work as set out in table E. All other work within dwellings will be charged as set out in Table E.

Building Control - Table C

Standard Charges for Alterations to Dwellings 2026/27

Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total	Regularisation	
1A. Installation of Replacement windows and doors in a dwelling where the number of windows / doors does not exceed 20									85.00	17.00	£102.00
1B. Installation of Replacement windows and doors in a dwelling where the number of windows / doors does not exceed 20 (retrospective)									0.00		134.00
2. Underpinning with a total cost not exceeding £30,000	310.00	62.00	£372.00	inc	inc	inc	367.00	73.40	£440.40		
3. Controlled Electrical Work to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	275.00	55.00	£330.00	inc	inc	inc	327.00	65.40	£392.40		
4A. Renovation of a thermal element i.e. Work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L 1b applies. (retrospective)							127.00	25.40	£152.40	196.00	
4B. Renovation of a thermal element Replacement Conservatory Roof	POA						POA				
5. Formation of a single en suite bathroom / shower room or cloakroom within an existing dwelling (excluding electrical work)	265.00	53.00	£318.00	inc	inc	inc	316.00	63.20	£379.20	450.00	
6. Removal or partial removal of chimney breast (accompanied by Structural Engineering Details)	165.00	33.00	£198.00				165.00	33.00	£198.00	240.00	
7. Installation of New or Replacement Sewage Treatment Plant and associated discharge	255.00	51.00	£306.00			inc	303.00	60.60	£363.60	443.00	
8. Removal of wall and insertion of one or two steel beams maximum span 4 metres (accompanied by Structural Engineering Details)	165.00	33.00	£198.00				165.00	33.00	£198.00	240.00	
9. Structural Alterations not supported by Structural Calculations to be individually assessed (Calculations may still be required)						inc	POA				
10. The insertion of insulating material in a cavity wall of an existing property*							85.00	17.00	£102.00		
11. Installation of a multi fuel appliance including associated Flue liner and hearth* to a single dwelling							305.00	61	£366.00	441.00	

* Not carried out under a Competent Person Scheme

Where it is intended to carry out additional work internally within a dwelling at the same time as undertaking alterations as defined in Table C then the charge for all of the internal work (including work as defined in table C) may be assessed using the total estimated cost of work as set out in table E. All other work within dwellings will be charged as set out in Table E.

Building Control - Table D**Extensions and New Build - Other than to Dwellings 2025/26**

(i.e. Shops, Offices, industrial, hotels, storage, assembly etc.)

Note - must be submitted as a full plans application (other than application for replacement windows)

Category of Work	Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total
1	Internal Floor Area not exceeding 6m ²	386.00	77.20	£463.20	inc	inc	inc
2	Internal Floor Area over 6m ² but not exceeding 40m ²	182.00	36.40	£218.40	377.00	75.40	£452.40
3	Internal Floor Area over 40m ² but not exceeding 80m ²	182.00	36.40	£218.40	586.00	117.20	£703.20
4	Shop fit out not exceeding a value of £50,000	375.00	75.00	£450.00	inc	inc	inc
5	Replacement Windows						
	a - not exceeding 10 windows	140.00	28.00	£168.00	inc	inc	inc
	b - between 11 - 20 windows	249.00	49.80	£298.80	inc	inc	inc

Building Control - Table D**Extensions and New Build - Other than to Dwellings 2026/27**

(i.e. Shops, Offices, industrial, hotels, storage, assembly etc.)

Note - must be submitted as a full plans application (other than application for replacement windows)

Category of Work	Proposal	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total
1	Internal Floor Area not exceeding 6m ²	400.00	80.00	£480.00	inc	inc	inc
2	Internal Floor Area over 6m ² but not exceeding 40m ²	190.00	38.00	£228.00	395.00	79.00	£474.00
3	Internal Floor Area over 40m ² but not exceeding 80m ²	190.00	38.00	£228.00	610.00	122.00	£732.00
4	Shop fit out not exceeding a value of £50,000	390.00	78.00	£468.00	inc	inc	inc
5	Replacement Windows						
	a - not exceeding 10 windows	145.00	29.00	£174.00	inc	inc	inc
	b - between 11 - 20 windows	260.00	52.00	£312.00	inc	inc	inc

Building Control - Table E

Standard Charges for all work not in Tables A,B,C & D for 2025/26
(excludes individually determined charges)

Estimated Cost											
From	To	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total	
0	1000	133.00	26.60	£159.60	inc	inc	inc	159.00	31.80	£190.80	
1,001	2,000	254.00	50.80	£304.80	inc	inc	inc	305.00	61.00	£366.00	
2,001	5,000	275.00	55.00	£330.00	inc	inc	inc	330.00	66.00	£396.00	
5,001	7,000	305.00	61.00	£366.00	inc	inc	inc	365.00	73.00	£438.00	
7,001	10,000	341.00	68.20	£409.20	inc	inc	inc	410.00	82.00	£492.00	
10,001	20,000	422.00	84.40	£506.40	inc	inc	inc	507.00	101.40	£608.40	
20,001	30,000	182.00	36.40	£218.40	368.00	73.60	£441.60	659.00	131.80	£790.80	
30,001	40,000	249.00	49.80	£298.80	405.00	81.00	£486.00	785.00	157.00	£942.00	
40,001	50,000	302.00	60.40	£362.40	488.00	97.60	£585.60	949.00	189.80	£1,138.80	
50,001	75,000	355.00	71.00	£426.00	595.00	119.00	£714.00	1,145.00	229.00	£1,374.00	
75,001	100,000	405.00	81.00	£486.00	750.00	150.00	£900.00	1,386.00	277.20	£1,663.20	
100,001	150,000	453.00	90.60	£543.60	863.00	172.60	£1,035.60	1,579.00	315.80	£1,894.80	
150,001	200,000	501.00	100.20	£601.20	976.00	195.20	£1,171.20	1,771.00	354.20	£2,125.20	
200,001	250,000	549.00	109.80	£658.80	1089.00	217.80	£1,306.80	1,964.00	392.80	£2,356.80	

Where it is intended to carry out additional work on a dwelling at the same time as undertaking an extension within table B, then the charge for this additional work (as indicated in Table E) shall be discounted by 50%, subject to a maximum estimated cost of less than £10,000

Note: In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

Where the estimated cost of work exceeds £250,000 the charge will be individually assessed by Rossendale Borough Council Building Control Services.

Building Control - Table E

Standard Charges for all work not in Tables A,B,C & D for 2026/27
(excludes individually determined charges)

Estimated Cost											
From	To	Plan Fee	VAT	Plan Total	Inspect Fee	VAT	Inspect Total	Building Notice Fee	VAT	Building Notice Total	
0	1000	140.00	28.00	£168.00	inc	inc	inc	165.00	33.00	£198.00	
1,001	2,000	265.00	53.00	£318.00	inc	inc	inc	320.00	64.00	£384.00	
2,001	5,000	285.00	57.00	£342.00	inc	inc	inc	345.00	69.00	£414.00	
5,001	7,000	320.00	64.00	£384.00	inc	inc	inc	380.00	76.00	£456.00	
7,001	10,000	355.00	71.00	£426.00	inc	inc	inc	425.00	85.00	£510.00	
10,001	20,000	440.00	88.00	£528.00	inc	inc	inc	525.00	105.00	£630.00	
20,001	30,000	190.00	38.00	£228.00	385.00	77.00	£462.00	685.00	137.00	£822.00	
30,001	40,000	260.00	52.00	£312.00	420.00	84.00	£504.00	815.00	163.00	£978.00	
40,001	50,000	315.00	63.00	£378.00	510.00	102.00	£612.00	985.00	197.00	£1,182.00	
50,001	75,000	370.00	74.00	£444.00	620.00	124.00	£744.00	1,190.00	238.00	£1,428.00	
75,001	100,000	420.00	84.00	£504.00	780.00	156.00	£936.00	1,435.00	287.00	£1,722.00	
100,001	150,000	470.00	94.00	£564.00	895.00	179.00	£1,074.00	1,635.00	327.00	£1,962.00	
150,001	200,000	520.00	104.00	£624.00	1015.00	203.00	£1,218.00	1,835.00	367.00	£2,202.00	
200,001	250,000	570.00	114.00	£684.00	1130.00	226.00	£1,356.00	2,035.00	407.00	£2,442.00	

Where it is intended to carry out additional work on a dwelling at the same time as undertaking an extension within table B, then the charge for this additional work (as indicated in Table E) shall be discounted by 50%, subject to a maximum estimated cost of less than £10,000

Note: In respect of domestic work the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge may apply.

Where the estimated cost of work exceeds £250,000 the charge will be individually assessed by Rossendale Borough Council Building Control Services.

Building Control - Table F**Demolition - 2025/26**

Category of Work	Proposal	VAT Exempt Fee
1	Application to demolish existing property under Section 80 of the Buildings Act 1984 & issuing the counter notice under Section 81 of the Building Act 1984.	FOC

Building Control - Table F**Demolition - 2026/27**

Category of Work	Proposal	VAT Exempt Fee
1	Application to demolish existing property under Section 80 of the Buildings Act 1984 & issuing the counter notice under Section 81 of the Building Act 1984.	£75.00

Building Control - Table G**Other Charges - 2025/26**

Category of Work	Proposal	Net	VAT	Gross Fee
1	Copy of Decision Notice or Completion Certificates (within the past 3 years)	27.00	5.40	£32.40
2	Additional copy from same file.	7.00	1.40	£8.40
3	Re- opening of archived applications (Charge per Hour - minimum 1 hour £80.00) plus decision notice and completion certificate	72.00	14.40	£86.40
4	Re- opening of archived applications (Charge per Hour - minimum 1 hour £80.00) plus decision notice and completion certificate	101.00	20.20	£121.20
5	Withdrawal of an application and any associated charges (Charge per Hour - minimum 1 hour £80.00)	72.00	14.40	£86.40
6	Building Regulation Confirmation letter	72.00	14.40	£86.40
7	Change of applicants details on valid application (New)	72.00	14.40	£86.40
8	Supply of non-standard data and information, including responding to solicitors enquiries (Charge per Hour - minimum 1 hour £80.00)	72.00	14.40	£86.40
9	Pre Application site visit discountably against full application	72.00	14.40	£86.40
10	Exemption Certificate (Charged per Hour - minimum 1 hour £80.00) additional charges for site visits.	72.00	14.40	£86.40

Building Control - Table G**Other Charges - 2026/27**

Category of Work	Proposal	Net	VAT	Gross Fee
1	Copy of Decision Notice or Completion Certificates (within the past 3 years)	30.00	6.00	£36.00
2	Additional copy from same file.	10.00	2.00	£12.00
3	Re- opening of archived applications (Charge per Hour - minimum 1 hour £80.00) plus decision notice and completion certificate	75.00	15.00	£90.00
4	Re- opening of archived applications (Charge per Hour - minimum 1 hour £80.00) plus decision notice and completion certificate	105.00	21.00	£126.00
5	Withdrawal of an application and any associated charges (Charge per Hour - minimum 1 hour £80.00)	75.00	15.00	£90.00
6	Building Regulation Confirmation letter	75.00	15.00	£90.00
7	Change of applicants details on valid application (New)	75.00	15.00	£90.00
8	Supply of non-standard data and information, including responding to solicitors enquiries (Charge per Hour - minimum 1 hour £80.00)	75.00	15.00	£90.00
9	Pre Application site visit discountably against full application	75.00	15.00	£90.00
10	Exemption Certificate (Charged per Hour - minimum 1 hour £80.00) additional charges for site visits.	75.00	15.00	£90.00

Street Naming & Numbering

Existing Properties
Individual House Name / Individual House re-name or re-number
Conversions of existing Properties into multiples

2025/26 Charge
£82
£131 up to a maximum of 4 units; additional Units £26 per unit

2026/27 Charge
£85
£140 up to a maximum of 4 units; additional Units £30 per unit

<u>Newbuild / Conversion to a property</u>
Development of 10 plots or less
Development of 11 plots or more
Additional charge, where this includes the naming of a street
Additional charge, where this includes the naming of a building (e.g. block of flats)

2025/26 Charge
£82 per plot up to a maximum of £315
Charges individually assessed
£131
£131

2026/27 Charge
£85 per plot up to a maximum of £330
Charges individually assessed
£140
£140

Local Land Charges

	2025/26 Charge		
	Fee	VAT	TOTAL
Official Search / Enquiries / Con29R form / LLC1	£85.00	£17.00	£132.00
	£30.00	£0.00	£30.00
Con 29R - Each additional parcel of land	£25.00	£5.00	£30.00
Official Search - LLC1	£30.00	£0.00	£30.00
Supplementary Questions Con 29O *	£20.00	£4.00	£24.00
Supplementary Question Con 29O (Question 22) *	£27.00	£5.40	£32.40
Each additional Enquiry	£25.00	£5.00	£30.00

2026/27 Charge		
Fee	VAT	TOTAL
£85.00	£17.00	£132.00
£30.00	£0.00	£30.00
£25.00	£5.00	£30.00
£30.00	£0.00	£30.00
£20.00	£4.00	£24.00
£27.00	£5.40	£32.40
£25.00	£5.00	£30.00

Legal Services

	2025/26 Charge			2026/27 Charge		
	Net	VAT	Gross	Net	VAT	Gross
<u>Sales of land and property and freehold reversion</u>						
Up to £5,000			£630.00			£655.00
£5001 - £15,000			£840.00			£870.00
£15,001 - £100,000			£1,890.00			£1,960.00
<u>Leases and Licences</u>						
Industrial Unit Lease			£420.00			£435.00
Industrial Unit Licence			£263.00			£275.00
Garden/Garage Tenancy			£368.00			£385.00
Wayleave/Easement			£578.00			£600.00
Commercial Lease			£893.00			£925.00
Notice of Assignment			£100.00			£105.00
Agricultural Tenancy			£420.00			£435.00
Agricultural Tenancy Renewal			£315.00			£330.00
Lease Renewal			£315.00			£330.00
Deed of Variation/Surrender/Release			£420.00			£435.00
Allotment Agreement			£0.00			£100.00
<u>S106 Agreements</u>						
Preparation			£1,838.00			£1,905.00
Checking Fee			£840.00			£870.00
Deed of Variations			£1,050.00			£1,090.00
Footpath Diversions			£3,150.00			£3,265.00
+ any disbursements (assuming unopposed)						
Commercial Road Closures under TPCA			£158.00			£165.00
Commercial Event Licences			£315.00			£330.00
Misc' Commercial Licence			£420.00			£435.00

Property Services

	2025/26 Charge			2026/27 Charge		
	Net	VAT	Gross	Net	VAT	Gross
Garage sites (adopted TH sites will be held at current rate for a period of 12 months)	£200.00	£40.00	£240.00	£210.00	£42.00	£252.00
Departure Charge (Rawtenstall Bus Terminal, Bacup Road)	87.00 p			87.00 p		
Garden Licences (a garden must be formed of land adjoining the applicants property and must be no larger than 195m2. De-minimis rental applies at £100 per annum) Rental £1.50 per sq.m						
Information regarding industrial units or managed offices have not been included due to the sensitivity of individual pricing						
Garage bond scheme to be introduced to all new and renewing tenancies from 01/04/20						

Valuation Services Residential	2025/26			2025/26		
	Net	VAT	Gross	Net	VAT	Gross
Band A (£1,000 - £5,000)	£334.00	£66.80	£400.80	£350.00	£70.00	£420.00
Band B (£5001 - £15,000)	£334.00	£66.80	£400.80	£350.00	£70.00	£420.00
Band C (£15,001 - £25,000)	£357.00	£71.40	£428.40	£370.00	£74.00	£444.00
Band D (£5,001 - £50,000)	£357.00	£71.40	£428.40	£370.00	£74.00	£444.00
Band E (£50,001 - £100,000)	£383.00	£76.60	£459.60	£400.00	£80.00	£480.00
Band F (£100,001 +)	£509.00	£101.80	£610.80	£530.00	£106.00	£636.00
Minimum rental fee of £200 per annum. Minimum purchase value of £1000. Valuations on a price banding basis based on						

Valuation Services Commercial	2025/26			2025/26		
	Net	VAT	Gross	Net	VAT	Gross
Band A (£1,000 - £5,000)	£294.00	£58.80	£352.80	£305.00	£61.00	£366.00
Band B (£5001 - £15,000)	£294.00	£58.80	£352.80	£305.00	£61.00	£366.00
Band C (£15,001 - £25,000)	£294.00	£58.80	£352.80	£305.00	£61.00	£366.00
Band D (£5,001 - £50,000)	£294.00	£58.80	£352.80	£305.00	£61.00	£366.00
Band E (£50,001 - £100,000)	£352.00	£70.40	£422.40	£365.00	£73.00	£438.00
Band F (£100,001 +)	£352.00	£70.40	£422.40	£365.00	£73.00	£438.00
Minimum rental fee of £200 per annum. Minimum purchase value of £1000. Valuations on a price banding basis based on	Min net fee of £210			Min net fee of £210		

	2025/26			2025/26		
	Net	VAT	Gross	Net	VAT	Gross
Application to Purchase/Lease/Rent	£131.00	£26.20	£157.20	£140.00	£28.00	£168.00
Charity / CIC Application to Purchase/Lease/Rent	£12.00	£2.40	£14.40	£15.00	£3.00	£18.00
Licence / Lease Instruction Fee	£74.00	£14.80	£88.80	£80.00	£16.00	£96.00
Charity Licence / Lease Instruction Fee	£11.00	£2.20	£13.20	£15.00	£3.00	£18.00
Estates Administration Fee	£32.00	£6.40	£38.40	£35.00	£7.00	£42.00
Allotments						
Tenancy agreement	£27.00	£0.00	£27.00	£30.00	£0.00	£30.00
pr sq. m.	£0.39	£0.00	£0.39	£5.00	£0.00	£5.00
Minimum fee of £50 per annum						

Room hire at the Business Centre		2025/26			2025/26		
Room	Seats	Half Day	Full Day	Hot Drinks Facilities	Half Day	Full Day	Hot Drinks Facilities
Small Meeting Room (104, 109, 113)	10	£63.00	£116.00	Not Included	£70.00	£120.00	Not Included
Boardroom (110, 210)	16	£105.00	£189.00	Included	£110.00	£196.00	Included
Council Chamber	Numbers upon Request	£189.00	£315.00	Included	£200.00	£326.00	Included
Training Room (IT Use)	9	£131.00	£210.00	Included	£140.00	£217.00	Included
Small Meeting Room	4	£53.00	£89.00	Not Included	£55.00	£92.00	Not Included



Revenue & Capital Budget Book 2026/27

To be presented to Full Council on 4th March 2026

Summary of Revenue Budget 2026/27

General Fund Summary

Service	2025/26 Revised Estimate	In Year Virements	2025/26 Revised Baseline	Changes within 2025/26				2026/27 Original Budget
				Staff Costs	Other Inflation	Income Savings	Volume/ Technical Changes	
				£000	£000	£000	£000	
Communities Directorate								
Operational Functions	2,707	0	2,707	553	1	0	381	3,642
Parks & Open Spaces	1,007	0	1,007	127	1	0	485	1,619
Environmental Health / PPU unit	534	30	504	18	3	0	9	533
Licensing & Enforcement	6	(30)	37	(9)	0	0	2	30
	4,254	0	4,254	689	5	0	877	5,824
Economic Development Directorate								
Planning Services	455	0	455	12	1	0	(45)	423
Building Control Services	13	0	13	(7)	0	0	(5)	2
Housing and Regeneration Service	531	(5)	536	(147)	0	0	783	1,172
Property Services	245	0	245	45	29	(79)	139	378
Communities	188	5	183	71	0	0	70	324
Climate Change	2	0	2	(59)	0	0	102	45
	1,434	0	1,434	(86)	30	(79)	1,044	2,344
Corporate Services								
Legal Services	202	0	202	(10)	0	0	(0)	192
Local Land Charges	20	0	20	(3)	0	0	(0)	17
Customer Services	1,865	0	1,865	(25)	84	0	63	1,987
Democratic Services	617	0	617	(28)	5	0	7	601
Corporate Management	555	0	555	(100)	0	0	118	574
Financial Services	589	0	589	(2)	0	0	217	804
People & Policy	946	(0)	946	(7)	0	0	13	952
Non-Distributed Costs	235	0	235	0	0	(100)	(157)	(22)
Capital Financing and Interest	819	0	819	0	0	0	196	1,015
Local Government Reorganisation	0	0	0	0	0	0	313	313
	5,848	(0)	5,848	(174)	89	(100)	770	6,433
Total General Fund	11,535	(0)	11,535	429	124	(179)	2,692	14,601
Funded by								
NNDR (Business rates baseline share)	2,436							4,931
Combined Collection Fund Services	860							0
Homelessness/Rough Sleeping	0							397
Extended Producer Responsibilities	649							730
Recovery Grant	297							297
Contribution from Reserves	574							1,261
Council Tax Requirement	6,719							6,985
Number of Band D Equivalent Properties	21,152							21,350
Council Tax at Band D (excluding Whitworth)	£317.66						2.99%	£327.16

Revenue Budget 2026/27

Communities Directorate

Service	2025/26 Revised Estimate	In Year Virements	2025/26 Revised Baseline	Changes within 2025/26				2026/27 Original Budget
				Staff Costs	Other Inflation	Income Savings	Volume/ Technical Changes	
				£000	£000	£000	£000	
Operational Functions								
Operations & Fleet Management	572	0	572	(90)	0	0	12	495
Refuse & Recycling	1,768	0	1,768	728	0	0	301	2,797
Street Sweeping	354	0	354	(6)	0	0	74	422
Town Centre Caretaker	12	0	12	0	0	0	(5)	7
	2,707	0	2,707	632	1	0	381	3,721
Parks								
Cemeteries	138	153	(14)	(6)	1	0	484	465
Parks	26	0	26	0	0	0	6	32
Parks & Open Spaces	816	(157)	973	163	0	0	(32)	1,103
Playing Fields (Sports Facilities)	27	4	23	0	0	0	27	49
	1,007	0	1,007	157	1	0	485	1,649
Environmental Health	534	30	504	31	3	0	9	546
Licensing and Enforcement	6	(30)	37	(6)	0	0	2	33
Communities Directorate Total	4,254	0	4,254	813	5	0	877	5,949

Revenue Budget 2026/27

Economic Development Directorate

Service	2025/26 Revised Estimate	In Year Virements	2025/26 Revised Baseline	Changes within 2025/26				2026/27 Original Budget
				Staff Costs	Other Inflation	Income Savings	Volume/ Technical Changes	
				£000	£000	£000	£000	
Planning								
Development Control	286	0	286	17	1	0	(44)	259
Forward Planning	169	0	169	(5)	1	0	(1)	164
	455	0	455	12	1	0	(45)	423
Building Control								
Fee Earning	(26)	0	(26)	(5)	0	0	(3)	(35)
Statutory Function	36	0	36	(2)	0	0	(1)	34
Street Signs	4	0	4	0	0	0	(1)	3
	13	0	13	(7)	0	0	(5)	2
Regeneration								
Economic Regeneration	197	(5)	202	(175)	0	0	318	345
Museum	34	0	34	0	0	0	(34)	0
	231	(5)	236	(175)	0	0	284	345
Housing								
Homelessness	247	0	247	24	0	0	501	772
Housing Strategy	42	0	42	(2)	0	0	(0)	39
Private Sector renewals	11	0	11	6	0	0	(1)	16
	300	0	299	28	0	0	500	827

Revenue Budget 2026/27

Economic Development Directorate (Continued..)

Service	2025/26 Revised Estimate	In Year Virements	2025/26 Revised Baseline	Changes within 2025/26				2026/27 Original Budget
				Staff Costs	Other Inflation	Income Savings	Volume/ Technical Changes	
				£000	£000	£000	£000	
Property Services								
Allotments	(2)	0	(2)	0	0	(4)	4	(2)
Bus Shelters / Station	117	0	117	0	4	0	30	151
Business Centre	137	0	137	0	5	(35)	5	111
Car Parks	68	0	68	0	2	0	(0)	70
Corporate Estates	(498)	0	(498)	3	1	0	(36)	(529)
Council Offices	(17)	0	(17)	0	1	0	(18)	(34)
Courier	4	0	4	0	0	0	0	4
Depots	86	0	86	0	2	(20)	18	86
Facilities Management	29	0	29	0	0	0	(10)	19
Land Drainage	16	0	16	0	1	0	4	21
Markets	20	0	20	42	0	(20)	65	108
Museums	0	0	0	0	0	0	62	62
Public Baths	14	0	14	0	0	0	2	16
Public Clocks & Memorials	10	0	10	(1)	0	0	0	10
Public Conveniences	3	0	3	0	0	0	0	4
Public Halls	28	0	28	0	0	0	4	33
Sports Facilities	27	0	27	0	0	0	2	30
Sports Grounds	161	0	161	0	12	0	(0)	173
Xmas Lights	40	0	40	0	0	0	5	45
	245	0	245	45	29	(79)	139	378
Communities								
Area Forums	15	0	15	0	0	0	0	15
Regeneration Management	173	5	168	71	0	0	70	309
	188	5	183	71	0	0	70	324
Climate Change	2	0	2	(59)	0	0	102	45
Economic Development Directorate Total	1,434	0	1,434	(86)	30	(79)	1,044	2,344

Revenue Budget 2026/27

Corporate Directorate

Service	2025/26 Revised Estimate	In Year Virements	2025/26 Revised Baseline	Changes within 2025/26				2026/27 Original Budget
				Staff Costs	Other Inflation	Savings	Volume/ Technical Changes	
				£000	£000	£000	£000	
Legal Services	202	0	202	(10)	0	0	(0)	192
Local Land Charges	20	0	20	(3)	0	0	(0)	17
Customer Services								
Benefits Administration	(114)	0	(114)	0	4	0	1	(110)
Benefits Granted	(122)	0	(122)	0	0	0	(75)	(197)
Central Printing	0	0	0	0	0	0	0	0
Concessionary Travel	0	0	0	0	0	0	0	0
Customer Services Management	87	0	87	(5)	0	0	(0)	81
E-Government (ICT Support)	938	0	938	(10)	20	0	135	1,082
One Stop Shop	5	0	5	0	0	0	1	6
Revenues Collection	(251)	0	(251)	0	0	0	0	(251)
Revs & Bens Partnership	1,200	0	1,200	0	60	0	0	1,260
Service Assurance Team	123	0	123	(9)	0	0	1	115
	1,865	0	1,865	(25)	84	0	63	1,987
Democratic Services								
Democratic Support	143	0	143	(7)	0	0	(0)	135
Direct Member Costs (including allowances)	203	0	203	0	5	0	5	213
Elections	90	0	90	(2)	0	0	0	88
Elections IER	0	0	0	0	0	0	0	0
Electoral Registration	97	0	97	(3)	0	0	(0)	93
Mayoralty & Civic Events	82	0	82	(16)	0	0	3	69
Town Twinning	3	0	3	0	0	0	0	3
	617	0	617	(28)	5	0	7	601
Corporate Management								
Corporate Contingency	38	0	38	0	0	0	0	38
Executive Office	394	0	394	(8)	0	0	5	391
Executive Support	55	0	55	0	0	0	0	55
Empty Homes	101	0	101	(44)	0	0	(57)	0
Leisure Services	(32)	0	(32)	(48)	0	0	170	90
	555	0	555	(100)	0	0	118	574

Revenue Budget 2026/27

Corporate Directorate (Continued..)

Service	2025/26 Revised Estimate	In Year Virements	2025/26 Revised Baseline	Changes within 2025/26				2026/27 Original Budget
				Staff Costs	Other Inflation	Savings	Volume/ Technical Changes	
				£000	£000	£000	£000	
Finance								
Accountancy	196	0	196	4	0	0	209	409
Exchequer	129	0	129	(7)	0	0	(2)	120
Insurance & Risk / Internal Audit	65	0	65	0	0	0	0	65
Treasury Management	199	0	199	0	0	0	10	209
	589	0	589	(2)	0	0	217	804
People & Policy								
Corporate Support	348	(0)	348	(40)	0	0	0	308
People & Policy	598	0	598	34	0	0	12	644
Publicity & Tourism	0	0	0	0	0	0	0	0
	946	(0)	946	(7)	0	0	13	952
Non-Distributed Costs								
Other Non Distributed costs	35	0	35	0	0	0	0	35
Pension Costs	200	0	200	0	0	(100)	(157)	(57)
	235	0	235	0	0	(100)	(157)	(22)
Capital Financing								
Interest & Misc expenses	175	0	175	0	0	0	90	265
Capital Financing	644	0	644	0	0	0	106	750
Reversal of Capital Charges	0	0	0	0	0	0	0	0
	819	0	819	0	0	0	196	1,015
Local Government Reorganisation	0	0	0	0	0	0	313	313
Corporate Directorate Total	5,848	(0)	5,848	(174)	89	(100)	770	6,433

MTFS 2026/27			
Schemes in Progress	2026/27 £'000	2027/28 £'000	Total 2026/27 - 2027/28 inc slippage £'000
Schemes			
Vehicles / Equipment	2,144	590	2,734
Wheeled & Litter Bins	60	60	120
Cemeteries	610	10	620
Pathways	20	20	40
General Building Renovations & Maintenance	490	200	690
Carbon Reduction Fund	100	-	100
Car Parks General	30	-	30
Leisure Facilities upgrades	2,500	-	2,500
Legacy Liabilities	400	65	465
Waste Transfer Station	6,200	-	6,200
Sub-total	12,554	945	13,499

Schemes funded wholly/partly by External Finance or Government Grants	2026/27 £'000	2027/28 £'000	Total 2026/27 - 2027/28 inc slippage £'000
DFG'S - Mandatory Grants	1,000	1,000	2,000
PSDS Marl Pits Decarbonisation	1,579	-	1,579
Haslingden 2040 NLHF	606	-	606
Football Pitches	1,237	-	1,237
Rosendale Capital Regeneration Project	11,347	-	11,347
Pride in Place (Long Term Plans for Towns)	360	1,737	2,097
Supported Accomodation	1,021	-	1,021
Sub-total	17,150	2,737	19,887
Total of Schemes in Progress	29,704	3,682	33,386

New Schemes or Schemes awaiting external funder approval	2026/27 £'000	2027/28 £'000	Total 2026/27 - 2027/28 inc slippage £'000
Total of Schemes in Progress	29,704	3,682	33,386
Stubblee Hall	473	-	473
Total New Schemes	473	-	473

Appendix 4

Rossendale Borough Council

Council Tax Resolution – Council 4th March 2026

1 – 2025/26 Collection Fund Surplus

1.1 That estimated amounts due in relation to collection fund surplus 2025/26 are noted:

	£
Lancashire Police & Crime Commissioner	52,896
Lancashire County Council	326,496
Lancashire Combined Fire Authority	17,328
Rossendale Borough Council	59,280

The Council Tax Resolution

The Council is recommended to resolve as follows:-

- 2 That it is noted that the Director of Resources, under delegated authority has calculated for the year 2026/27
 - (a) the Council Tax Base for the whole area of the Borough **21,350** “D” Band equivalent units [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended by the Localism Act 2011]
 - (b) a Council Tax Base for dwellings in that part of the Council’s area to which a parish precept relates, being Whitworth Parish, the amount of **2,377** “D” Band equivalent units.
- 3 Calculate that the Council Tax Requirement for the Council's own purposes for 2026/27 (excluding Parish precepts) is £6,984,866
- 4 That the following amounts be calculated for the year 2026/27 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
 - (a) **£37,199,274** Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

- (b) **£30,130,494** Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) **£7,068,780** Being the amount by which the aggregate at 4(a) above exceeds the aggregate at 4(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
- (d) **£331.09** Being the amount at 4(a) above less the amount at 4(b) above, divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 31(B) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) **£83,914** Being the aggregate amounts of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f) **£327.16** Being the amount at 4(d) above less the result given by dividing the amount at 2(a) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council tax for the year for dwellings in those parts of its area to which no Parish precept relates.
- (g) **£362.46** for part of the Council's area, Parish of Whitworth, being the amounts given by adding to the amount at 4(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area 4(e) above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.
- (h) Being the amounts shown below that are given by multiplying the amounts at 4(f) and 4(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

VALUATION BANDS								
	A	B	C	D	E	F	G	H
Parish of Whitworth	241.64	281.92	322.18	362.46	443.01	523.56	604.1	724.92
All other parts of the Borough	218.11	254.46	290.81	327.16	399.86	472.56	545.27	654.32

- (i) That it be noted that for the year 2026/27 the Lancashire County Council have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the Categories of dwellings shown below:-

VALUATION BANDS								
	A	B	C	D	E	F	G	H
Lancashire County Council	1,201.17	1,401.36	1,601.56	1,801.75	2,202.14	2,602.53	3,002.92	3,603.50

At the time of publication the above rates have not been approved.

- (j) That it be noted that for the year 2026/27 the Police and Crime Commissioner for Lancashire has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

VALUATION BANDS								
	A	B	C	D	E	F	G	H
Police & Crime Commissioner for Lancashire	194.93	227.42	259.91	292.40	357.38	422.36	487.33	584.80

At the time of publication the above rates have not been approved.

- (k) That it be noted that for the year 2026/27 the Lancashire Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

VALUATION BANDS								
	A	B	C	D	E	F	G	H
Lancashire Combined Fire Authority	63.15	73.68	84.20	94.73	115.78	136.83	157.88	189.46

- (l) That, being calculated the aggregate in each case of the amounts at 4.2(h) above and 4.2(i), (j) and (k) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2026/27 for each of the categories of dwellings show below:-

VALUATION BANDS								
	A	B	C	D	E	F	G	H
Rossendale Borough Council	218.11	254.46	290.81	327.16	399.86	472.56	545.27	654.32
Lancashire County Council	1,201.17	1,401.36	1,601.56	1,801.75	2,202.14	2,602.53	3,002.92	3,603.50
Police & Crime Commissioner for Lancashire	194.93	227.42	259.91	292.40	357.38	422.36	487.33	584.80
Lancashire Combined Fire Authority	63.15	73.68	84.20	94.73	115.78	136.83	157.88	189.46
Total Non Parished Area	1,677.36	1,956.92	2,236.48	2,516.04	3,075.16	3,634.28	4,193.40	5,032.08
Parish of Whitworth	1,700.89	1,984.38	2,267.85	2,551.34	3,118.31	3,685.28	4,252.23	5,102.68

- 5** To determine in accordance with Section 52ZB of the Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2026/27 is not excessive in accordance with principles determined by the Secretary of State under Section 52ZC. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2026/27 is excessive and therefore the billing authority is not required to hold a referendum in accordance with section 52ZK of the Local Government Finance Act 1992.

6 Council Tax

Collection - That the Head of Customer Services and e-Government, officers and partners be authorised to take all necessary steps to ensure collection and recovery of the Council Tax and National Non-Domestic Rates (NNDR).

7 NNDR1

In accordance with Section 59A of The Local Government Finance Act 1988, as amended by The Local Government Finance Act 2012, the report informs members of the calculations carried out in estimating the level of National Non-Domestic Rates (the business rates tax base) the Council anticipates collecting in 2026/27. The business rates tax base, reported in the NNDR1 submission to the Department for Levelling Up, Housing and Communities (DLUHC), is noted as £21,278,274 (Part 1a, line 12).

That estimated amounts due to each authority in relation to NNDR collection fund for 2025/26 are noted:

	£
Central Government	198,898
Lancashire County Council	35,820
Lancashire Combined Fire Authority	3,980
Rosendale Borough Council	159,198

Report Title:	Capital Programme 2026/27 – 2027/28 and Capital Strategy 2026/27		
Report to:	Council	Date:	4 th March 2026
Report of:	Section 151 Officer	Cabinet Portfolio	Resources
Cabinet Lead Member	Councillor Walmsley	Wards Affected	All
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<input type="checkbox"/> General Exception	<input type="checkbox"/> Special Urgency
Integrated Impact Assessment:	Required:	No	Attached: No
Contact Officer:	Chris Warren	Telephone:	01706 252409
Email:	chriswarren@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input checked="" type="checkbox"/>

1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

- 1.1. This report proposes a capital expenditure programme for 2026/27 and the medium term, including new capital projects approved during 2025/26 subject to further due diligence and legal contracts. The report also explores the 2026/27 Capital Strategy.
- 1.2. The proposed capital programme for 2026/27 and 2027/28 represents an affordable plan, as indicated by the prudential borrowing performance indicators the Capital Strategy (Appendix b).
- 1.3. It is anticipated that there will be a deficit between capital resources and requirements over the future years and in particular in 2026/27 when the requirement to build a waste transfer station will increase the need for the Council to borrow. With ongoing pressures on the Council's revenue resources throughout the MTFS period it is likely that the Council will need to source additional external borrowing, as reflected in the capital programme financing estimates. This will lead to interest costs which have been included within the business case for each investment. When approving new schemes, it is important that consideration is given to the impact they will have on the Councils revenue budget through the Minimum Revenue Provision (MRP) charge.

2. RECOMMENDATION

That Council approves:

- 2.1 **The capital programme for 2026/27 and associated capital expenditure of £30,177m, and additional capital expenditure for the period of 2027/28 of £3.682m. The Capital programme is attached at Appendix A**

3. BACKGROUND AND REASON FOR THE DECISION

- 3.1 Capital expenditure refers to expenditure on larger projects, typically over £10k in value, and where the benefit of the spend will last for more than one year, such as on vehicles and buildings.
- 3.2 For 2026/27 the decision has been made to produce a two year MTFS due to Local Government Reorganisation anticipated to take place from April 2028. Therefore, the proposed MTFS spans the remaining life of Rossendale Borough Council in its current form. The programme includes capital expenditure scheduled for the Council's operational assets and for externally funded economic development and community schemes. The Council ensures all capital expenditure is directly linked to the Council's priorities and is affordable and offers value for money. Any spend on the Council's operational assets is scheduled in line with the Council's Major Asset Plan. Expenditure in respect of grants or financial assistance is included in the programme if the nature of Council expenditure can be classed as capital.
- 3.3 The capital programme is updated continually for agreed changes and reported to Cabinet on a quarterly basis and to Council as part of any financial forecast updates. A prudent approach is taken when preparing the programme to ensure that financing resources are only forecast for when there is relative certainty that they will be received.
- 3.4 In accordance with CIPFA's Prudential Code the Council's Section 151 Officer is required to have full regard for affordability, sustainability and prudence when making recommendations about the Council's future capital programme. Such consideration includes the level of long-term revenue commitments arising from completed capital works. The Council considers the affordability of capital investment and the impact on revenue forecasts when formulating its capital spending plans.

4. AN AFFORDABLE CAPITAL PROGRAMME 2026/27

- 4.1 In order to meet the Council's strategic plans and operational requirements the Council has drawn up an affordable capital programme for two years. However, consideration has been made for the future sustainability of the MTFS to ensure that the Council is in a sustainable position moving forwards into the new Unitary Authority in April 2028.
- 4.2 The full detailed capital programme is attached at Appendix A and totals £33.859m. The planned spend over the life of the programme is continuously reviewed and any scheme profiling changes are reflected in quarterly monitoring reports. The table, below, sets out the latest capital programme summary. This has been updated for agreed changes up to the end of December 2025 and the proposed new additions on page 6 of this report:

Table 1

Capital Expenditure	2026/27 £'000	2027/28 £'000	Total Expenditure £'000
Operations & Communities	10,271	680	10,951
Corporate Services & Buildings	3,420	265	3,685
Housing	2,021	1,000	3,021
Regeneration	12,786	1,737	14,523
Climate change	1,679	-	1,679
Total	30,177	3,682	33,859

- 4.3 Where possible the Council carries out stock condition surveys to establish a rolling programme of improvement and refurbishment of its operational properties. The programme takes account of the need for efficiency and environmental impact issues. The Council's properties include office accommodation, the depot and venues such as the markets and open space facilities.
- 4.4 The Council has a small investment property portfolio managed to generate income to support the revenue budget and maximise opportunities for regeneration. The Council has also purchased an additional five residential properties to reduce the reliance on temporary accommodation and therefore create a beneficial impact on the Revenue budget. If successful the Council will consider options for further purchases.

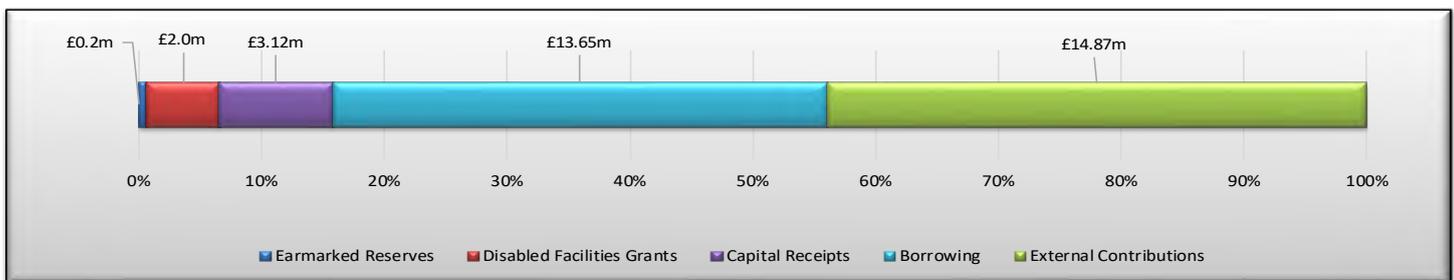
- 4.5 The Council currently has several major on-going capital projects, these include the Levelling Up funded Rawtenstall Gyrotory and Rossendale Town Centre's Projects and the Haslingden 2040 NLHF scheme.
- 4.6 The Council has developed a comprehensive replacement plan for the operational vehicle and plant fleet and has included provision for this in the Medium Term Financial Strategy (MTFS).
- 4.7 There are a number of smaller projects on-going including the expenditure from the Carbon Reduction Fund.
- 4.8 Subsequent to the capital budget approval for 2025/26 there have been additions to the Capital Programme going forwards, all anticipated to be completed within the period of the current MTFS. These are:-
 - Building of a Waste Transfer Station
 - Extension to Haslingden Cemetery
 - Additional Local Authority Housing Fund monies for Supported Housing
 - Public Sector Decarbonisation Scheme for work to Marl Pits
- 4.9 It is proposed to introduce a new scheme to the programme for 2026/27, this is listed on page 6.

5. FINANCING THE CAPITAL PROGRAMME

- 5.1 Capital resources come from four sources:
 - Capital receipts from sales of land or other assets
 - Capital grants or contributions from outside agencies, organisations or community groups or from property developers through s106 agreements
 - Earmarked Reserves
 - Revenue Contributions to Capital Outlay (RCCO) from either the Council's own budgets, or from property developers through s106 agreements.

The Council has estimated the following financing sources will be available to fund the capital investment programme between 2026/27 and 2027/28:

Table 2



6. FUTURE PLANS

- 6.1 The Council has an ambitious agenda for improving Rossendale. Projects requiring capital funding must be financially sustainable. Other potential future schemes could include:
 - Future Health and Leisure Facility improvements.
 - Improvement projects recommended within the Playing Pitch Strategy.
 - Rossendale Valley Growth Corridor aimed at opening up new employment sites along the A56/M66 corridor.
- 6.2 Each of these proposals is either at feasibility stage or earlier. If the above projects are approved by Members, they will require capital funding. If this is funded using the Council's own resources or prudential borrowing it will impact on the Councils revenue budget and the capital programme would need to be reviewed and adjusted.

7. RISK

All the issues raised and the recommendations in this report involve risk considerations as set out below:

- 7.1 The impacts of local government reorganisation may curtail the programme and lead to poor value for money or partly completed schemes if not adequately planned. The Council will mitigate this by keeping abreast of the reorganisation agenda and working closely with other parties to mitigate curtailment of projects it will also phase works to minimise the risk of non-completion.
- 7.2 The Council needs to ensure that it is able to generate adequate sources of capital funding to support its capital commitments over the medium term and that it does not over stretch itself in terms of borrowing exposure. The uncertainty around the future allocation of national capital programmes such as a potential extension to the UK Shared Prosperity Fund exacerbate this risk. This risk is mitigated by the on-going monitoring of the capital programme and the agreement of any additions to the programme only following member approval, which will include considerations of the implications for the Council's capital and revenue position.
- 7.3 In the current economic climate, there is some uncertainty surrounding the Council's ability to generate resources from the disposal of its surplus assets. Regular reporting will continue to be made to members to explain any additional resources achieved and account for their allocation to the programme as and when they become available.
- 7.4 The potential for unforeseen events or liability. The Council owns, or has liability for, a number of major structures including viaducts, culverts, cemeteries, properties and other assets throughout the valley which have the potential to lead to significant liabilities.
- 7.5 Recent high levels of inflation have abated somewhat however inflation continues to have an impact on affordability of the capital programme and projects will need to be closely monitored to ensure that they are delivered within budgets. Recent historic high interest rates are forecast to reduce over the coming year, albeit more slowly than originally forecast, and there is future uncertainty around whether this will lead to a reduction in the cost of borrowing which will help mitigate any adverse pressure on the revenue budget.

8. SECTION 151 OFFICER COMMENTS (FINANCE)

- 8.1 The financial implications are contained within the body of the report.

9. MONITORING OFFICER COMMENTS (LEGAL)

- 9.1 None.

10. INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

- 10.1 Not applicable.

11. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

- 11.1 The capital programme forms part of the Council's 2026/27 MTFS proposals and has been included as part of the MTFS equality considerations and consultation process.

12. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

- 12.1. For 2026/27 the decision has been made to produce a two year MTFS due to Local Government Reorganisation anticipated to take place from April 2028. Therefore, the proposed MTFS spans the remaining life of Rossendale Borough Council in its current form

13. BACKGROUND PAPERS

- 13.1 Revenue Budget 2026/27 and the MTFS update being reported to the Overview & Scrutiny Committee in February 2026.



The Capital Programme



MTFS 2026/27			
Schemes in Progress	2026/27 £'000	2027/28 £'000	Total 2026/27 - 2027/28 inc slippage £'000
<u>Schemes</u>			
Vehicles / Equipment	2,144	590	2,734
Wheeled & Litter Bins	60	60	120
Cemeteries	610	10	620
Pathways	20	20	40
General Building Renovations & Maintenance	490	200	690
Carbon Reduction Fund	100	-	100
Car Parks General	30	-	30
Leisure Facilities upgrades	2,500	-	2,500
Legacy Liabilities	400	65	465
Waste Transfer Station	6,200	-	6,200
Sub-total	12,554	945	13,499

Schemes funded wholly/partly by External Finance or Government Grants	2026/27 £'000	2027/28 £'000	Total 2026/27 - 2027/28 inc slippage £'000
DFG'S - Mandatory Grants	1,000	1,000	2,000
PSDS Marl Pits Decarbonisation	1,579	-	1,579
Haslingden 2040 NLHF	606	-	606
Football Pitches	1,237	-	1,237
Rossendale Capital Regeneration Project	11,347	-	11,347
Pride in Place (Long Term Plans for Towns)	360	1,737	2,097
Supported Accommodation	1,021	-	1,021
Sub-total	17,150	2,737	19,887
Total of Schemes in Progress	29,704	3,682	33,386

New Schemes or Schemes awaiting external funder approval	2026/27 £'000	2027/28 £'000	Total 2026/27 - 2027/28 inc slippage £'000
Total of Schemes in Progress	29,704	3,682	33,386
Stubbylee Hall	473	-	473
Total New Schemes	473	-	473
Grand Total	30,177	3,682	33,859

Schemes funded wholly/partly by External Finance or Government Grants	2026/27		2027/28		Total Funding
	External Funding £'000	RBC Contribution £'000	External Funding £'000	RBC Contribution £'000	
DFG'S - Mandatory Grants	1,000	-	1,000	-	2,000
PSDS Marl Pits Decarbonisation - PSDS	1,279	300	-	-	1,579
Haslingden 2040 - National Lottery Heritage Fund	606	-	-	-	606
Football Pitches - Football Foundation	987	250	-	-	1,237
Rossendale Capital Regeneration Project - CRF	9,547	1,800	-	-	11,347
Pride in Place - MHCLG	360	-	1,737	-	2,097
Supported Accomodation - LAHF	571	450	-	-	1,021
Grand Total	14,350	2,800	2,737	-	19,887

MTFS Forecast 2026/27

Rossendale Borough Council Capital Financing Statement

MTFS Forecast	2026/27	2027/28	Total Estimate
	£'0000	£'000	2026/27 - 2027/28 £'000
Estimated Expenditure			
Schemes in Progress	29,704	3,682	33,386
New Schemes	473	-	473
Total Estimated Capital Payments	30,177	3,682	33,859
Estimated Resources			
General Fund :			
Disabled Facilities Grant	1,000	1,000	2,000
Other External Finance	13,135	1,737	14,872
Prudential Borrowing	12,704	945	13,649
Earmarked Reserves	215	-	215
Capital Receipts	3,123	-	3,123
Total Resources	30,177	3,682	33,859



Capital Strategy

2026/27



The Capital Strategy, including Prudential Indicators & Limits Capital Strategy Report 2026/27

1. Introduction

The Capital Strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. The development of the Capital Strategy is an iterative process insofar as it will be updated as new issues arise, for example, during the development and updating of the Council's corporate priorities or as new issues that have an impact on the Council emerge. At the present time, the strategy is updated on an annual basis.

A sound capital programme must be driven by the corporate priorities and capital decisions must balance the long-term gains with the initial capital costs and the ongoing revenue implications in terms of running costs and potential income generation opportunities. Decisions made this year on capital and treasury management will have financial consequences for the Authority for many years into the future, therefore they are subject to both a national regulatory framework and to local policy framework. The Prudential Code recognises that in making its capital investment decisions the Council must have explicit regard to option appraisal, asset management planning, strategic planning for the Council and achievability of the capital programme.

2. Capital Expenditure and Financing

Capital expenditure is where the Council spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example typically assets costing below £10,000 are not capitalised and are charged to revenue in year.

In 2026/27, the Council is anticipating capital expenditure of £30.177m summarised in Table 1.

Table 1 - Prudential Indicator: Estimates of Capital Expenditure

Capital Expenditure	2026/27 £'000	2027/28 £'000	Total Expenditure £'000
Operations & Communities	10,271	680	10,951
Corporate Services & Buildings	3,420	265	3,685
Housing	2,021	1,000	3,021
Regeneration	12,786	1,737	14,523
Climate change	1,679	-	1,679
Total	30,177	3,682	33,859

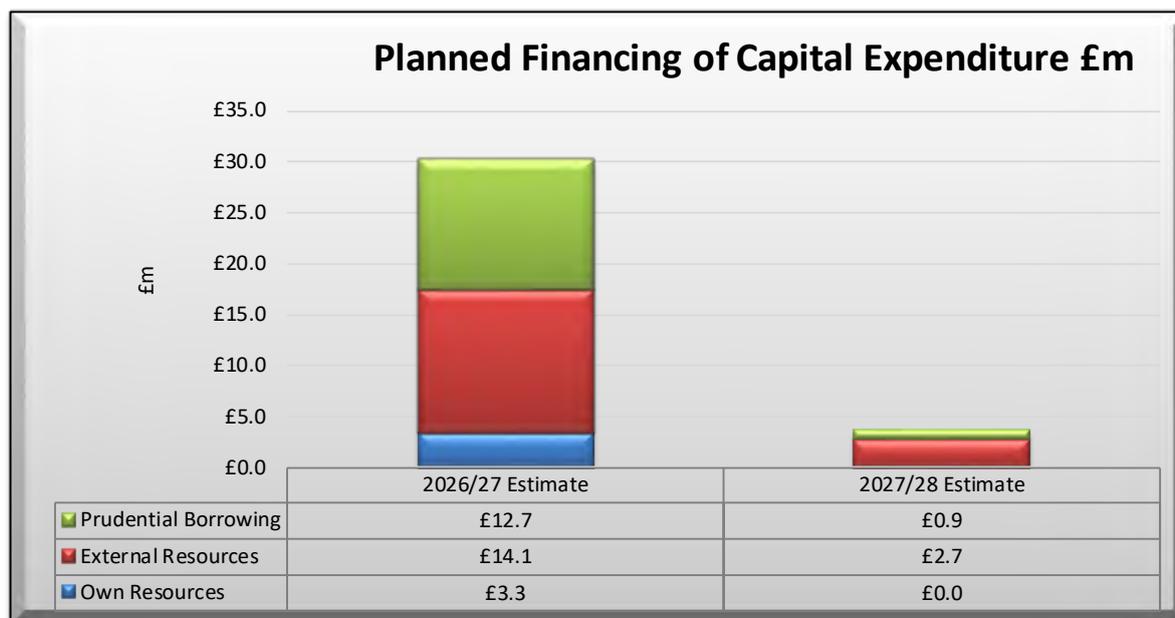
Governance: A strategic review of the Capital Programme including a review of the Council's investment assets and operational assets is carried out annually. The reviews take into consideration works identified from stock condition surveys and investments/capital expenditure resulting from the Council's corporate priorities. Bids are formulated based on the outcome of reviews and recommend projects for inclusion in the Council's capital programme. Bids are reviewed by Finance who calculate the financing cost (which can be nil if the project is fully externally financed). Cabinet Members and Senior Leadership Team appraise all bids based on a comparison of service priorities against financing costs. The final capital

programme is then presented along with the Cabinet budget proposals in January and to Council in February/March each year.

Full details of the Council’s capital programme are shown in Appendix A of the Capital Programme report to Council in March.

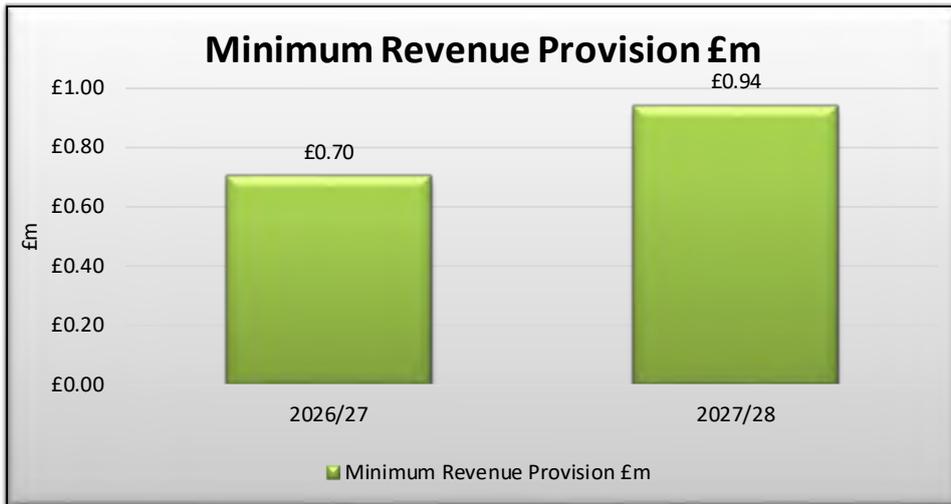
All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council’s own resources (revenue, reserves and capital receipts) or debt (borrowing or leasing). The planned financing of the expenditure in Table 1 is as follows:

Table 2: Capital financing



Prudential Borrowing is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as Minimum Revenue Provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned MRP repayments are as follows.

Table 3: Replacement of Debt Finance



The Council's Minimum Revenue Provision statement is available in the Treasury Management Strategy.

The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts. The CFR is expected to increase by £12m during 2026/27. This is largely based on the increased Capital expenditure relating to the Waste Transfer Station and the Regeneration of the Rossendale Town Centres.

Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 4 - Prudential Indicator: Estimates of Capital Financing Requirement



Asset management: To ensure that capital assets continue to be of long-term use, the Council has an asset management strategy. Also, wherever possible the Council investigates opportunities to dispose of property assets for development, and explores other opportunities to maximise the return on the investment property portfolio income or increase financial receipts. As well as future investments, Members must also consider the costs of holding onto some assets compared with their contribution towards the corporate priorities. Holding costs include revenue running costs and general maintenance, but often capital maintenance costs are overlooked and and if not addressed, they can accumulate significantly over time. The last comprehensive stock condition survey was undertaken in 2013 and since then the Council has only had the resources to deal with the highest priority capital maintenance works in a rolling programme of around £200k per annum. The Property Services Team continue to carry out a

review of all the Council's assets on a ward by ward basis, this is to enable the Council to better understand the scope of its property and land assets portfolio i.e. location, suitability, condition and value. The review has indicated that the costs relating to capital maintenance works should remain at £200k per annum.

Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, capital receipts, can be spent on new assets or to repay debt. The Council's ability to raise capital receipts from land sales is dependent upon the current property market and its appetite to dispose of non-operational assets. The forecast opening value of useable capital receipts from historic sale of assets is forecast to be £1,057k. The Council will seek appropriate opportunities for divestment of assets.

Regular reporting will continue to be made to Members to explain any additional resources achieved and account for their allocation to the programme as and when they become available. The Council is currently estimating it will receive £1,600k of capital receipts in the coming financial years as follows:

Table 5: Capital Receipts

The forecast proceeds from sales which are expected to complete in 2026/27 are:

	2026/27 Estimate £'000	2027/28 Estimate £'000	Total Estimate £'000
Asset Sales	1,600	-	1,600

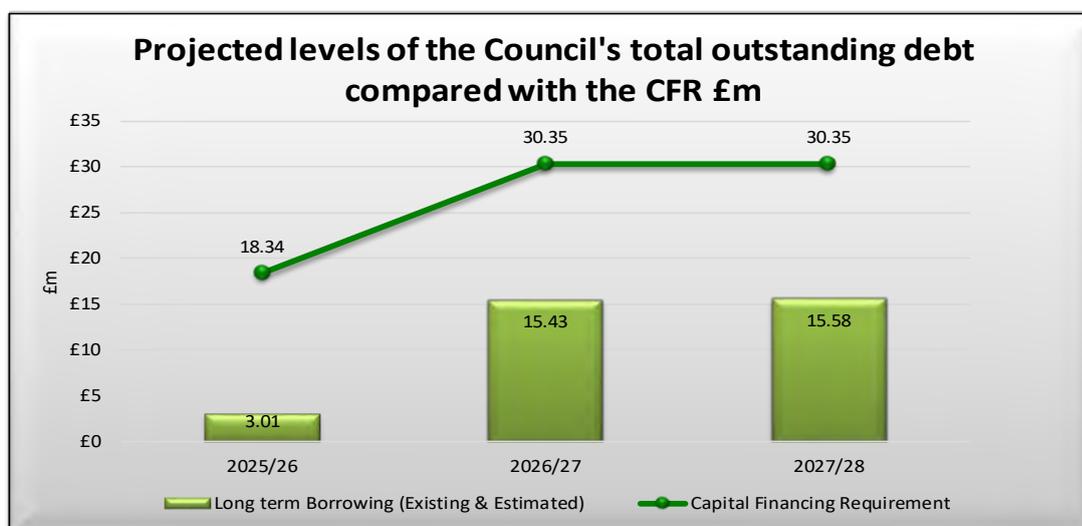
3. Treasury Management

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account.

Borrowing strategy: The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future.

Projected levels of the Council's total outstanding debt are shown below, compared with the capital financing requirement.

Table 6: Prudential Indicator Gross Debt and the Capital Financing Requirement



Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Council expects to comply with this in the medium term.

Affordable borrowing limit: The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower “operational boundary” is also set and is based on the Authority’s estimate of most likely but not worst-case scenario and should equate to the maximum level of external debt projected by this estimate. The Council as a general guideline will seek to ensure its debt service costs (including MRP charges) are within 10% of the Council’s net revenue budget; in 2026/27 this metric is predicted to be 5.33%. The Authorised Limit and Operation Boundary for 2026/27 shall be £20m and £18m respectively. Further details on borrowing are in the Treasury Management Strategy

Table 7 Authorised limit and Operational Boundary



Investment strategy: Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

The Council’s policy on treasury investments is to prioritise security and liquidity over yield. That is to focus on minimising risk rather than maximising returns. Cash is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. The Council does not make investments for period over 365 days.

The estimated level of cash balances held is anticipated to have peaked in 2025/26 due to the Levelling Up Capital Projects grants and certain other externally funded projects making one off lump sum payments in advance, thus increasing available cash on a temporary basis.

Further details on treasury investments are in the Treasury Management Strategy.

Governance: Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Section 151 Officer who must act in line with the treasury management strategy approved by Council. Treasury Management Activity is included within the quarterly monitoring reports which are presented to the Cabinet. The Audit and Accounts Committee is responsible for scrutinising treasury management decisions.

4. Investments for Service Purposes

These investments, including loans, are made for their contribution toward service delivery objectives. For example, the Council has provided loans in prior years to Rossendale Leisure Trust for equipment purchase and to the Whitaker to enable the delivery of the recent capital works. These loans are made to benefit the local community. In light of the public service objective, the Council is willing to take more risk in making service investments than it is with treasury investments, however it still aims for such investments to contribute to its corporate priorities.

Governance: Decisions on service investments are made by either Cabinet or the Council, in line with the Council's constitution. Most loans are for capital expenditure and purchases will therefore be approved as part of the capital programme.

5. Investment Properties

As a result of a decade of decline in central government financial support for local public services, the Council has invested in commercial property within Rossendale, mainly for the aim of regeneration of the borough including job retention and creation, whilst seeking to achieve financial gain in order to produce a balanced overall financial budget and to ensure that council tax payers receive value. At the time of writing, the Council's investment properties were valued at c£525k providing a net return after all costs of 6.85%.

The principal risk exposures include a potential fall in capital value. Any risks are managed by the Property Services Team. The Council's level of commercial investments are modest and considered relatively small in proportion to the size of the authority, however to ensure commercial investments remain in proportion they are subject to an overall maximum investment limit of £8m. The level of the commercial investment returns is not material to the Council's overall budget, however should expected yields not materialise the contingency would be to use earmarked reserves in the short term and review the assets future.

Governance: Decisions relating to capital expenditure for all purposes, including for the acquisition of property assets, are made in accordance with the Financial Regulations of the Council, thus requiring the approval of Full Council/Cabinet as appropriate. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved as part of the capital programme.

6. Liabilities

In addition to the debt in Table 6 above, the Council has set aside c£1,160k (as at 31st March 2025) in a Business Rates Appeal Provision to cover risks arising from the costs of Business Rates appeals as a consequence of the transference of such risks under the localisation of business rates arrangements introduced in 2013.

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation.

Governance: Decisions on incurring new discretionary liabilities are taken in consultation with the Section 151 Officer.

Revenue budget implications although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from council tax, business rates and general government grants.

Table 8: Prudential Indicator: Proportion of Financing Costs to Net Revenue Stream

Ratio of financing costs to Net Revenue Stream	2026/27 Estimate £'000	2027/28 Estimate £'000
Financing Costs	792	1,703
Proportion of net revenue stream	5.42%	12.12%

Further details on the revenue implications of capital expenditure are included within the Capital Programme.

Sustainability: Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years may extend for up to 50 years into the future. The Section 151 Officer is satisfied that the proposed capital programme is prudent, affordable and sustainable.

7. Knowledge and Skills

The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Section 151 Officer is a qualified accountant with Public Sector experience. The Council pays for accountancy staff to study towards relevant professional accountancy qualifications and the staff involved in treasury management attend treasury seminars and workshops provided by CIPFA and other external service providers, where relevant. Training is provided to Councillors as part of the financial management training delivered by the Section 151 Officer and more detailed treasury management training to Councillors on the Audit & Accounts Committee. Where appropriate the Council appoints external advisors and consultants that are specialists in their field. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

Report Title:	2026/27 Treasury Management Strategy		
Report to:	Council	Date:	4 th March 2026
Report of:	Section 151 Officer	Cabinet Portfolio	Resources
Cabinet Lead Member	Councillor Walmsley	Wards Affected	All
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Integrated Impact Assessment:	Required: No	Attached: No	
Contact Officer:	Chris Warren	Telephone:	01706 252409
Email:	chriswarren@rossendalebc.goc.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input checked="" type="checkbox"/>

1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

- 1.1. The purpose of the report is to obtain Council approval of the updated Treasury Management Strategy Statement (TMS) and Treasury Management Policy and Practices (TMP).
- 1.2. For consideration at Full Council, Members will be asked to approve the adoption of the Treasury Management Strategy Statement and Treasury Management Policy and Practises, which will ensure continued compliance with the Code and continue to manage the council's exposure to financial risk.
- 1.3. In light of the current economic climate and potential resultant changing cash flow requirements, Members are asked to delegate any minor amendments required within year to the Section 151 Officer in consultation with the Lead Member for Resources.

2. RECOMMENDATIONS

That Council approves:

- 2.1 **The Treasury Management Strategy Statement, including the borrowing strategy.**
- 2.2 **The Investment Strategy, including Investment Indicators.**

2.3 The Minimum Revenue Provision (MRP) Statement.

2.4 To delegate any further minor amendments to the Section 151 Officer in consultation with the Lead Member for Resources.

3. BACKGROUND AND REASON FOR THE DECISION

3.1 This is an annual update of the Treasury Management Strategy Statement (Appendix 1) and the Treasury Management Policy and Practices (Appendix 2), based upon the Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management and Prudential Codes 2021.

3.2 Treasury management is concerned with how organisations manage their cash resources, and its scope covers borrowing, investment and hedging instruments and techniques. Risk is inherent in all treasury management activities and it is necessary to balance risk and return. In the public services it is generally considered that the priority is to protect capital rather than maximise return.

3.3 The Treasury Management Strategy for 2026/27 at Appendix 1 is written in conjunction with both the revenue budget for 2026/27 and the Capital Strategy and Capital Programme 2026/27 to 2027/28 which are also being placed before members for consideration, specifically in respect of the TMS at Appendix 1 key clauses as follows:

- Capital Strategy at 1.2.1
- Capital Expenditure at 2.1 and 5.1.1
- The Capital Financing Requirement (CFR) at 2.2
- Minimum Revenue Provision (MRP) and Voluntary Revenue Provision (VRP) at 2.5
- Interest expenditure and income at 2.1
- Credit Worthiness Policy at 4.2

3.4 The interest rates quoted at paragraphs 3.3 and 5.2 of the strategy reflect the average of samples gathered by MUFG Asset Services as at the 11th August 2025 from city and non-city forecasters, including HM Treasury. The forecasts are an estimate based on today's financial climate. Whilst forecasters are comparatively confident about their estimates for the coming financial year, those for longer term are far less reliable.

3.5 The Treasury Management Strategy Statement covers:

- treasury controls and reporting mechanisms required to limit the treasury risk and activities of the Council
- the current and expected cash and reserve balances at (2.4)
- the borrowing requirement and borrowing limits at (3.1)
- prospects for interest rates at (3.3)
- policy on borrowing in advance of need at (3.5)
- the investment strategy and expected rates of return at (4.4)
- Prudential Indicators and the MRP strategy at (5.1)
- treasury management scheme of delegation at (5.6) and the relevant roles and responsibilities of delegated officers at (5.7)

- 3.6 As part of the council's budget-setting work the estimates of future interest rates, capital resources and expenditure and capital financing costs (through the Minimum Revenue Provision) have been included in arriving at a balanced budget for 2026/27.
- 3.7 The Treasury Management Policy and Practices at Appendix 2 provide further operational detail on the plans within the Treasury Management Strategy Statement. For 2026/27 there have been only very minor amendments to the Treasury Management Policy and Practises to cover the works with related parties and subsidiaries and to keep it in line with updates in the TMS above.
- 3.8 The Treasury Management Practises cover:
- risk management arrangements and techniques
 - performance measurement
 - decision making and operational controls within the day-to-day administration of treasury and cash flow management
 - measures to prevent money laundering
 - training requirements for staff included within the delegation arrangements in the Treasury Management Strategy Statement
 - further details on the use of external service providers
- 3.9 At times of low interest rates from banks, one alternative use of resources open to the council is the pre-payment of revenue creditors in order to achieve early payment discounts. These transactions are not treated as investments, therefore do not fall under the TMS or TMPs in the appendices attached. However, the same considerations of risk and reward should be considered prior to entering into any such agreement. The Section 151 Officer must be sure of the nature and obligation of the future transactions, their expected value and the credit worthiness of the supplier/counterparty involved. At present there are neither arrangements in place nor plans to enter into such agreements.

4. RISK

- 4.1 The key risks associated with the strategy include:
- An unexpected increase/decrease in bank base rates.
 - An unexpected reduction in cash balances. Each individual opportunity would be assessed on its own merits and reported to members at the next available opportunity.
- 4.2 All the issues raised and the recommendations in this report also involve risk considerations as set out below:
- Failure to comply with legal statute, Codes of Practice and regulations of the council.
 - Financial risks and credit risks exposure as a result of treasury management decisions. The TMS lays the ground rules for balancing the desire to maximise interest earning capacity with the potential risks of investments in the financial sector, especially in the current economic climate.

5. SECTION 151 OFFICER COMMENTS (FINANCE)

- 5.1 Finance matters are dealt with in the body of the report.

6. MONITORING OFFICER COMMENTS (LEGAL)

- 6.1 There are no material legal implications.

7. INTERGRATED IMPACT ASSESSMENT IMPLICATIONS

7.1 Not Applicable.

8. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

8.1 Consultation has taken place with the Council's treasury management advisors – MUFG Asset Services.

8.2 Officers have ensured that the documents attached meet the requirements of the current CIPFA revised Treasury Management Code of Practice and revised Prudential Code 2021 by adopting the proforma documents provided by MUFG Asset Services with only minor adaptations for local considerations.

9. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

9.1 A decision has been made in 2026/27 at the time of writing, to produce a two year MTFS due to local government reorganisation.

10. BACKGROUND PAPERS

10.1 Previously adopted 2025/26 Treasury Management Strategy and Treasury Management Practices [5th March 2025: Council | Rossendale Borough Council](#)



Treasury Management Strategy Statement

Minimum Revenue Provision Policy Statement
and Annual Investment Strategy
2026/27



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1. Key considerations

1. 2021 revised CIPFA Treasury Management Code and Prudential Code – changes which will impact on future TMS/AIS reports and the risk management framework

CIPFA published the revised Codes on 20th December 2021 and stated that revisions need to be included in the reporting framework from the 2023/24 financial year. This Authority, therefore, has to have regard to these Codes of Practice when it prepares the Treasury Management Strategy Statement and Annual Investment Strategy, and also related reports during the financial year, which are taken to Full Council for approval.

The revised Treasury Management Code required all investments and investment income to be attributed to one of the following three purposes: -

Treasury management

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

Service delivery

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is "either related to the financial viability of the project in question or otherwise incidental to the primary purpose".

Commercial return

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to an authority's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. An authority must not borrow to invest primarily for financial return.

The revised Treasury Management Code requires an authority to implement the following: -

2. **Adopt a liability benchmark treasury indicator** to support the financing risk management of the capital financing requirement; this is to be shown in chart form for a minimum of ten years, with material differences between the liability benchmark and actual loans to be explained;
3. **Long-term treasury investments**, (including pooled funds), are to be classed as commercial investments unless justified by a cash flow business case;
4. **Pooled funds** are to be included in the indicator for principal sums maturing in years beyond the initial budget year;
5. Amendment to the **knowledge and skills register** for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each authority;
6. **Reporting to members is to be done quarterly.** Specifically, the Section 151 Officer is required to establish procedures to monitor and report performance against all forward-looking prudential indicators at least quarterly. The Section 151 officer is expected to establish a measurement and reporting process that highlights significant actual or forecast deviations from the approved indicators. However, monitoring of prudential indicators, including forecast debt and investments, is not required to be taken to Full Council and should be reported as part of the Authority's integrated revenue, capital and balance sheet monitoring;

7. **Environmental, social and governance (ESG)** issues to be addressed within an authority's treasury management policies and practices (TMP1).

The main requirements of the Prudential Code relating to service and commercial investments are: -

1. The risks associated with service and commercial investments should be proportionate to their financial capacity – i.e. that plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services;
2. An authority must not borrow to invest for the primary purpose of commercial return;
3. It is not prudent for local authorities to make any investment or spending decision that will increase the CFR, and so may lead to new borrowing, unless directly and primarily related to the functions of the Authority, and where any commercial returns are either related to the financial viability of the project in question or otherwise incidental to the primary purpose;
4. An annual review should be conducted to evaluate whether commercial investments should be sold to release funds to finance new capital expenditure or refinance maturing debt;
5. A prudential indicator is required for the net income from commercial and service investments as a proportion of the net revenue stream;
6. Create new Investment Management Practices to manage risks associated with non-treasury investments, (similar to the current Treasury Management Practices).

The Authority's Capital Strategy or Annual Investment Strategy should include: -

1. The Authority's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the Authority's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence;
2. An assessment of affordability, prudence and proportionality in respect of the Authority's overall financial capacity (i.e., whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services);
3. Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed;
4. Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments);
5. Requirements for independent, expert advice and scrutiny arrangements, noting that while business cases may provide some of this material, the information they contain should be periodically re-evaluated to inform the Authority's overall strategy;
6. State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that an authority must not borrow to invest primarily for financial return.

As this TMS and AIS deals solely with treasury management investments, the categories of service delivery and commercial investments should be addressed as part of the Capital Strategy report.

However, as investments in commercial property have implications for cash balances managed by the treasury team, it will be for each authority to determine whether to add a high level summary of the impact that commercial investments have, or may have, if it is planned to liquidate such investments within the two year time horizon of this report, (or a longer time horizon if that is felt appropriate).

1.1 Background

The Authority is required to operate a balanced revenue budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low-risk counterparties or instruments commensurate with the Authority's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Authority's capital plans. These capital plans provide a guide to the borrowing need of the Authority, essentially the longer-term cash flow planning, to ensure that it can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet risk or cost objectives.

The contribution the treasury management function makes to the Authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

CIPFA defines treasury management as:

"The management of the local authority's borrowing, investments and cash flows, including its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day-to-day treasury management activities.

1.2 Reporting Requirements

1.2.1 Capital Strategy

The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy report which will provide the following: -

- a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The aim of the strategy is to ensure that all the Authority's elected members fully understand the overall long-term policy objectives and resulting Capital Strategy requirements, governance procedures and risk appetite.

1.2.2 Treasury Management Reporting

Members are currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

- a. **Prudential and treasury indicators and treasury strategy** (this report) - The first, and most important report is forward looking and covers: -
 - the capital plans, (including prudential indicators)
 - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time)
 - the Treasury Management Strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
 - an Annual Investment Strategy, (the parameters on how investments are to be managed)
- b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, members will receive quarterly update reports.
- c. **An annual treasury report** – This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Scrutiny

The above reports are required to be adequately scrutinised before being recommended to the Full Council. This role is undertaken by the Cabinet.

Quarterly reports – In addition to the three major reports detailed above, from 2023/24 quarterly reporting (end of June, September, December and March) is also required. However, these additional reports do not have to be reported to Full Council/Board but do require to be adequately scrutinised. This role is undertaken by the Cabinet. (The reports, specifically, should comprise updated Treasury/Prudential Indicators.)

1.3 Treasury Management Strategy for 2026/27

The strategy for 2026/27 covers two main areas:

Capital issues

- the capital expenditure plans and the associated prudential indicators
- the minimum revenue provision (MRP) policy

Treasury management issues

- the current treasury position
- treasury indicators which limit the treasury risk and activities of the Authority
- prospects for interest rates
- the borrowing strategy
- policy on borrowing in advance of need
- debt rescheduling
- the investment strategy
- creditworthiness policy; and
- the policy on use of external service providers

These elements cover the requirements of the Local Government Act 2003, DLUHC Investment Guidance, DLUHC MRP Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code.

1.4 Training

This organisation recognises the importance of ensuring that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. It will therefore seek to appoint individuals who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The responsible officer will recommend and implement the necessary arrangements, including the specification of the expertise, knowledge and skills required by each role or member of staff.

The responsible officer will ensure that board/council members tasked with treasury management responsibilities, including those responsible for scrutiny, have access to training relevant to their needs and those responsibilities.

Those charged with governance recognise their individual responsibility to ensure that they have the necessary skills to complete their role effectively.

Furthermore, pages 47 and 48 of the Code state that they expect “all organisations to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance and decision making.”

The scale and nature of this will depend on the size and complexity of the organisation’s treasury management needs. Organisations should consider how to assess whether treasury management staff and council members have the required knowledge and skills to undertake their roles and whether they have been able to maintain those skills and keep them up to date.

As a minimum, authorities should carry out the following to monitor and review knowledge and skills:

- Record attendance at training and ensure action is taken where poor attendance is identified.
- Prepare tailored learning plans for treasury management officers and council members.
- Require treasury management officers and council members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the organisation).
- Have regular communication with officers and council members, encouraging them to highlight training needs on an ongoing basis.”

In further support of the revised training requirements, CIPFA’s Better Governance Forum and Treasury Management Network have produced a ‘self-assessment by members responsible for the scrutiny of treasury management’, which is available from the CIPFA website to download.

Member training took place during 2025/26, further training will be arranged as required.

The training needs of treasury management officers are periodically reviewed and actioned.

A formal record of the training received by officers central to the Treasury function will be maintained by the Section 151 Officer. Similarly, a formal record of the treasury management/capital finance training received by members will also be maintained by Member Services.

1.5 The Authority uses treasury management consultants, MUFG Treasury Services Limited as its external treasury management advisors.

The Authority recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Authority will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

2. THE CAPITAL PRUDENTIAL INDICATORS 2026/27 – 2027/28

The Authority's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans are prudent, affordable and sustainable.

2.1 Capital Expenditure and Financing

This prudential indicator is a summary of the Authority's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts: -

Table 1

Capital Expenditure	2026/27 £'000	2027/28 £'000	Total Expenditure £'000
Operations & Communities	10,271	680	10,951
Corporate Services & Buildings	3,420	265	3,685
Housing	2,021	1,000	3,021
Regeneration	12,786	1,737	14,523
Climate change	1,679	-	1,679
Total	30,177	3,682	33,859

Other long-term liabilities - the above financing need excludes other long-term liabilities, such as PFI and leasing arrangements that already include borrowing instruments.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Table 2

Financing of Capital Expenditure	2026/27 £'000	2027/28 £'000	Total Expenditure £'000
Capital Receipts	3,123	-	3,123
Capital Grants	14,135	2,737	16,872
Capital Reserves	-	-	0
Earmarked Reserves	215	-	215
Total in-year resources	17,473	2,737	20,210
Net Financing need for year	12,704	945	13,649

2.2 The Authority's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Authority's Capital Financing Requirement (CFR). The CFR is the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Authority's indebtedness and so it's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long-term liabilities (for example, finance leases). Whilst these increase the CFR, and therefore the Authority's borrowing requirement, these types of schemes already include a borrowing facility provided by the lease financier and so the Authority is not required to separately borrow for these schemes.

Members are asked to approve the CFR projections below:

Table 3

Capital Financing Requirement (CFR)	2026/27 Estimate £'000	2027/28 Estimate £'000
Opening CFR	18,344	30,346
Movement in CFR	12,002	7
Closing CFR	30,346	30,353
Movement in CFR is represented by		
Net Financing need for year	12,704	945
Less MRP repayments	- 702	- 938
Movement in CFR	12,002	7

The movement in CFR in 2026/27 is £12,002k, which includes the following projects:

- Rossendale Town Centres (CRP)
- Rawtenstall Gyratory (CRP)
- Building of Waste Transfer Station

Table 4

External Borrowing Requirement	2026/27 Estimate £'000	2027/28 Estimate £'000
Service Spend	9,581	945
Housing	450	-
Regeneration	2,673	-
Closing CFR	12,704	945

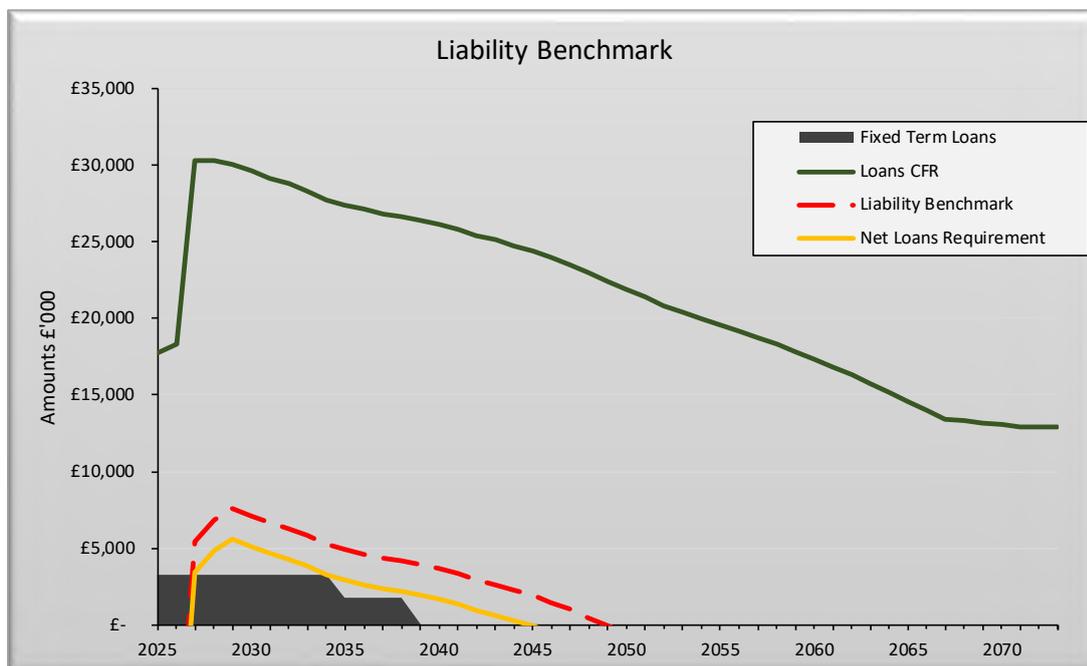
2.3 Liability Benchmark

The Authority is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum.

There are four components to the LB: -

1. **Existing loan debt outstanding:** the Authority's existing loans that are still outstanding in future years.
2. **Loans CFR:** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
3. **Net loans requirement:** this will show the Authority's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
4. **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.

Table 5



2.4 Core Funds and Expected Investment Balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year-end balances for each resource and anticipated day-to-day cash flow balances.

Table 6

Year End Resources	2026/27 Estimate £000	2027/28 Estimate £000
General Fund Balance	1,000	1,000
Earmarked Reserves	13,941	11,710
Capital Receipts	1,600	-
Government Grants Unapplied	250	100
Net to/(-)from reserves	(2,231)	(1,115)
Total Reserves	14,560	11,695
(Under)/Over Borrowing (see 3.1)	(14,920)	(14,774)
Expected Resources	(360)	(3,079)
Cash Balances	9,000	6,400
Working Capital*	8,640	3,321

*Working capital balances shown are estimated year-end; these may be higher mid-year

2.5 Minimum Revenue Provision (MRP) Policy Statement

Under Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, where the Authority has financed capital expenditure by borrowing it is required to make a provision each year through a revenue charge (MRP).

The Authority is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits. The MRP Guidance (2018) gives four ready-made options for calculating MRP, but the Authority can use any other reasonable basis that it can justify as prudent.

The MRP policy statement requires full council approval (or closest equivalent level) in advance of each financial year.

Members are recommended to approve the following MRP Statement:

From 1 April 2008 for all unsupported borrowing the MRP policy will be:

- **Asset life method (annuity)** – MRP will be based on the estimated life of the assets;

Capital expenditure incurred during 2026/27 will not be subject to an MRP charge until 2027/28, or in the year after the asset becomes operational.

The Authority will apply the asset life method for any expenditure capitalised under a Capitalisation Direction.

MRP in respect of assets acquired under Finance Leases or PFI will be charged at an amount equal to the principal element of the annual repayment.

For capital expenditure on loans to third parties where the principal element of the loan is being repaid in annual instalments, the capital receipts arising from the principal loan repayments will be used to reduce the CFR instead of MRP.

Where no principal repayment is made in a given year, MRP will be charged at a rate in line with the life of the assets funded by the loan.

MRP Overpayments - Under the MRP guidance, any charges made in excess of the statutory MRP can be made, known as voluntary revenue provision (VRP).

VRP can be reclaimed in later years if deemed necessary or prudent. In order for these amounts to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year.

Cumulative VRP overpayments made to date are £657k (made in 2018/19).

3. BORROWING

The capital expenditure plans set out in Section 2 provide details of the service activity of the Authority. The treasury management function ensures that the Authority's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Authority's Capital Strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions, and the Annual Investment Strategy.

3.1 Current Portfolio Position

The overall treasury management portfolio as at 31/03/25 and for the position as at 31/12/2025 are shown below for both borrowing and investments.

Table 7

Treasury Portfolio	31/03/2025 Actual £000	31/12/2025 Current Portfolio £000
External Borrowing:		
Public Works Loan Board Loan 1	1,840	1,748
Public Works Loan Board Loan 2	1,450	1,400
Total External Borrowing	3,290	3,148
Treasury Investments:		
Nat West	1,817	1,241
Handelsbanken	-	-
Lloyds	2,000	2,000
LCC Call Account	2,000	2,000
DMO	6,000	20,000
Total Treasury Investments	11,817	25,241
Net Borrowing / (Lending)	(8,527)	(22,093)

The Authority's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

Table 8

Borrowing Position	2026/27 Estimate £000	2027/28 Estimate £000
Debt at 1st April	3,006	15,426
New Debt	12,704	945
Debt Repayments	(284)	(792)
Debt at 31st March	15,426	15,579
PWLB Loan 1	1,472	1,288
PWLB Loan 2	1,250	1,150
Estimated New Debt	12,704	13,141
Capital Financing Requirement (CFR)	30,346	30,353
Under / (over) Borrowing	14,920	14,774

Within the range of prudential indicators there are several key indicators to ensure that the Authority operates its activities within well-defined limits. One of these is that the Authority needs to ensure that its gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2026/27 and the following financial year. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes. The Section 151 Officer reports that the Authority complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes account of current commitments, existing plans and the proposals in this budget report.

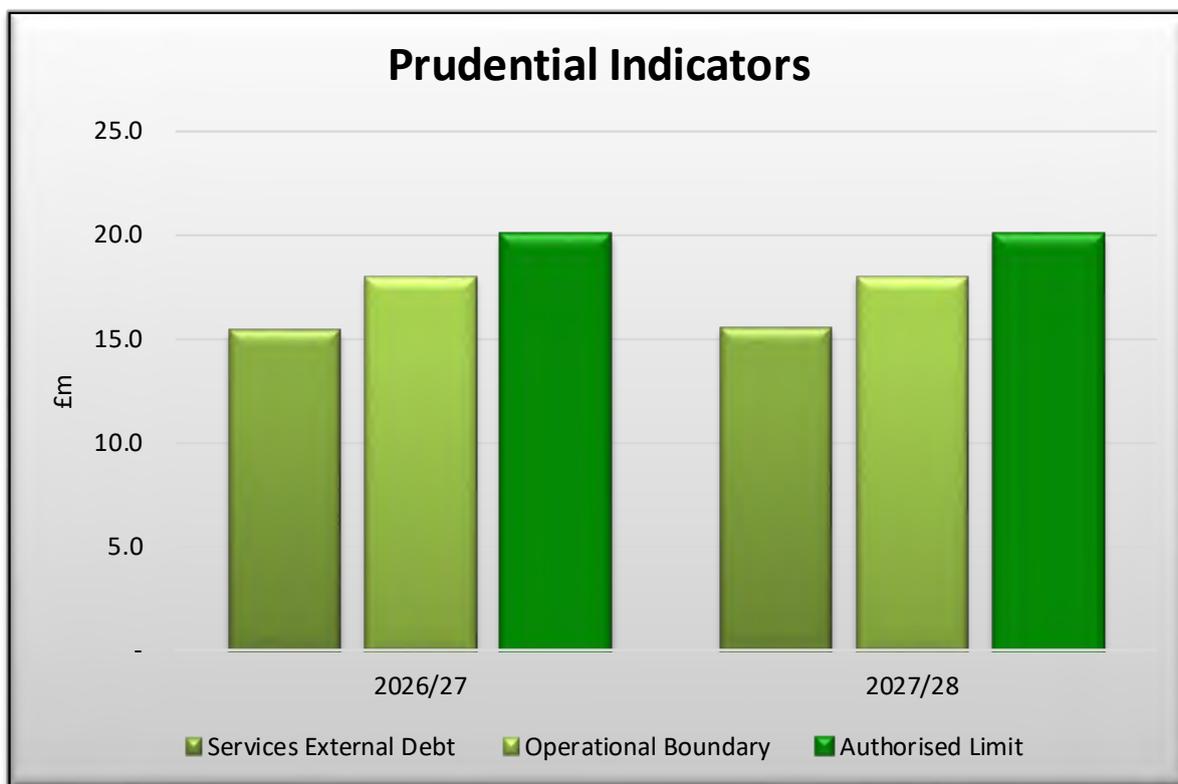
3.2 Treasury Indicators: Limits to Borrowing Activity

- **The Operational Boundary.** This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.
- Members are asked to approve the following Operational boundary of £18m

The Authorised Limit for external debt. This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the Full Council. It reflects the level of external debt which, while not desired, could be afforded in the short-term, but is not sustainable in the longer term.

- This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all local authority plans, or those of a specific authority, although this power has not yet been exercised.
- Members are asked to approve the following authorised limit of £20m
- In graphical terms the relationship between the total CFR, the current external borrowing and the suggested authorised limits and operational boundaries can be shown below. The prudent level of future potential borrowing is clearly visible as the gap between the forecast CFR and the current and future estimated borrowing levels.

Table 9



3.3 Prospects for Interest Rates

Members have appointed MUFG Group as its treasury advisor and part of their service is to assist the Authority to formulate a view on interest rates. MUFG provided the following forecasts on 11 August 2025. These are forecasts for Bank Rate, average earnings and PWLB certainty rates, gilt yields plus 80 bps.

MUFG Corporate Markets Interest Rate View 11/08/2025													
	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28	Jun-28	Sep-28
BANK RATE	4.00	4.00	3.75	3.75	3.50	3.50	3.50	3.50	3.25	3.25	3.25	3.25	3.25
3 month ave earnings	4.00	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.30	3.30	3.30	3.30	3.30
6 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.30	3.40	3.40	3.40
12 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.40	3.50	3.60	3.60
5 yr PWLB	4.80	4.70	4.50	4.40	4.30	4.30	4.30	4.20	4.20	4.20	4.20	4.10	4.10
10 yr PWLB	5.30	5.20	5.00	4.90	4.80	4.80	4.80	4.70	4.70	4.70	4.70	4.60	4.60
25 yr PWLB	6.10	5.90	5.70	5.70	5.50	5.50	5.50	5.40	5.40	5.30	5.30	5.30	5.20
50 yr PWLB	5.80	5.60	5.40	5.40	5.30	5.30	5.30	5.20	5.20	5.10	5.10	5.00	5.00

Additional notes by MUFG Corporate Markets on this forecast table: -

- Our last interest rate forecast update was undertaken six months ago, in February 2025. Throughout the intervening period we have successfully forecast a gradual reduction in Bank Rate, although we were not overly persuaded that a cut in August was the correct policy, given even the Bank of England anticipates CPI inflation hitting 4% in the autumn. As it happened, a 5-4 split vote for a rate cut to 4% laid bare the different views within the Monetary Policy Committee, with the accompanying commentary noting the decision was “finely balanced” and that future rate cuts would be undertaken “gradually and carefully”.

- What we also know after last week's release of the Bank of England's Quarterly Monetary Policy Report is that annual UK GDP is expected to be in the region of 1.2% for Q3 2025, rising to 1.7% by Q3 2028. The Bank anticipates wage growth to moderate to a sustainable 3.75% and CPI inflation to return to 2% in around 18 months' time.
- With the August rate cut now done, we are comfortable revising our previous forecast for a November rate cut, instead pushing that back to February 2026, on the basis that CPI inflation should have peaked by then and will be on a slow downwards trajectory back to 2% by 2027. Further gradual reductions in Bank Rate to 3.25% are then anticipated but, and it is a big BUT, only if inflation and employment data are supportive of such cuts.
- For threats to that central scenario abound. What if wage increases remain stubbornly high and in the region of 5% even as the economy stutters towards a position of flatlining or tepid growth? There are several sectors of the domestic economy, including social care provision, where staff shortages remain - even as unemployment ticks higher (currently 4.7%). And what about the hikes in general taxation likely to arise from the November (date still to be confirmed) Budget? There is an estimated £15bn - £25bn second "black hole" to fill, so will there be further borrowing announced by the Chancellor to add to taxation funding? If so, how will gilt markets react to these variables...and will there be additional geo-political factors to also bake in, particularly the Fed's monetary policy decision in September (currently 85% prospect of a rate cut) and the ongoing tariff policies emanating from the White House. And, of course, how will the ongoing conflicts in the Middle East and between Russia and Ukraine influence matters?
- Moreover, it looks likely that the Bank of England will reduce the pace of its Quantitative Tightening from an annual £100bn (October 2024 to September 2025) to a range between £60bn and £75bn from October 2025 (Market Participants Survey, August 2025). If that policy move also sees a shift in the gilts being sold to having shorter durations, this should prove supportive of the gilt market generally.
- Accordingly, our updated central forecast is made with several hefty caveats. We are confident, as we have been for some time, that our forecast for Bank Rate and the 5-year PWLB Certainty Rate is robust. But for the 10-, 25- and 50-years part of the curve, the aforementioned factors may all have a role to play in whether we end up above, close to or below our new forecasts. As it is, we have lifted our starting points and finishing points within the medium to longer dated forecasts. Clients will be aware from presentations at our Strategic Issues webinars that net annual gilt issuance of c£180bn is around a four-fold increase compared to recent annual issuance, and with pension fund and insurance company investment favouring shorter durations, it has been left to transient foreign investors and hedge funds to fill the investor vacuum. Whilst this backdrop prevails, we see no obvious reason why medium to longer gilt yields will not remain at elevated levels, even allowing for a gradual reduction in inflation over the course of the forecast. Consequently, our forecasts at Q3 2028 are 20 basis points higher than previously projected for the 10 years and 50 basis points higher for 25 to 50 years.
- Our revised PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012. Please note, the lower Housing Revenue Account (HRA) PWLB rate started on 15 June 2023 for those authorities with an HRA (standard rate minus 60 bps) and is set to prevail until at least the end of March 2026. Hopefully, there will be a further extension to this discounted rate announced in the Budget.
- Money market yield forecasts are based on expected average earnings by local authorities for 3 to 12 months.

- The MUFG Corporate Markets forecast for average earnings are averages i.e., rates offered by individual entities may differ significantly from these averages, reflecting their different needs for borrowing short-term cash at any one point in time.

Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, but the risks to our forecasts are generally to the upsides. Our target borrowing rates are set **two years forward** (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below: -

PWLB borrowing	Current borrowing rates as at 11/08/2025 p.m. %	Target borrowing rate now (end of Q2 2027) %	Target borrowing rate previous (end of Q2 2027) %
5 years	4.78	4.20	4.20
10 years	5.36	4.70	4.50
25 years	6.10	5.40	5.00
50 years	5.87	5.20	4.70

Borrowing advice: Our long-term (beyond 10 years) forecast for the neutral level of Bank Rate remains at 3.5%. As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should also be considered. Temporary borrowing rates will, generally, fall in line with Bank Rate cuts.

Our suggested budgeted earnings rates for investments up to about three months' duration in each financial year are set out below.

Average earnings in each year	Now %	Previously %
2025/26 (residual)	3.90	4.10
2026/27	3.60	3.60
2027/28	3.30	3.50
2028/29	3.50	3.50
2029/30	3.50	3.50
Years 6-10	3.50	3.50
Years 10+	3.50	3.50

We will continue to monitor economic and market developments as they unfold. Typically, we formally review our forecasts following the quarterly release of the Bank of England's Monetary Policy Report but will consider our position on an ad-hoc basis as required.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

3.4 Borrowing Strategy

The Authority is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Authority's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels, albeit only once prevailing inflation concerns are addressed by restrictive near-term monetary policy. That is, Bank Rate remains relatively elevated in 2026 even if further rate cuts arise.

Against this background and the risks within the economic forecast, caution will be adopted with the 2026/27 treasury operations. The Section 151 Officer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- *if it was felt that there was a significant risk of a sharp FALL in borrowing rates, then borrowing will be postponed.*
- *if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.*

Any decisions will be reported to the Cabinet at the next available opportunity.

3.5 Policy on Borrowing in Advance of Need

The Authority will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated, and that the Authority can ensure the security of such funds.

3.6 Rescheduling

Rescheduling of current borrowing in our debt portfolio may be considered whilst premature redemption rates remain elevated but only if there is surplus cash available to facilitate any repayment, or rebalancing of the portfolio to provide more certainty is considered appropriate.

If rescheduling is to be undertaken, it will be reported to the Cabinet, at the earliest meeting following its action.

3.7 New Financial Institutions as a Source of Borrowing and / or Types of Borrowing

Currently the PWLB Certainty Rate is set at gilts + 80 basis points. However, consideration may still need to be given to sourcing funding from the following sources for the following reasons:

- Local authorities (primarily shorter dated maturities out to 3 years or so – generally still cheaper than the Certainty Rate).
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid a “cost of carry” or to achieve refinancing certainty over the next few years).

Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

3.8 Approved Sources of Long and Short-term Borrowing

On Balance Sheet	Fixed	Variable
PWLB	●	●
Local Authorities	●	●
Banks	●	●
Pension Funds	●	●
Insurance Companies	●	●
UK National Wealth Fund	●	●
Market (long-term)	●	●
Market (temporary)	●	●
Market (LOBOs)	●	●
Stock Issues	●	●
Local Temporary	●	●
Local/Community Municipal Bonds	●	
Local Authority Bills	●	●
Overdraft		●
Negotiable Bonds	●	●
Internal (capital receipts & revenue balances)	●	●
Commercial Paper	●	
Medium Term Notes	●	
Leases	●	●

4 ANNUAL INVESTMENT STRATEGY

4.1 Investment Policy – Management of Risk

The Ministry of Housing, Communities and Local Government (MHCLG) and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets and service investments, are covered in the Capital Strategy, (a separate report).

The Council's investment policy has regard to the following: -

- MHCLG's Guidance on Local Government Investments ("the Guidance")
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 ("the Code")
- CIPFA Treasury Management Guidance Notes 2021

The Authority's investment priorities will be security first, portfolio liquidity second and then yield (return). The Authority will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to the Authority's risk appetite.

In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider "laddering" investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.

The above guidance from MHCLG and CIPFA places a high priority on the management of risk. This Authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short-term and long-term ratings.
2. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Authority will engage with its advisors to maintain a monitor on market pricing such as "**credit default swaps**" and overlay that information on top of the credit ratings.
3. **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This Authority has defined the list of **types of investment instruments** that the treasury management team are authorised to use.
5. **Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to maturity, if originally, they were classified as being non-specified investments solely due to the maturity period exceeding one year.

6. **Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.

7. **Transaction limits** are set for each type of investment in 4.2.

However, this Authority will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance, (see paragraph 4.5). Regular monitoring of investment performance will be carried out during the year.

Changes in risk management policy from last year.

The above criteria are unchanged from last year.

4.2 Creditworthiness Policy

The primary principle governing the Authority's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the Authority will ensure that: -

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the specified and non-specified investment sections below; and
- It has sufficient liquidity in its investments. For this purpose, it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Authority's prudential indicators covering the maximum principal sums invested.

The Section 151 Officer will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Full Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which members may use, rather than defining what types of investment instruments are to be used.

Credit rating information is supplied by MUFG Corporate Markets, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating Watches (notification of a likely change), rating Outlooks (notification of the longer-term bias outside the central rating view) are provided to officers almost immediately after they occur, and this information is considered before dealing. For instance, a negative rating watch applying to a counterparty at the minimum authority criteria will be suspended from use, with all others being reviewed in light of market conditions.

The criteria for providing a pool of high-quality investment counterparties, (both specified and non-specified investments) is:

- Banks 1 - good credit quality – the Authority will only use banks which:
 - i. are UK banks; and/or
 - ii. are non-UK and domiciled in a country which has a minimum sovereign Long-Term rating of AAA

and have, as a minimum, the following Fitch, Moody's and Standard & Poor's credit ratings (where rated):

- i. Short Term – F1
 - ii. Long Term – A
- Banks 2 – The Authority's own banker for transactional purposes if the bank falls below the above criteria, although in this cash balances will be minimised in both monetary size and time invested.

- Bank subsidiary and treasury operation - The Authority will use these where the parent bank has provided an appropriate guarantee or has the necessary ratings outlined above.
- Money Market Funds (MMFs) using only those with AAA long-term rating backed up with lowest volatility rating Money Market Funds (MMFs)
- UK Government (including gilts, Treasury Bills and the DMADF)
- Local authorities, parish councils etc
- Housing associations
- Rossendale Leisure Trust
- Other related parties (where a charge can be placed on land or equity to preserve the Councils right to resources)

Use of additional information other than credit ratings. Additional requirements under the Code require the Authority to supplement credit rating information. Whilst the above criteria rely primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information (for example Credit Default Swaps, rating Watches/Outlooks) will be applied to compare the relative security of differing investment opportunities.

Time and monetary limits applying to investments. The time and monetary limits for institutions on the Authority's counterparty list are as follows (these will cover both specified and non-specified investments): -

Table 10

Investment Type / Minimum Credit Rating (Note 1)	Banks Unsecured (Note 2)	Banks Secured (Note 3)	Government (Note 4)
UK Government	n/a	n/a	£ Unlimited 5 years
UK Treasury Bills	n/a	n/a	£1m in Total for 6 months
UK Local Authorities	n/a	n/a	£8m each for periods of up to 1 year
Investment Rated A- Money Market Funds (Note 5) Registered Providers (Note 6) Any other organisation (Note 7)	£5m each for 6 months	£5m each for 6 months	n/a
			£2m per Fund up to 6 months
			£2m in total for 1 year
			£1.5m for maximum of 10 years

Notes to Table 10: -

1. Credit rating: Investment limits are set by reference to the lowest published long-term credit rating from a selection of external rating agencies. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

2. Banks unsecured: Includes accounts, deposits, certificates of deposit and unsecured bonds with banks and building societies. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

3. Banks secured: Includes covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits.

4. Government: Includes loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts as a contingency in the event of a crisis.

5. Pooled Funds: These Funds are shares in diversified investment vehicles which invest in any of the investment types above (Notes 2 to 4), plus equity shares and property. These funds provide wide diversification, together with the services of a professional Fund Manager. The Money Market Funds offer same-day liquidity and very low volatility and are used as an alternative to instant access bank accounts. There is no sector limit applying to Money Market Funds although the Council will take care to diversify its liquid investments over a variety of providers to minimise risk.

6. Registered providers: These are longer term loans or bonds that are secured or guaranteed on the assets of Registered Providers of Social Housing. These bodies are highly regulated by Homes England and are likely to receive government support if needed.

7. Other organisations: This is subject to an external credit assessment, specific advice from the Council's treasury management adviser and full Council approval.

Operational bank accounts: The Council's own bank account which is used for all of the Council's operational activities will have a minimum credit rating of BBB- and assets greater than £25 billion. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Council maintaining operational continuity. The balances in the Council's own bank account will be up to a maximum of £8m, or 50% of the resources available at the time of investing, whichever is the larger.

The proposed criteria for specified and non-specified investments are referenced in Section 5.4 below.

Creditworthiness

Significant levels of downgrades to Short and Long-Term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Authority will not set a minimum rating for the UK.

CDS prices

Although bank CDS prices, (these are market indicators of credit risk), spiked upwards during the autumn of 2022, they have returned to more average levels since then. However, sentiment can easily shift, so it will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances. MUFG Corporate Markets monitor CDS prices as part of their creditworthiness service to local authorities has access to this information via its MUFG Corporate Markets-provided Passport portal.

4.3 Limits

Due care will be taken to consider the exposure of the Authority's total investment portfolio to non-specified investments, countries, groups and sectors.

4.4 Investment Strategy

In-house funds. Investments will be made with reference to the core balance and cashflow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that rates can be expected to fall throughout 2026, but only if the CPI measure of inflation maintains a downwards trend towards the Bank of England's 2% target. Rates may be cut quicker than expected if the economy stagnates.

Accordingly, while most cash balances are required in order to manage the ups and downs of cashflow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer-term investments will be carefully assessed.

Investment returns expectations.

The current forecast shown in paragraph 3.3, includes a forecast for Bank Rate to fall to a low of 3.25% in 2027.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year were updated on 11 August 2025 and are as follows: -

Table 11

Average earnings in each year	Now %	Previously %
2025/26 (residual)	3.90	4.10
2026/27	3.60	3.60
2027/28	3.30	3.50
2028/29	3.50	3.50
2029/30	3.50	3.50
Years 6-10	3.50	3.50
Years 10+	3.50	3.50

Caution must be exercised in respect of all interest rate forecasts.

For its cashflow generated balances, the Authority will seek to utilise its SIBA instant access and notice accounts, Money Market Funds and short-dated overnight deposits, (overnight to 100 days), in order to benefit from the compounding of interest.

Investment treasury indicator and limit - total principal funds invested for greater than 365 days. These limits are set with regard to the Authority's liquidity requirements and to reduce the need for early sale of an investment and are based on the availability of funds after each year-end.

Members are asked to approve the following treasury indicator and limit: -

Table 12

Upper limit for principal sums invested for longer than 365 days		
	2026/27	2027/28
Principal sums invested for longer than 365 days	£1.5m	£1.5m

4.5 Investment Performance / Risk Benchmarking

These benchmarks are simple guides to maximum risk, so they may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the mid-year or Annual Report.

- Security – The Authority's maximum security risk benchmark for the current portfolio. The exposure to credit risk is monitored by measuring the average credit rating of its investment portfolio with a target rating of A-.
- Liquidity – in respect of this area the Authority seeks to manage its cashflow so as not to go overdrawn.
- Yield – for returns on investments is the Sterling Overnight Index Average (SONIA). Actual investment returns are monitored against budget.

4.6 End of Year Investment Report

At the end of the financial year, the Authority will report on its investment activity as part of its financial monitoring process.

5 APPENDICES

1. Prudential and treasury indicators
2. Interest rate forecasts
3. Economic background
4. Treasury management practice 1 – credit and counterparty risk management
5. Approved countries for investments
6. Treasury management scheme of delegation
7. The treasury management role of the section 151 officer

5.1 THE CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2026/27 – 2027/28

The Authority's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

5.1.1 Capital Expenditure

Table 13

Capital Expenditure	2026/27 £'000	2027/28 £'000	Total Expenditure £'000
Operations & Communities	10,271	680	10,951
Corporate Services & Buildings	3,420	265	3,685
Housing	2,021	1,000	3,021
Regeneration	12,786	1,737	14,523
Climate change	1,679	-	1,679
Total	30,177	3,682	33,859

5.1.2 Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Authority's overall finances. Members are asked to approve the following indicators: -

Ratio of Financing Costs to Net Revenue Stream

This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligation costs), against the net revenue stream.

Table 14

Ratio of financing costs to Net Revenue Stream	2026/27 Estimate £'000	2027/28 Estimate £'000
Financing Costs	792	1,703
Proportion of net revenue stream	5.42%	12.12%

The estimates of financing costs include current commitments and the proposals in this budget report.

5.1.3 Maturity Structure of Borrowing

Maturity structure of borrowing. These gross limits are set to reduce the Authority's exposure to large, fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Members are asked to approve the following treasury indicators and limits:

Maturity structure of fixed interest rate borrowing 2026/27			
	Lower		Upper
Under 12 months		0%	30%
12 months to 2 years		0%	40%
2 years to 5 years		0%	50%
5 years to 10 years		0%	60%
10 years to 20 years		0%	100%
20 years to 30 years		0%	100%
30 years to 40 years		0%	100%
40 years to 50 years		0%	100%
Maturity structure of variable interest rate borrowing 2026/27			
	Lower		Upper
Under 12 months		0%	0%
12 months to 2 years		0%	0%
2 years to 5 years		0%	0%
5 years to 10 years		0%	0%
10 years to 20 years		0%	0%
20 years to 30 years		0%	0%
30 years to 40 years		0%	0%
40 years to 50 years		0%	0%

5.1.4. Control of Interest Rate Exposure

Please see paragraphs 3.3, 3.4 and 4.4.

5.2 INTEREST RATE FORECASTS 2025-2028

MUFG Corporate Markets Interest Rate View 11/08/2025													
	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28	Jun-28	Sep-28
BANK RATE	4.00	4.00	3.75	3.75	3.50	3.50	3.50	3.50	3.25	3.25	3.25	3.25	3.25
3 month ave earnings	4.00	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.30	3.30	3.30	3.30	3.30
6 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.30	3.40	3.40	3.40
12 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.40	3.50	3.60	3.60
5 yr PWLB	4.80	4.70	4.50	4.40	4.30	4.30	4.30	4.20	4.20	4.20	4.20	4.10	4.10
10 yr PWLB	5.30	5.20	5.00	4.90	4.80	4.80	4.80	4.70	4.70	4.70	4.70	4.60	4.60
25 yr PWLB	6.10	5.90	5.70	5.70	5.50	5.50	5.50	5.40	5.40	5.30	5.30	5.30	5.20
50 yr PWLB	5.80	5.60	5.40	5.40	5.30	5.30	5.30	5.20	5.20	5.10	5.10	5.00	5.00

5.3 ECONOMIC BACKGROUND (to 13 November 2025)

The first half of 2025/26 saw:

- A 0.3% pick up in GDP for the period April to June 2025. More recently, the economy flatlined in July, with higher taxes for businesses restraining growth, but picked up to 0.1% m/m in August before falling back by 0.1% m/m in September.
- The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% to 4.6% in September.
- CPI inflation has ebbed and flowed but finished September at 3.8%, whilst core inflation eased to 3.5%.
- The Bank of England cut interest rates from 4.50% to 4.25% in May, and then to 4% in August.
- The 10-year gilt yield fluctuated between 4.4% and 4.8%, ending the half year at 4.70% (before falling back to 4.43% in early November).

From a GDP perspective, the financial year got off to a bumpy start with the 0.3% m/m fall in real GDP in April as front-running of US tariffs in Q1 (when GDP grew 0.7% on the quarter) weighed on activity. Despite the underlying reasons for the drop, it was still the first fall since October 2024 and the largest fall since October 2023. However, the economy surprised to the upside in May and June so that quarterly growth ended up 0.3% q/q. Nonetheless, the 0.0% m/m change in real GDP in July, followed by a 0.1% m/m increase in August and a 0.1% decrease in September will have caused some concern. GDP growth for 2025 and 2026 is currently forecast by the Bank of England to be in the region of 1.4% before picking up in 2027.

Sticking with future economic sentiment, the composite Purchasing Manager Index (PMI) for the UK increased to 52.2 in October. The manufacturing PMI output balance improved to just below 50 but it is the services sector (52.2) that continues to drive the economy forward. Nonetheless, the PMIs suggest tepid growth is the best that can be expected in the second half of 2025 and the start of 2026. Indeed, on 13 November we heard that GDP for July to September was 0.1% q/q.

Turning to retail sales volumes, and the 1.5% year-on-year rise in September, accelerating from a 0.7% increase in August, marked the highest gain since April. On a monthly basis, retail sales volumes rose 0.5%, defying forecasts of a 0.2% fall, following an upwardly revised 0.6% gain in August. Household spending remains surprisingly resilient, but the headwinds are gathering.

As per the recent publication of the November Budget, the public finances position looks weak. The £20.2 billion borrowed in September was slightly above the £20.1 billion forecast by the OBR. For the year to date, the £99.8 billion borrowed is the second highest for the April to September period since records began in 1993, surpassed only by borrowing during the COVID-19 pandemic. The main drivers of the increased borrowing were higher debt interest costs, rising government running costs, and increased inflation-linked benefit payments, which outweighed the rise in tax and National Insurance contributions.

The weakening in the jobs market looked clear in the spring. May's 109,000 m/m fall in the PAYE measure of employment was the largest decline (barring the pandemic) since the data began and the seventh in as many months. The monthly change was revised lower in five of the previous seven months too, with April's 33,000 fall revised down to a 55,000 drop. More recently, however, the monthly change was revised higher in seven of the previous nine months by a total of 22,000. So instead of falling by 165,000 in total since October, payroll employment is now thought to have declined by a smaller 153,000. Even so, payroll employment has still fallen in nine of the ten months since the Chancellor announced the rises in National Insurance Contributions (NICs) for employers and the minimum wage in the October 2024 Budget. The number of job vacancies in the three months to October 2025 stood at 723,000 (the peak was 1.3 million in spring 2022). All this suggests the labour market continues to loosen, albeit at a slow pace.

A looser Labour market is driving softer wage pressures. The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% in April to 4.6% in September. The rate for the private sector slipped from 4.3% to 4.2%.

CPI inflation remained at 3.8% in September, whilst core inflation fell to 3.5%. Services inflation stayed at 4.7%. A further loosening in the labour market and weaker wage growth may be a requisite to UK inflation coming in below 2.0% by 2027.

An ever-present issue throughout recent months has been the pressure being exerted on medium and longer dated gilt yields. The yield on the 10-year gilt moved sideways in the second quarter of 2025, rising from 4.4% in early April to 4.8% in mid-April following wider global bond market volatility stemming from the “Liberation Day” tariff announcement, and then easing back as trade tensions began to de-escalate. By the end of April, the 10-year gilt yield had returned to 4.4%. In May, concerns about stickier inflation and shifting expectations about the path for interest rates led to another rise, with the 10-year gilt yield fluctuating between 4.6% and 4.75% for most of May. Thereafter, as trade tensions continued to ease and markets increasingly began to price in looser monetary policy, the 10-year yield edged lower, and ended June at 4.50%.

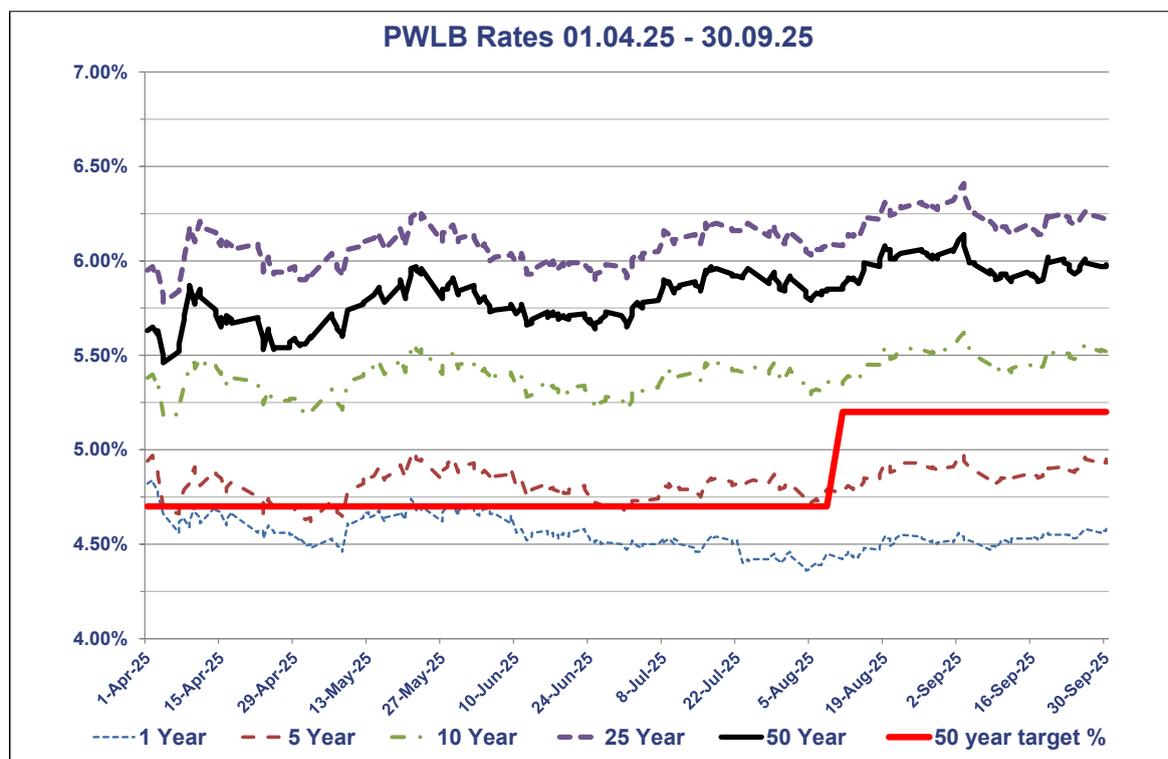
More recently, the yield on the 10-year gilt rose from 4.46% to 4.60% in early July as rolled-back spending cuts and uncertainty over Chancellor Reeves’ future raised fiscal concerns. Although the spike proved short lived, it highlighted the UK’s fragile fiscal position. In an era of high debt, high interest rates and low GDP growth, the markets are now more sensitive to fiscal risks than before the pandemic. During August, long-dated gilts underwent a particularly pronounced sell-off, climbing 22 basis points and reaching a 27-year high of 5.6% by the end of the month. While yields have since eased back, the market sell-off was driven by investor concerns over growing supply-demand imbalances, stemming from unease over the lack of fiscal consolidation and reduced demand from traditional long-dated bond purchasers like pension funds. For 10-year gilts, by late September, sticky inflation, resilient activity data and a hawkish Bank of England kept yields elevated over 4.70% although by early November yields had fallen back again to a little over 4.40%.

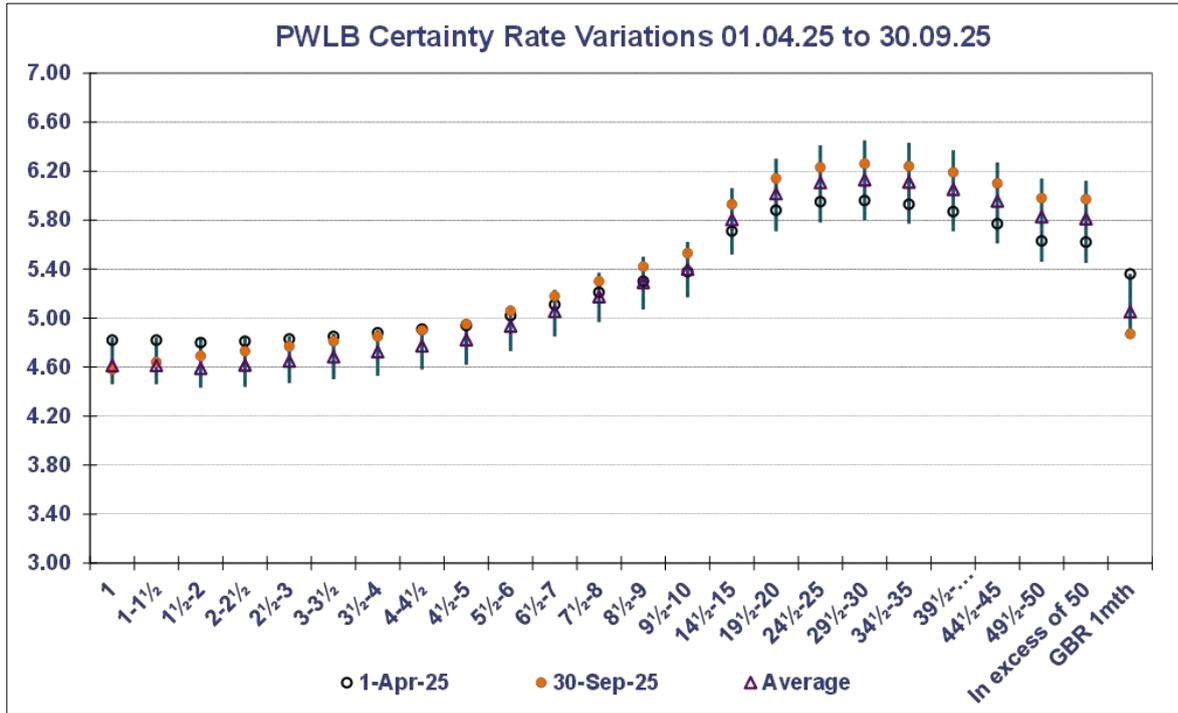
The FTSE 100 fell sharply following the “Liberation Day” tariff announcement, dropping by more than 10% in the first week of April - from 8,634 on 1 April to 7,702 on 7 April. However, the de-escalation of the trade war coupled with strong corporate earnings led to a rapid rebound starting in late April. As a result, the FTSE 100 ended June at 8,761, around 2% higher than its value at the end of March and more than 7% above its level at the start of 2025. Since then, the FTSE 100 has enjoyed a further 4% rise in July, its strongest monthly gain since January and outperforming the S&P 500. Strong corporate earnings and progress in trade talks (US-EU, UK-India) lifted share prices and the index hit a record 9,321 in mid-August, driven by hopes of peace in Ukraine and dovish signals from Fed Chair Powell. September proved more volatile and the FTSE 100 closed September at 9,350, 7% higher than at the end of Q1 and 14% higher since the start of 2025. Future performance will likely be impacted by the extent to which investors’ global risk appetite remains intact, Fed rate cuts, resilience in the US economy, and AI optimism. A weaker pound will also boost the index as it inflates overseas earnings. In early November, the FTSE100 climbed to a record high just above 9,900.

MPC meetings: 8 May, 19 June, 7 August, 18 September, 6 November 2025

- There were five Monetary Policy Committee (MPC) meetings in the first half of the financial year. In May, the Committee cut Bank Rate from 4.50% to 4.25%, while in June policy was left unchanged. In June's vote, three MPC members (Dhingra, Ramsden and Taylor) voted for an immediate cut to 4.00%, citing loosening labour market conditions. The other six members were more cautious, as they highlighted the need to monitor for "signs of weak demand", "supply-side constraints" and higher "inflation expectations", mainly from rising food prices. By repeating the well-used phrase "gradual and careful", the MPC continued to suggest that rates would be reduced further.
- In August, a further rate cut was implemented. However, a 5-4 split vote for a rate cut to 4% laid bare the different views within the Monetary Policy Committee, with the accompanying commentary noting the decision was "finely balanced" and reiterating that future rate cuts would be undertaken "gradually and carefully". Ultimately, Governor Bailey was the casting vote for a rate cut but with the CPI measure of inflation expected to reach at least 4% later this year, the MPC was wary of making any further rate cuts until inflation begins its slow downwards trajectory back towards 2%.
- With wages still rising by just below 5%, it was no surprise that the September meeting saw the MPC vote 7-2 for keeping rates at 4% (Dhingra and Taylor voted for a further 25bps reduction). Moreover, the Bank also took the opportunity to announce that they would only shrink its balance sheet by £70bn over the next 12 months, rather than £100bn. The repetition of the phrase that "a gradual and careful" approach to rate cuts is appropriate suggested the Bank still thought interest rates will fall further.
- At the 6 November meeting, Governor Bailey was once again the deciding vote, keeping Bank Rate at 4% but hinting strongly that a further rate cut is imminent. With GDP for Q3 disappointing, and the September CPI number staying at 3.8%, the market is split over whether the next rate cut will be in December or February.

PWLB RATES 01.04.25 - 30.09.25





HIGH/LOW/AVERAGE PWLB RATES FOR 01.04.25 – 30.09.25

	1 Year	5 Year	10 Year	25 Year	50 Year
01/04/2025	4.82%	4.94%	5.38%	5.95%	5.63%
30/09/2025	4.58%	4.95%	5.53%	6.23%	5.98%
Low	4.36%	4.62%	5.17%	5.78%	5.46%
Low Date	04/08/2025	02/05/2025	02/05/2025	04/04/2025	04/04/2025
High	4.84%	4.99%	5.62%	6.41%	6.14%
High Date	02/04/2025	21/05/2025	03/09/2025	03/09/2025	03/09/2025
Average	4.55%	4.82%	5.40%	6.11%	5.83%
Spread	0.48%	0.37%	0.45%	0.63%	0.68%

5.4 TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT

The MHCLG issued Investment Guidance in 2018, updated by the 2021 Prudential Code, and this forms the structure of the Authority's policy below. These guidelines do not apply to either trust funds or pension funds which operate under a different regulatory regime.

The key intention of the Guidance is to maintain the current requirement for local authorities to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective, the Guidance requires this Authority to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council adopted the Code on 24/02/2010 and will apply its principles to all investment activity. In accordance with the Code, the Section 151 Officer has produced its treasury management practices (TMPs). This part, TMP 1(1), covering investment counterparty policy requires approval each year.

Annual Investment Strategy - The key requirements of both the Code and the investment guidance are for the Authority to set an Annual Investment Strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of the following:

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the Authority will use. These are high security, and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

The investment policy proposed for the Authority is:

Strategy guidelines – The main strategy guidelines are contained in the body of the Treasury Management Strategy Statement.

Specified investments – These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Authority has the right to be repaid within 12 months if it wishes. They also include investments which were originally classed as being non-specified investments, but which would have been classified as specified investments apart from originally being for a period longer than 12 months once the remaining period to maturity falls to under 12 months.

These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with: -

- The UK Government (such as the Debt Management Account deposit facility, UK Treasury Bills or a Gilt with less than one year to maturity).
- Supranational Bonds of less than one year's duration.
- A Local Authority, Housing Association, Parish Council or Community Council.
- Pooled investment vehicles (such as Money Market Funds) that have been awarded a high credit rating by a credit rating agency for example, Standard and Poor's, Moody's and/or Fitch rating agencies.
- A body that is considered of a high credit quality (such as a bank or building society). This category covers bodies with a minimum Short-Term rating of A- (or the equivalent) as rated by Standard and Poor's, Moody's and / or Fitch rating agencies.

In accordance with the Code, the Authority has set out additional criteria to limit the time and the amount of monies which will be invested in these bodies. These criteria are set out in 4.2 above.

Non-specified investments – are any other type of investment (i.e., not defined as specified above). These are set out in 4.2 above.

NOTE 1. Officers will seek further advice on the appropriateness and associated risks with investments in these categories.

The monitoring of investment counterparties - The credit rating of counterparties will be monitored regularly. The Authority receives credit rating information (changes, rating watches and rating outlooks) from MUFG Corporate Markets as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Section 151 Officer, and if required new counterparties which meet the criteria will be added to the list.

5.5 APPROVED COUNTRIES FOR INVESTMENTS

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the MUFG Corporate Markets creditworthiness service.

Based on lowest available rating (as at 13.11.25)

AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- U.S.A.

AA

- Abu Dhabi (UAE)
- Finland
- Qatar

AA-

- U.K.

A+

- Belgium
- France

5.6 TREASURY MANAGEMENT SCHEME OF DELEGATION

(i) Full Council

- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of annual strategy.

(ii) Cabinet

- approval of/amendments to the Council's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.

(iii) Audit & Accounts Committee

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

5.7 THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER

The Section 151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.
- preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe.
- ensuring that the Capital Strategy is prudent, sustainable, affordable in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the Authority
- ensure that the Council has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the Council does not undertake a level of investing which exposes the Council to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the Council
- ensuring that the Council has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following: -
 - *Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;*
 - *Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;*
 - *Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;*
 - *Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;*
 - *Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.*

The Deputy Section 151 Officer (being the Head of Financial Services)

In the absence of the Section 151 Officer, the Deputy Section 151 Officer will take over the responsibilities noted above.

The Finance Officer (Exchequer Services)

- Transfer of funds between the Council's approved call and notice accounts.

Authorised Signatories

The following posts have been designated as those authorised to act as bank signatories for the Council:

- Section 151 Officer
- Head of Financial Services (Deputy Section 151 Officer)
- Finance Officer (Exchequer)
- Principal Accountant
- Accountant (x2)
- Accounts Technician



Treasury Management Policy and Practices 2026/27

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The Treasury Management Policy Statement

The treasury management policy statement

This council defines its treasury management activities as:

1. The management of the organisation's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
2. This organisation regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.
3. This council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

Clauses to be formally adopted

1. This Council will create and maintain, as the cornerstones for effective treasury management:
 - a Treasury Management Policy Statement (TMS), stating the policies, objectives and approach to risk management of its treasury management activities
 - suitable Treasury Management Practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
 - investment management practices (IMPs) for investments that are not for treasury management purposes.

The content of the policy statement, TMPs and IMPs will follow the recommendations contained in Sections 6, 7 and 8 of the CIPFA Treasury Management Code (the Code), subject only to amendment where necessary to reflect the particular circumstances of this organisation. Such amendments will not result in the organisation materially deviating from the Code's key principles.

2. This Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs and IMPs.

3. This Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Section 151 Officer, and for the execution and administration of treasury management decisions to the Section 151 Officer, who will act in accordance with the organisation's policy statement and TMPs
4. This organisation nominates the Section 151 Officer to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

TMP 1 RISK MANAGEMENT

The responsible officer (in the case of Rossendale Borough Council, The Section 151 Officer) will design, implement and monitor all arrangements for the identification, management and control of treasury management risk, will report at least annually on the adequacy/suitability thereof, and will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the organisation's objectives in this respect, all in accordance with the procedures set out in TMP6 Reporting requirements and management information arrangements. In respect of each of the following risks, the arrangements which seek to ensure compliance with these objectives are set out in the schedule to this document.

1. Credit and Counterparty Risk Management

Credit and counter-party risk is the risk of failure by a counterparty to meet its contractual obligations to the organisation under an investment, borrowing, capital project or partnership financing, particularly as a result of the counterparty's diminished creditworthiness, and the resulting detrimental effect on the organisation's capital or current (revenue) resources.

This organisation regards a key objective of its treasury management activities to be the security of the principal sums it invests. Accordingly, it will ensure that its counterparty lists and limits reflect a prudent attitude towards organisations with whom funds may be deposited, and will limit its investment activities to the instruments, methods and techniques referred to in TMP4 Approved Instruments Methods and Techniques and listed in the schedule to this document. It also recognises the need to have, and will therefore maintain, a formal counterparty policy in respect of those organisations from which it may borrow, or with whom it may enter into other financing arrangements.

The organisation's credit and counterparty policies should set out its policy and practices relating to environmental, social and governance (ESG) investment considerations. This is a developing area, and it is not implied that the organisation's ESG policy will currently include ESG scoring or other real-time ESG criteria at individual investment level.

1.1. Policy on the use of credit risk analysis techniques

- 1.1.1. The Council will use credit criteria in order to select creditworthy counterparties for placing investments with.
- 1.1.2. Credit ratings will be used as supplied from all three rating agencies - Fitch, Moodys and Standard & Poors
- 1.1.3. Treasury Management Consultants will provide regular updates of changes to all ratings relevant to the council.
- 1.1.4. The responsible officer will formulate suitable criteria for assessing and monitoring the credit risk of investment counterparties and shall construct a lending list comprising maturity periods, type, group, sector, country and counterparty limits

In addition, a credit default swap overlay is used as a further safeguard to give early warning of potential creditworthiness problems which may only belatedly lead to actual changes in credit ratings.

As this methodology is complex, readers are referred to the document produced by MUFG Asset Services "Treasury Solutions Credit Policy Guide December 2015" for a full explanation.

- 1.1.5. Credit ratings for individual counterparties can change at any time. The Section 151 Officer is responsible for applying approved credit rating criteria for selecting approved counterparties. Treasury management staff will add or delete counterparties to/from the approved counterparty list in line with the policy on criteria for selection of counterparties.
- 1.1.6. This organisation will not rely solely on credit ratings in order to select and monitor the creditworthiness of counterparties. In addition to credit ratings it will therefore use other sources of information including: -
- The quality financial press
 - Market data
 - Information on government support for banks and
 - The credit ratings of that government support
- 1.1.7. Maximum maturity periods and amounts to be placed in different types of investment instrument are shown below. At present the maximum investment period for Specified Investments is less than 365 days.
- 1.1.8. Diversification: this organisation will avoid concentrations of lending and borrowing by adopting a policy of diversification. It will therefore use the following: -

Investment Type / Minimum Credit Rating (Note 1)	Banks Unsecured (Note 2)	Banks Secured (Note 3)	Government (Note 4)
UK Government	n/a	n/a	£ Unlimited 5 years
UK Treasury Bills	n/a	n/a	£1m in Total for 6 months
UK Local Authorities	n/a	n/a	£8m each for periods of up to 1 year
Investment Rated A-	£5m each for 6 months	£5m each for 6 months	£8m each for overnight / call deposits
Money Market Funds (Note 5)	£2m per Fund up to 6 months		n/a
Registered Providers (Note 6)	£2m in total for 1 year		
Any other organisation (Note 7)	£1.5m for maximum of 10 years		

Notes

1. *Credit rating: Investment limits are set by reference to the lowest published long-term credit rating from a selection of external rating agencies. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.*
2. *Banks unsecured: Includes accounts, deposits, certificates of deposit and unsecured bonds with banks and building societies. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.*
3. *Banks secured: Includes covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits.*
4. *Government: Includes loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts as a contingency in the event of a crisis.*
5. *Pooled Funds: These Funds are shares in diversified investment vehicles which invest in any of the investment types above (Notes 2 to 4), plus equity shares and property. These funds provide wide diversification, together with the services of a professional Fund Manager. The Money Market Funds offer same-day liquidity and very low volatility and are used as an alternative to instant access bank accounts. There is no sector limit applying to Money Market Funds although the Council will take care to diversify its liquid investments over a variety of providers to minimise risk.*
6. *Registered providers: These are longer term loans or bonds that are secured or guaranteed on the assets of Registered Providers of Social Housing. These bodies are highly regulated by the Homes and Communities Agency and are likely to receive government support if needed.*
7. *Other organisation: This is subject to an external credit assessment, specific advice from the Council's treasury management adviser and full Council approval.*
 - *Operational bank accounts: The Council's own bank account which is used for all of the Council's operational activities will have a minimum credit rating of BBB- and assets greater than £25 billion. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Council maintaining operational continuity. The balances in the Council's own bank account will be up to a maximum of £5m, or 50% of the resources available at the time of investing, whichever is the larger.*

- Country limits – normally, a minimum sovereign rating of AAA is required for an institution to be placed on our approved lending list. However, UK banks will be considered regardless of the UK's sovereign rating at the time of investment.

1.1.9. Investments will not be made with counterparties that do not have a credit rating in their own right, other than in the case of Non-specified Investments where the counterparty is one of the Council's related parties and where a charge can be placed on land or equity in order to preserve the Council's rights to its resources.

1.1.10. The definition of 'high credit quality' in order to determine what are specified investments as opposed to non specified investments which do not have high credit ratings is set out at the end of TMP1 in schedule 1.

1.1.11. Should the Council ever begin to use **external fund manager(s)** they will adhere to the counterparty credit criteria and maximum individual limits set by the Council; however, it is understood that fund manager(s) may use a subset of the counterparty list so derived.

1.2 Liquidity Risk Management

This is the risk that cash will not be available when it is needed, that ineffective management of liquidity creates additional unbudgeted costs, and that the organisation's business/service objectives will be thereby compromised.

This organisation will ensure it has adequate though not excessive cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives. This organisation will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current capital programme or to finance future debt maturities.

1.2.1. Amounts of approved minimum cash balances and short-term investments

The Finance Officers shall seek to minimise the balance held in the Council's main bank accounts at the close of each working day. The use of alternative call accounts and short-term notice accounts (under 90 days) shall be used in order to achieve this aim.

1.2.2. Details of:

a. Standby facilities

At the end of each financial day the balance in the Council's current account is automatically transferred to/from the Special Business Investment Account (SIBA) to maximise the interest available on the Council's operational bank accounts. In practice the current account and the SIBA account are now operated as one account. Individual daily debit balances on the current account are not treated as an overdraft.

The Council also maintain one or more on-call, and notice accounts up to 90 days with other banks. These accounts are used for reserve cash balances which may be required without notice. Such instant access is possible, but would lead to some loss of interest commensurate with the notice period waived.

- b. Bank overdraft arrangements
Previous overdraft facilities have now ceased due to the sweeping action described above and following the bank imposing an arrangement fee for overdrafts on the SIBA account.
- c. Short-term borrowing facilities
The Council accesses temporary loans through approved brokers on the London money market. The approved operational borrowing limit for short term debt in 2026/27 is £28.7m.
- d. Insurance/guarantee facilities
There are no specific insurance or guarantee facilities as the above arrangements are regarded as being adequate to cover all unforeseen occurrences.

1.3 Interest Rate Risk Management

The risk that fluctuations in the levels of interest rates create an unexpected or unbudgeted burden on the organisation's finances, against which the organisation has failed to protect itself adequately.

This organisation will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements as amended in accordance with TMP6 Reporting requirements and management information arrangements.

It will achieve this by the prudent use of its approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates. This should be the subject to the consideration and, if required, approval of any policy or budgetary implications.

1.3.1 Policies concerning the use of instruments for interest rate management.

- a. forward dealing
Consideration will be given to dealing from forward periods dependent upon market conditions.
- b. callable deposits (England and Wales only)
The Council may use callable deposits as part as of its Annual Investment Strategy (AIS), which now forms part of the Annual Treasury Management Strategy Statement. The credit criteria and maximum periods are set out in the Schedule of Specified and Non Specified Investments appended to the AIS.

1.4 Exchange Rate Risk Management

The risk that fluctuations in foreign exchange rates create an unexpected or unbudgeted burden on the organisation's finances, against which the organisation has failed to protect itself adequately.

The Council will manage its exposure to fluctuations in exchange rates so as to minimise any detrimental impact on its budgeted income/expenditure levels.

1.5 Refinancing Risk Management

The risk that maturing borrowings, capital projects or partnership financings cannot be refinanced on terms that reflect the provisions made by the organisation for those refinancing, both capital and current (revenue), and/or that the terms are inconsistent with prevailing market conditions at the time.

This organisation will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favourable to the organisation as can reasonably be achieved in the light of market conditions prevailing at the time.

The Council will actively manage its relationships with its counterparties in these transactions in such a manner as to secure this objective, and will avoid overreliance on any one source of funding if this might jeopardise achievement of the above.

1.5.1. Debt/Other Capital Financing, Maturity Profiling, Policies and Practices

The Council will establish through its Prudential and Treasury Indicators the amount of debt maturing in any year/period.

Any debt rescheduling will be considered when the difference between the refinancing rate and the redemption rate is most advantageous and the situation will be continually monitored in order to take advantage of any perceived anomalies in the yield curve. The reasons for any rescheduling to take place will include:

- a) the generation of cash savings at minimum risk;
- b) to reduce the average interest rate;
- c) to amend the maturity profile and /or the balance of volatility of the debt portfolio.

Rescheduling will be reported to the Cabinet at the meeting immediately following its action.

1.5.2. Projected Capital Investment Requirements

In 2026/27 the decision has been made to produce only a two-year capital expenditure plan due to the Local Government Reorganisation, anticipated to be in place from April 2028. The capital plan will be used to prepare a two-year revenue budget for all forms of financing charges. In addition, the responsible officer will draw up a capital strategy report which will give a longer-term view.

The definition of capital expenditure and long-term liabilities used in the Code will follow recommended accounting practice as per the Code of Practice on Local Authority Accounting.

1.5.3 Policy Concerning Limits on Affordability and Revenue Consequences of Capital Financing

In considering the affordability of its capital plans, the Council will consider all the resources currently available/estimated for the future together with the totality of its capital plans, revenue income and revenue expenditure forecasts for the forthcoming year and the two following years and the impact these will have on council tax. It will also take into account affordability in the longer term beyond this three-year period.

The Council will use the definitions provided in the Prudential Code for borrowing, capital expenditure, capital financing requirement, debt, financing costs, investments, net borrowing, net revenue stream, other long-term liabilities.

1.6 Legal and Regulatory Risk Management

The risk that the organisation itself, or an organisation with which it is dealing in its treasury management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the organisation suffers losses accordingly.

This organisation will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. In framing its credit and counterparty policy under TMP1[1] credit and counterparty risk management, it will ensure that there is evidence of counterparties' powers, authority and compliance in respect of the transactions they may affect with the organisation, particularly with regard to duty of care and fees charged.

This organisation recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the organisation.

1.6.1. References to Relevant Statutes and Regulations –

The treasury management activities of the Council shall comply fully with legal statute, guidance, Codes of Practice and the regulations of the Council, and as amended during the period of the Treasury Management Strategy Statement (TMS). These include but are not limited to:

- Local Government Finance Act 1988 Section 114 – duty on the responsible officer to issue a report if the Council is likely to get into a financially unviable position.
- Requirement to set a balanced budget - Local Government Finance Act 1992 Section 32 for billing authorities and Section 43 for major precepting authorities.
- Local Government Act 2003
- S.I. 2003 No. 2938 Local Government Act 2003 (Commencement No.1 and Transitional Provisions and Savings) Order 2003 (13.11.03)
- S.I. 2003 No. 3146 Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 and associated commentary (10.12.03), as amended, including by S.I. 2015 No. 341, S.I. 2021 No. 611, S.I. 2022 No. 1232, S.I. 2023 No. 241, S.I. 2024 No. 478 and S.I. 2025 No. 422, and subsequent amendments.
- S.I. 2004 No. 533 Local Authorities (Capital Finance) (Consequential, Transitional and Savings Provisions) Order 2004 (8.3.04)
- S.I. 2004 No. 534 Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2004 (8.3.04)
- S.I. 2004 No. 3055 The Local Authorities (Capital Finance and Accounting) (Amendment) (England) (No. 2) Regulations 2004
- S.I. 2006 No. 521 Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2006
- S.I. 2007 No. 573 Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2007
- Local Government and Public Involvement in Health Act 2007 s238(2) – power to issue guidance; to be used re: MRP
- S.I. 2008 No. 414 Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2008
- S.I. 2009 No. 321 Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2009

- S.I. 2009 No. 2272 The Local Authorities (Capital Finance and Accounting) (England) (Amendment) (No.2) Regulations 2009
- S.I. 2009 No. 3093 The Local Government Pension Fund Scheme (Management and Investment of Funds) Regulations 2009
- S.I. 2010 No. 454 (Capital Finance and Accounting) (Amendment) (England) Regulations 2010
- Localism Act 2011
- S.I. 2012 No. 265 Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2012
- S.I. 2012 No. 711 The Local Authorities (Capital Finance and Accounting) (England) (Amendment) (No. 2) Regulations 2012
- S.I. 2012 No. 1324 The Local Authorities (Capital Finance and Accounting) (England) (Amendment) (No.3) Regulations 2012
- S.I. 2012 No. 2269 The Local Authorities (Capital Finance and Accounting) (England) (Amendment) (No. 4) Regulations 2012
- S.I. 2013 No. 476 The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2013
- S.I. 2015 No. 234 Accounts and Audit Regulations 2015, as amended, including by the Accounts and Audit (Amendment) Regulations issued between 2016 and 2024, and subsequent amendments.

Guidance and codes of practice

- CIPFA's Treasury Management Codes of Practice and Guidance Notes 2021,
- CIPFA Prudential Code for Capital Finance in Local Authorities 2021
- CIPFA Local Authority Capital Accounting (latest edition)
- CIPFA Standard of Professional Practice on Ethics – based on the International Ethics Standards Board for Accountants (IESBA) Code of Ethics (2018).
- The Good Governance Standard for Public Services 2004
- Delivering Good Governance in Local Government: Framework (CIPFA / SOLACE), as updated.
- CIPFA LAAP (Local Authority Accounting Panel) Bulletins and guidance, as issued and updated.
- CIPFA Code of Practice on Local Authority Accounting in the United Kingdom (based on IFRS), as adopted for the relevant financial year.
- Public Works Loan Board (PWLB) circulars and guidance on lending policy, as issued.
- The UK Money Markets Code (formerly known as The London Code of Conduct / Non-Investment Products Code (NIPS) for principals and broking firms in the wholesale markets.
- Relevant provisions of the Financial Conduct Authority (FCA) Handbook, including market conduct and investment rules.
- The Council's Standing Orders relating to Contracts
- The Council's Financial Regulations
- The Council's Scheme of Delegated Functions

1.6.2 Procedures for Evidencing the Council's Powers/Authorities to Counterparties

The Council's powers to borrow and invest are contained in legislation.

Investing: Local Government Act 2003, Section 12

Borrowing: Local Government Act 2003, Section 1

In addition, the Council will make available, on request, the following the scheme of delegation for treasury management activities set out in the Treasury Management Strategy, which specifies:

- which officers carry out these duties
- which officers are the authorised signatories

Required Information on Counterparties

Lending shall only be made to counterparties on the Approved Lending list. This list has been compiled using advice from the Council's treasury advisers based upon credit

ratings supplied by Fitch, Moodys and Standard & Poors. Lending can also be made to one of the Council's related parties or subsidiaries.

1.6.3 Statement on the Council's Political Risks and Management of Same

The Section 151 Officer shall take appropriate action with the Council, the Chief Executive Officer and the Leader of the Council to respond to and manage appropriately political risks such as change of majority group, leadership in the Council, change of Government etc.

1.6.4 Monitoring Officer

It is the duty of the monitoring officer to ensure that the treasury management activities of the Council are lawful.

1.6.5. Section 151 Officer

The duty of this officer is to ensure that the financial affairs of the Council are conducted in a prudent manner and to make a report to the Council if he has concerns as to the financial prudence of its actions or its expected financial position.

1.7 Fraud, Error and Corruption, and Contingency Management

The risk that the Council fails to identify the circumstances in which it may be exposed to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings, and fails to employ suitable systems and procedures and maintain effective contingency management arrangements to these ends. It includes the area of risk commonly referred to as operational risk.

This Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

The Council will therefore:-

- a) Seek to ensure an adequate division of responsibilities and maintenance of an adequate level of internal checks which minimise such risks at all times.
- b) Fully document all its treasury management activities so that there can be no possible confusion as to what proper procedures are.
- c) Staff will not be allowed to take up treasury management activities until they have had proper training in procedures and are then subject to an adequate and appropriate level of supervision.
- d) Records will be maintained of all treasury management transactions so that there is a full audit trail and evidence of the appropriate checks being carried out.

1.7.1. Details of Systems and Procedures to be Followed, Including Internet Services

Authority

- The Scheme of Delegation to Officers sets out the delegation of duties to officers.
- All loans and investments are negotiated by the responsible officer or authorized persons.
- Loan procedures are defined in the Financial Regulations section of the Council's Constitution.

Procedures

- The electronic banking procedures include internet access to the Council's bank accounts for both downloading statements and entering one-off same-day transactions. The electronic authorisation of transactions through chip and pin cards and passwords follows the same pattern of required signatories as paper transactions do (i.e. one signature up to £5,000 and two signatures for transactions over £5,000).
- Autopay online is the system used by the Council for the transfer of payment and collection files to the BACs processing centre. BACs collection and payment files are generated by the payroll, creditors, benefits and revenues software systems and transferred through a secure internet portal by the authorised signatories. Files must be generated, approved and sent by two different people.
- Full details of operational procedures are maintained by the Finance Officer (Exchequer Services).

Investment and borrowing transactions

- A detailed register of all loans and investments is maintained by the Finance Officer (Exchequer Services). A written acknowledgement of each deal is sent promptly to the lending or borrowing institution where transactions are done directly with the organisation.
- Written confirmation is received and checked against the dealer's records for the transaction.
- Any discrepancies are immediately reported to the Section 151 Officer for resolution.
- All transactions placed through brokers are confirmed by a broker note showing details of the loan arranged. Written confirmation is received and checked against the dealer's records for the transaction. Any discrepancies are immediately reported to the Section 151 Officer for resolution.

Regularity and security

- Lending is only made to institutions on the Approved List of Counterparties.
- All loans raised, and repayments made, go directly to and from the bank account of approved counterparties.
- Counterparty limits are set for every institution that the Council invests with.
- Brokers have a list of named officials authorised to agree deals.
- There is a separation of duties in the section between dealers and the checking and authorisation of all deals.
- The Council's bank holds a list of Council officials who are authorised signatories for treasury management transactions.
- Payments can only be authorised in a formal letter by an authorised signatory, the list of signatories having previously been agreed with the current provider of our banking services.
- The NatWest Bankline system can only be accessed by a password and online payments require chip and pin authorisation from one or more of the bank signatories (two for payments over £5,000).
- There is adequate insurance cover for employees involved in loans management and accounting.

Checks

- The bank reconciliation is carried out monthly from the bank statement to the financial ledger.
- A debt charge/investment income listing is produced every month when a review is undertaken against the budget for interest earnings and debt costs.

Calculations

- The calculation of repayment of principal and interest notified by the lender or borrower is checked for accuracy against the amount calculated by the Finance Officer (Exchequer Services). This is used to check the amount paid to lenders.
- These interest and expense rates are then used to calculate the principal, interest and debt management expense charges to the General Fund.

1.7.2. Emergency and Contingency Planning Arrangements Disaster Recovery Plan.

The Council's main Business Continuity Plan includes a detailed section covering the essential financial systems and procedures, including banking, payments and revenue collection. All members of the treasury management team are familiar with this plan and new members will be briefed on it. The plan is reviewed and updated at regular intervals with both paper and electronic copies being available.

All computer files are backed up on the server to enable files to be accessed from remote sites.

1.7.3. Insurance Cover Details

Fidelity Insurance

The Council has 'Fidelity' insurance cover with Zurich Municipal which covers the loss of cash by fraud or dishonesty of employees. This cover is limited to £5m for any one event with an excess of £5k for any one event.

Professional Indemnity Insurance

The Council also has an 'Officials Indemnity' insurance policy with Zurich Municipal which covers loss to the Council from the actions and advice of its officers which are negligent and without due care. This cover is limited to £5m for any one event with an excess of £5k for any one event.

1.8 Market Risk Management

The risk that, through adverse market fluctuations in the value of the principal sums an organisation borrows and invests, its stated treasury management policies and objectives are compromised, against which effects it has failed to protect itself adequately.

This organisation will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect itself from the effects of such fluctuations.

1.8.1. Details of Approved Procedures and Limits for Controlling Exposure to Investments whose Capital Value May Fluctuate (Gilts, CDs, Etc.)

These are controlled through setting limits on investment instruments where the principal value can fluctuate. The limits are determined and set through the Annual Investment Strategy (which now forms part of the Annual Treasury Management Strategy Statement).

TMP 2 PERFORMANCE MEASUREMENT

2.1 Evaluation and Review of Treasury Management Decisions

The Council has a number of approaches to evaluating treasury management decisions:

- a. monthly reviews carried out by the Section 151 Officer and Head of Financial Services, reported as part of the regular financial monitoring reports to Cabinet.
- b. weekly review reports from our treasury management consultants detailing current markets, forecasts and model portfolio returns.
- c. annual review of performance and strategy with our treasury management consultants.
- d. comparative reviews with neighbouring authorities.

2.1.2 Reviews with our treasury management consultants

The Section 151 Officer meets with our consultants every 12 months to review the performance of the investment and debt portfolios. Ad-hoc reviews are conducted by arrangement as outlined at 2.3.4.

2.1.3 Annual Review after the end of the financial year

In addition to the regular financial monitoring reports to Cabinet, the end of March out-turn report includes an annual treasury management report which reviews the performance of the debt and investment portfolios. This report contains the following:

- a. total debt and investments at the beginning and close of the financial year and average interest rates
- b. borrowing strategy for the year compared to actual strategy
- c. investment strategy for the year compared to actual strategy
- d. explanations for variance between original strategies and actual
- e. debt rescheduling done in the year
- f. actual borrowing and investment rates available through the year
- g. comparison of return on investments to the investment benchmark
- h. compliance with Prudential and Treasury Indicators

2.1.4 Comparative reviews

When data becomes available, comparative reviews are undertaken to see how the performance of the Authority on debt and investments compares to other authorities with similar size portfolios (but allowing for the fact that Prudential and Treasury Indicators are locally set). Data can be sourced from: -

- CIPFA Treasury Management statistics published each year for the last complete financial year
- Neighbouring Lancashire authorities
- MUFG Asset Services model portfolio

2.2 Benchmarks and Calculation Methodology:

2.2.1 Debt management

- Average rate on all external debt
- Average period to maturity of external debt
- Average period to maturity of new loans in previous year

2.2.2 Investment

The performance of investment earnings will be measured against the following benchmarks: -

MUFG Asset Services model portfolio

- *Weighted average rate of return*
- *Weighted average maturity*

Performance may also be measured against other local authority funds with similar benchmarks and parameters managed by other fund managers.

2.3 Policy concerning methods for testing Value for Money in Treasury Management

2.3.1 Frequency and processes for tendering

Tenders are normally awarded on a five-year basis. The process for awarding contracts will be in line with the Council's Contract Standing Orders.

2.3.2 Banking services

The Council's banking arrangements are to be subject to competitive tender unless it is considered that there will be changes in the volume of transactions in the foreseeable future which renders a shorter period appropriate.

2.3.3 Money-broking services

The Council may use money broking services in order to make deposits or to borrow, and will establish charges for all services prior to using them.

2.3.4 Consultants'/advisers' services

This Council's policy is not to appoint full-time professional treasury management consultants (MUFG Asset Services advise on an ad hoc basis, alongside automated updates).

2.3.5 Policy on External Managers (Other than relating to Superannuation Funds)

The Council's policy is not to appoint external investment fund managers.

TMP 3 DECISION-MAKING AND ANALYSIS

3.1 Funding, Borrowing, Lending, and New Instruments/Techniques:

3.1.1 Records to be kept

The following records will be retained:-

- Daily and monthly cash balance forecasts
- Brokers' confirmations for investment and temporary borrowing transactions
- Confirmations from borrowing /lending institutions where deals are done directly
- PWLB loan confirmations
- PWLB debt portfolio schedules.
- Certificates for market loans, local bonds and other loans
- Contract notes received from fund manager(s)
- Fund manager(s) valuation statements (if applicable)

3.1.2 Processes to be pursued

- Cash flow analysis.
- Debt and investment maturity analysis
- Ledger reconciliation
- Review of opportunities for debt restructuring (if applicable)
- Review of borrowing requirement to finance capital expenditure (and other forms of financing where those offer value for money)
- Performance information (for example, monitoring of actual against budget for debt charges, interest earned, debt management; also monitoring of average pool rate, investment returns, etc).

3.1.3 Issues to be addressed

3.1.3.1. In respect of every treasury management decision made the Council will:

- a) Above all, be clear about the nature and extent of the risks to which the Council may become exposed
- b) Be certain about the legality of the decision reached and the nature of the transaction, and that all authorities to proceed have been obtained
- c) Be content that the documentation is adequate both to deliver the Council's objectives and protect the Council's interests, and to deliver good housekeeping
- d) Ensure that third parties are judged satisfactory in the context of the Council's creditworthiness policies, and that limits have not been exceeded
- e) Be content that the terms of any transactions have been fully checked against the market, and have been found to be competitive.

3.1.3.2 In respect of borrowing and other funding decisions, the Council will:

- a) consider the ongoing revenue liabilities created, and the implications for the organisation's future plans and budgets
- b) evaluate the economic and market factors that might influence the manner and timing of any decision to fund
- c) consider the merits and demerits of alternative forms of funding, including funding from revenue, leasing and private partnerships
- d) consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use and, if relevant, the opportunities for foreign currency funding.

3.1.3.3 In respect of investment decisions, the Council will:

- a) consider the optimum period, in the light of cash flow availability and prevailing market conditions;
- b) consider the alternative investment products and techniques available, especially the implications of using any which may expose the Council to changes in the value of its capital;
- c) in the case of investments outside the banking sector the Council will consider the appropriate level of asset security, such as Land Registry charges, local Land Charges, or holding asset deeds.

TMP 4 APPROVED INSTRUMENTS, METHODS AND TECHNIQUES

4.1 Approved Activities of the Treasury Management Operation

- borrowing
- lending
- debt repayment and rescheduling
- consideration, approval and use of new financial instruments and treasury management techniques
- managing the underlying risk associated with the Council's capital financing and surplus funds activities
- managing cash flow
- banking activities
- the use of external fund managers (other than Pension Fund)
- leasing

4.2 Approved Instruments for Investments

Refer to the Treasury Management Strategy.

4.3 Approved Techniques

- Forward dealing
- The use of structured products such as callable deposits

4.4 Approved Methods and Sources of Raising Capital Finance

Finance will only be raised in accordance with the Local Government Act 2003 and within this limit the Council has a number of approved methods and sources of raising capital finance. These are:

On Balance Sheet	Fixed	Variable
PWLB	●	●
Market (long term)	●	●
Market (temporary)	●	●
Market (LOBOs)	●	●
Local temporary	●	●
Local Bonds	●	
Overdraft		●
Internal (capital receipts & revenue balances)	●	●
Leasing	●	●
Deferred Purchase	●	●

Other Methods of Financing

- Government and EC Capital Grants
- Lottery monies
- PFI/PPP

Borrowing will only be done in Sterling. All forms of funding will be considered dependent on the prevailing economic climate, regulations and local considerations. The responsible officer has delegated powers in accordance with Financial Regulations, Standing Orders, the Scheme of Delegation to Officers Policy and the Treasury Management Strategy to take the most appropriate form of borrowing from the approved sources.

4.5 Investment Limits

The Treasury Management Strategy Statement sets out the limits and the guidelines for use of each type of investment instrument.

4.6 Borrowing Limits

See the Treasury Management Strategy Statement and Prudential and Treasury Indicators.

TMP 5 Organisation, Clarity and Segregation of Responsibilities and Dealing Arrangements

5.1 Allocation of responsibilities

(i) Full Council

- receiving and reviewing reports on treasury management policies, practices and activities
- approval of annual treasury management strategy
- approval of capital strategy and capital programme
- approval of annual revenue budget

(ii) Cabinet

- recommendation of amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices
- budget consideration and recommendations
- approval of the division of responsibilities
- receiving and reviewing regular monitoring reports and acting on recommendations
- approving the selection of external service providers and agreeing terms of appointment
- reviewing the treasury management policy and procedures

5.2 Principles and Practices Concerning Segregation of Duties

5.2.1 The following duties must be undertaken by separate officers: -

Dealing	Negotiation and approval of deal. Receipt and checking of brokers confirmation note against loans diary. Reconciliation of cash control account. Bank reconciliation
Accounting Entry	Production of transfer note. Processing of accounting entry
Authorisation/Payment of Deal	Entry onto system. Approval and payment.

5.3 Treasury Management Organisation Chart

Section 151 Officer

|

Head of Financial Services

|

Finance Officer
(Exchequer Services)

5.4 Statement of the treasury management duties/responsibilities of each treasury post

5.4.1. The responsible officer

The responsible officer is the person charged with professional responsibility for the treasury management function and in this Council is the Section 151 Officer. This officer will carry out the following duties: -

- a) recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance
- b) submitting regular treasury management policy reports
- c) submitting budgets and budget variations
- d) receiving and reviewing management information reports
- e) reviewing the performance of the treasury management function
- f) ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function
- g) ensuring the adequacy of internal audit, and liaising with external audit
- h) recommending the appointment of external service providers.
- i) The responsible officer has delegated powers through this policy to take the most appropriate form of borrowing from the approved sources, and to make the most appropriate form of investments in approved instruments.
- j) The responsible officer may delegate his power to borrow and invest to members of his staff, principally the Head of Financial Services, to act as temporary cover for leave/sickness. All transactions must be authorised by at least two of the bank signatories as approved in the Treasury Management Strategy Appendix 5.6.
- k) The responsible officer will ensure that Treasury Management Policy is adhered to, and if not will bring the matter to the attention of elected members as soon as possible.
- l) Prior to entering into any capital financing, lending or investment transaction, it is the responsibility of the responsible officer to be satisfied, by reference to the Council's legal department and external advisors as appropriate, that the proposed transaction does not breach any statute, external regulation or the Council's Financial Regulations
- m) It is also the responsibility of the responsible officer to ensure that the Council complies with the requirements of The Non Investment Products Code (formerly known as The London Code of Conduct) for principals and broking firms in the wholesale markets.

5.4.2. Head of Financial Services (Deputy Section 151 officer)

The responsibilities of this post will be: -

- a) duties as delegated by the responsible officer in accordance with 5.4.1 (j)
- b) execution of transactions in accordance with good governance arrangements and adequate segregation – (second signatory)
- c) oversight and review of forecast cash balances to inform treasury management decision making.

5.4.3. Finance Officer (Exchequer Services)

The responsibilities of this post will be: -

- a) execution of transactions
- b) adherence to agreed policies and practices on a day-to-day basis
- c) maintaining relationships with counterparties and external service providers
- d) monitoring performance on a day-to-day basis
- e) submitting management information reports to the responsible officer
- f) identifying and recommending opportunities for improved practices

5.4.4. The Head of the Paid Service – the Chief Executive

The responsibilities of this post will be: -

- a) Ensuring that the system is specified and implemented
- b) Ensuring that the responsible officer reports regularly to Full Council and Cabinet on treasury policy, activity and performance.

5.4.5. The Monitoring Officer

The responsibilities of this post will be: -

- a) Ensuring compliance by the responsible officer with the treasury management policy statement and treasury management practices and that they comply with the law.
- b) Being satisfied that any proposal to vary treasury policy or practice complies with law or any code of practice.
- c) Giving advice to the responsible officer when advice is sought.

5.4.6. Internal Audit

The responsibilities of Internal Audit will be: -

- a) Reviewing compliance with approved policy and treasury management practices.
- b) Reviewing division of duties and operational practice.
- c) Assessing value for money from treasury activities.
- d) Undertaking probity audit of treasury function.

5.5 Absence Cover Arrangements

The Head of Financial Services is also the deputy Section 151 Officer. The Head of Financial Services will also ensure that cover is available for the Finance Officer (Exchequer Services) and other treasury management officers as necessary.

If and when this organisation intends, as a result of lack of resources or other circumstances, to depart from these principles, the responsible officer will ensure that the reasons are properly reported in accordance with TMP6 Reporting requirements

and management information arrangements and the implications properly considered and evaluated.

5.6 Dealing Limits

The following posts are authorised to deal:

- The Section 151 Officer, who delegates authority to the Head of Finance where necessary, limited to investments and loans of £5m per transaction. Amounts in excess of this limit should be deposited into instant access accounts.

5.7 Policy on Brokers' Services

It is this Council's policy to rotate business between brokers.

5.8 Policy on Taping of Conversations

It is not this Council's policy to tape brokers conversations.

5.9 Direct Dealing Practices

The Council will consider dealing directly with counterparties if it is appropriate and the Council believes that better terms will be available. At present, most deals are arranged by this method. There are certain types of accounts and facilities, however, where direct dealing is required, as follows;

- Business Reserve Accounts:
- Call Accounts:
- Money Market Funds.

5.10 Settlement Transmission Procedures

A formal letter signed by an agreed bank signatory setting out each transaction must be sent to the local authority's bankers where preliminary instructions have been given by telephone. For payments a transfer will be made through BACs or CHAPs to be completed by the appropriate bank deadlines in place that day.

5.11 Documentation Requirements

For each deal undertaken a record should be prepared giving details of dealer, amount, period, counterparty, interest rate, dealing date, payment date(s), broker.

5.12 Arrangements Concerning the Management of Third-Party Funds.

The Council does not currently manage any third-party funds. Trust funds are now held and administered by the Community Foundation for Lancashire.

5.13 Council Cheque and Bank Signatories

The posts delegated with cheque and bank signatory authority are listed below:

- Section 151 Officer
- Head of Financial Services (Deputy Section 151)
- Principal Accountant
- Accountant
- Finance Officer (Exchequer Services)

TMP 6 Reporting Requirements and Management Information Arrangements

6.1 Annual programme of reporting

- a) Annual reporting requirements before the start of the year: -
 - a. review of the organisation's approved clauses, treasury management policy statement and practices
 - b. strategy report on proposed treasury management activities for the year comprising of the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy Statement
 - c. capital strategy to give a longer-term view of the capital programme and treasury management implications thereof beyond the three-year time horizon for detailed planning
- b) Regular review by Cabinet within the Financial Monitoring Reports incorporating Mid-Year Review
- c) Annual review report after the end of the year within the out-turn Financial Monitoring Report.

6.2 Annual Treasury Management Strategy Statement (TMS)

1. The Treasury Management Strategy Statement sets out the specific expected treasury activities for the forthcoming financial year. This strategy will be submitted to the Cabinet and then to the full Council for approval before the commencement of each financial year.
2. The formulation of the annual Treasury Management Strategy Statement involves determining the appropriate borrowing and investment decisions in the light of the anticipated movement in both fixed and shorter-term variable interest rates. For instance, this Council may decide to postpone borrowing if fixed interest rates are expected to fall, or borrow early if fixed interest rates are expected to rise.
3. The Treasury Management Strategy Statement is concerned with the following elements:
 - a) prudential and treasury indicators
 - b) current treasury portfolio position
 - c) borrowing requirement
 - d) prospects for interest rates
 - e) borrowing strategy
 - f) policy on borrowing in advance of need
 - g) debt rescheduling
 - h) investment strategy
 - i) creditworthiness policy
 - j) policy on the use of external service providers
 - k) any extraordinary treasury issue
 - l) the MRP/VRP strategy

4. The Treasury Management Strategy Statement will establish the expected move in interest rates against alternatives (using all available information such as published interest rate forecasts where applicable), and highlight sensitivities to different scenarios.

6.3 The Annual Investment Strategy

Included within the Treasury Management Strategy Statement is the report on the Annual Investment Strategy which sets out the following: -

- a) The Council's risk appetite in respect of security, liquidity and optimum performance
- b) The definition of high credit quality to determine what are specified investments as distinct from non-specified investments
- c) Which specified and non-specified instruments the Council will use
- d) Whether they will be used by the in-house team, external managers or both (if applicable)
- e) The Council's policy on the use of credit ratings and other credit risk analysis techniques to determine creditworthy counterparties for its approved lending list
- f) Which credit rating agencies the Council will use
- g) How the Council will deal with changes in ratings, rating watches and rating outlooks
- h) Limits for individual counterparties and group limits
- i) Country limits
- j) Levels of cash balances
- k) Interest rate outlook
- l) Budget for investment earnings
- m) Policy on the use of external service providers

6.4 The Annual Minimum Revenue Provision Policy Statement

This statement will be submitted as one element of the Annual Treasury Management Strategy Statement and will set out how the Council will make revenue provision for repayment of its borrowing using the four options for so doing.

6.5 Policy on Prudential and Treasury Indicators

1. The Council approves before the beginning of each financial year a number of treasury limits which are set through Prudential and Treasury Indicators.
2. The responsible officer is responsible for incorporating these limits into the Annual Treasury Management Strategy Statement, and for ensuring compliance with the limits. Should it prove necessary to amend these limits, the responsible officer shall submit the changes for approval to the full Council.

6.6 Regular and midyear review

The Council will review its treasury management activities and strategy on at least a six-monthly basis, though in practice as part of regular financial monitoring to Cabinet. This review will consider the following:

- a) activities undertaken
- b) variations (if any) from agreed policies/practices
- c) interim performance report
- d) regular monitoring
- e) monitoring of treasury management indicators for local authorities.

6.7 Management Information Reports, including a year-end performance report

Management information reports will be prepared for each Cabinet meeting, the final report going to the first available Cabinet after the year-end. These reports will contain the following information: -

- a) a summary of transactions executed (may want to add brokers used and fees paid) and their revenue (current effects);
- b) measurements of performance including effect on loan charges/investment income;
- c) degree of compliance with original strategy and practices and explanation of variances.
- d) any non-compliance with Prudential limits or other treasury management limits.

6.8 Publication of Treasury Management Reports

Treasury Management information reports will be prepared for each Cabinet meeting and these are available as part of the agenda documents on the Council's website at www.rossendale.gov.uk .

The Annual Treasury Management Strategy Statement and the Treasury Management Practices are reviewed at the Full Council meeting each February and are again available as part of the agenda documents on the Council's website at www.rossendale.gov.uk.

TMP 7 BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS

7.1 Statutory/Regulatory Requirements

The accounts are drawn up in accordance with the Code of Practice on Local Authority Accounting in Great Britain that is recognised by statute as representing proper accounting practices. The Council has also adopted in full the principles set out in CIPFA's 'Treasury Management in the Public Services - Code of Practice' (the 'CIPFA Code') 2021 edition, together with those of its specific recommendations that are relevant to this Council's treasury management activities.

7.2 Sample Budgets / Accounts / Prudential and Treasury Indicators

The Section 151 Officer will prepare at least a two-year medium term financial plan with Prudential and Treasury Indicators for treasury management which will incorporate the budget for the forthcoming year and provisional estimates for the following two years. This will bring together all the costs involved in running the function, together with associated income. The Section 151 Officer will exercise effective controls over this budget and monitoring of performance against Prudential and Treasury Indicators, and will report upon and recommend any changes required in accordance with TMP6.

The matters to be included in the budget will at minimum be those required by statute or regulation, together with such information as will demonstrate compliance with TMP1 Risk management, TMP2 Performance measurement, and TMP4 Approved instruments, methods and techniques.

7.3 List of Information Requirements of External Auditors.

- Reconciliation of loans outstanding in the financial ledger to Treasury Management records
- Maturity analysis of loans outstanding
- Certificates for new long-term loans taken out in the year
- Reconciliation of loan interest, discounts received and premiums paid to financial ledger by loan type
- Calculation of loans fund interest and debt management expenses
- Details of interest rates applied to internal investments
- Calculation of interest on working balances
- Interest accrual calculation
- Principal and interest charges reports from the ledgers
- Analysis of any deferred charges
- Calculation of loans fund creditors and debtors
- Annual Treasury Report
- Treasury Management Strategy Statement and Prudential and Treasury Indicators
- Review of observance of limits set by Prudential and Treasury Indicators
- Calculation of the Minimum Revenue Provision
- External fund manager(s) valuations including investment income schedules and movement in capital values (if applicable)

7.4 Quarterly Budget Monitoring Report

Quarterly Budget Monitoring reports are produced for the Section 151 Officer with these reports being reviewed by Cabinet. The report is intended to highlight any variances between budgets and spend in order that the Council can assess its financial position. Details of treasury management activities are included within the Cabinet report.

TMP 8 Cash and Cash Flow Management

8.1 Arrangements for Preparing/Submitting Cash Flow Statements

Cash flow projections are prepared annually and updated monthly and daily. The annual and monthly cash flow projections are prepared according to known changes in levels of income and expenditure and also changes in payments and receipts dates. These details are supplemented on an ongoing basis by information received of new or revised amounts to be paid or received as and when they are known.

The responsible officer will ensure that these are adequate for the purposes of monitoring compliance with TMP1 - Liquidity risk management, and for the purpose of identifying future borrowing needs.

8.2 Bank Statements Procedures

The Council receives daily bank statements via a daily download of data from its bank. All amounts on the statement are checked to source data from Payroll, Creditors etc.

A formal bank reconciliation is undertaken on a monthly basis by the Finance Team.

8.3 Payment Scheduling and Agreed Terms of Trade with Creditors

Our policy is to pay all creditors as per the agreed terms of trading.

8.4 Arrangements for Monitoring Debtors / Creditors Levels

The Head of Finance is responsible for monitoring the levels of debtors and creditors.

8.5 Procedures for Banking of Funds

All money received by an officer on behalf of the Council will, without unreasonable delay, be passed to the Exchequer Team to deposit in the Council's banking accounts. Cash and cheques banked the previous day will be taken into account in the daily cash flow.

8.6 Practices Concerning Prepayments to Obtain Benefits

The Council has no formal arrangement in place. Where such opportunities arise, the prepayment would be sought and authorised by the Section 151 Officer.

TMP 9 Money Laundering & Proceeds of Crime

9.1 Proceeds of Crime Act 2002

Money laundering has the objective of concealing the origin of money generated through criminal activity. Legislation has given a higher profile to the need to report suspicions of money laundering. The Proceeds of Crime Act (POCA) 2002 (and associated Orders and amendments, including those enacted in 2024 and 2025) established the main offences relating to money laundering. In summary, these are:

- concealing, disguising, converting, transferring or removing criminal property from England and Wales, from Scotland or from Northern Ireland
- being concerned in an arrangement which a person knows or suspects facilitates the acquisition, retention, use or control of criminal property
- acquiring, using or possessing criminal property.

These apply to all persons in the UK in a personal and professional capacity. Any person involved in any known or suspected money-laundering activity in the UK risks a criminal conviction. Other offences under the POCA include:

- failure to disclose money-laundering offences
- tipping off a suspect, either directly or indirectly
- doing something that might prejudice an investigation – for example, falsifying a document.

9.2 The Terrorism Act 2000, as amended by subsequent legislation (including the Terrorism Act 2006, Counter-Terrorism and Security Act 2015, and related provisions)

This act made it an offence of money laundering to become concerned in an arrangement relating to the retention or control of property likely to be used for the purposes of terrorism, or resulting from acts of terrorism. All individuals and businesses in the UK have an obligation to report knowledge, reasonable grounds for belief or suspicion about the proceeds from, or finance likely to be used for, terrorism or its laundering, where it relates to information that comes to them in the course of their business or employment.

9.3 The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, and subsequent amendments

Organisations pursuing relevant business (especially those in the financial services industry regulated by the FSA) are required to appoint a nominated officer and implement internal reporting procedures; train relevant staff in the subject; establish internal procedures with respect to money laundering; obtain, verify and maintain evidence and records of the identity of new clients and transactions undertaken and report their suspicions.

9.4 Local authorities

Public service organisations and their staff are subject to the full provisions of the Terrorism Act 2000 and subsequent Terrorism Acts and may commit most of the principal offences under the POCA, but are not legally obliged to apply the provisions of the Money Laundering, Terrorist Financing and Transfer of Funds regulations 2017. However, as responsible public bodies, they should employ policies and procedures which reflect the essence of the UK's anti-terrorist financing, and anti-money laundering, regimes.

Accordingly, this Council will do the following: -

- a) evaluate the prospect of laundered monies being handled by them
- b) determine the appropriate safeguards to be put in place
- c) require every person engaged in treasury management to make themselves aware of their personal and legal responsibilities for money laundering awareness
- d) make all its staff aware of their responsibilities under POCA
- e) appoint a member of staff to whom they can report any suspicions. This person is Section 151 Officer.
- f) in order to ensure compliance is appropriately managed, this Council will require senior management to give appropriate oversight, analysis and assessment of the risks of clients and work/product types, systems for monitoring compliance with procedures and methods of communicating procedures and other information to personnel.
- g) The officer responsible for the creation and monitoring the implementation of a corporate anti money laundering policy and procedures is The Head of Legal and Democratic Services and it shall be a requirement that all services and departments implement this corporate policy and procedures.

9.5 Procedures for Establishing Identity / Authenticity of Lenders

It is not a requirement under POCA for local authorities to require identification from every person or organisation it deals with. However, in respect of treasury management transactions, there is a need for due diligence and this will be impacted by following the procedures above.

The Council does not accept loans from individuals.

All loans are obtained from the PWLB, other local authorities or from authorised institutions under the Financial Services and Markets Act 2000. This register can be accessed through the FCA website on www.fca.gov.uk.

When repaying loans, the procedures in 9.6 will be followed to check the bank details of the recipient.

9.6 Methodologies for Identifying Deposit Takers

In the course of its treasury activities, the Council will only lend money to or invest with those counterparties that are on its approved lending list. These will be local authorities, the PWLB, Bank of England and authorised deposit takers under the Financial Services and Markets Act 2000. The FCA register can be accessed through their website on www.fca.gov.uk.

All transactions will be carried out by BACS or CHAPs for making deposits or repaying loans.

TMP 10 Training and Qualifications

The Council recognises that relevant individuals will need appropriate levels of training in treasury management due to its increasing complexity. There are two categories of relevant individuals: -

- a) Treasury management staff employed by the Council
- b) Members charged with governance of the treasury management function

All treasury management staff should receive appropriate training relevant to the requirements of their duties at the appropriate time. The Council operates a Personal Development Review system which identifies the training requirements of individual members of staff engaged on treasury related activities.

Additionally, training may also be provided on the job and it will be the responsibility of the Section 151 Officer to ensure that all staff under his / her authority receive the level of training appropriate to their duties. This will also apply to those staff who from time to time cover for absences from the treasury management team.

10.1 Details of Approved Training Courses

Treasury management staff and members will go on courses provided in-house or by our treasury management consultants, CIPFA, money brokers etc.

10.2 Records of Training Received by Treasury Staff

The People and Policy department will maintain records on all staff and the training they receive.

10.3 Record of Secondment of Senior Management

Records will be kept of senior management who are seconded into the treasury management section in order to gain firsthand experience of treasury management operations.

10.4 Statement of Professional Practice (SOPP)

1. Where the Section 151 Officer is a member of CIPFA, there is a professional need for the Officer to be seen to be committed to professional responsibilities through both personal compliance and by ensuring that relevant staff are appropriately trained.
2. All staff involved in treasury management activities must also comply with the SOPP.

10.6 Member training records

Records will be kept of all training in treasury management provided to members.

10.7 Members charged with governance

Members charged with diligence also have a personal responsibility to ensure that they have the appropriate skills and training for their role.

TMP 11 Use of External Service Providers

11.1 Details of Contracts with Service Providers, Including Bankers, Brokers, Consultants, Advisers

This Council will employ the services of other organisations to assist it in the field of treasury management. In particular, it will use external consultants to provide specialist advice in this ever more complex area. However, it will ensure that it fully understands what services are being provided and that they meet the needs of this organisation, especially in terms of being objective and free from conflicts of interest.

It will also ensure that the skills of the in-house treasury management team are maintained to a high enough level whereby they can provide appropriate challenge to external advice and can avoid undue reliance on such advice.

Treasury management staff and their senior management will therefore be required to allocate appropriate levels of time to using the following sources of information so that they are able to develop suitable levels of understanding to carry out their duties, especially in challenge and avoiding undue reliance.

- The quality financial press
- Market data
- Information on government support for banks and
- The credit ratings of that government support

11.1.1 Banking Services

- a) Name of supplier of service is the NatWest Bank.
- b) Regulatory status – banking institution authorised to undertake banking activities by the FSA
- c) The branch address is:

Chatham Customer Service Centre,
Western Avenue, Waterside Court,
Chatham Maritime,
Chatham,
Kent,
ME4 4RT

Tel: 0151 802 9354 (Business Banking) or
0870 240 3355 (Branch Banking)
- d) Contract commenced 1992
- e) Cost of service is variable depending on a schedule of tariffs set annually applied to volumes of transactions
- f) Payments are due monthly and quarterly

11.1.2 Money-Broking Services

The Council may use money brokers for temporary borrowing and investment and long-term borrowing. It will seek to give an even spread of business amongst the approved brokers.

11.1.3 Consultants'/Advisers' Services

Treasury Consultancy Services

The Council will seek to take expert advice on interest rate forecasts, annual treasury management strategy, timing for borrowing and lending, debt rescheduling, use of various borrowing and investment instruments, how to select credit worthy counterparties to put on its approved lending list etc.

The performance of consultants will be reviewed annually by the Section 151 Officer to check whether performance has met expectations.

- a) Name of supplier of service is MUFG Corporate Markets. Their address is Central Square, 29 Wellington Street, Leeds, LS1 4DL
- b) Regulatory status: investment adviser authorised by the FCA
- c) Cost of service in 2025/26 was £8,800.
- d) Payments are due bi-annually in April and October

11.1.4 Procedures and Frequency for Tendering Services

As per the Council's contract procedure rules.

TMP 12 Corporate Governance

12.1.1 List of documents to be made available for public inspection

- a. The Council is committed to the principle of openness and transparency in its treasury management function and in all of its functions.
- b. It has adopted the CIPFA Code of Practice on Treasury management and implemented key recommendations on developing Treasury Management Practices, formulating a Treasury Management Policy Statement and implementing the other principles of the Code.
- c. The following documents are available for public inspection: -
 - Treasury Management Strategy Statement
 - including the Annual Investment Strategy
 - Treasury Management Policy Statement
 - Minimum Revenue Provision Policy Statement
 - Treasury Management monitoring reports produced as part of the Council's regular financial monitoring reports to Cabinet.
 - Annual Statement of Accounts
 - Annual Revenue Budget and MTFS
 - Capital Strategy and 5 Year Capital Programme
 - Minutes of Council / Cabinet / committee meetings
 - Third party expenditure via quarterly corporate spend analysis published on the website to comply with the coalition government's transparency agenda.

IMP Investment Management Practices for Investments that are not part of Treasury Management activity

This Council recognises that investments taken for non-treasury management purposes require careful investment management. Such investments include loans supporting service outcomes, investments in subsidiaries, or investment property portfolios.

The Council's annual treasury management strategy, Capital Strategy, Investment Strategy and similar documents will cover all the organisation's investments, and will set out, where relevant, specific policies and arrangements for non-treasury investments.

This schedule will include a summary of existing material investments, subsidiaries, joint ventures and liabilities including financial guarantees and contingent liabilities and the Authority's risk exposure. It will be recognised that the risk appetite for these activities may differ from that for treasury management and this is contained within the Council's approved Capital Strategy.

CIPFA recommends separate Investment Management Practices (IMPs) for non-treasury activities and acknowledges reference to TMPs 1, 2, 5, 6, and 10 for the management of **Risk, Performance, Governance, Reporting** and **Training**, respectively.

Information suggested for non-treasury investments:

1.1 Risk management

The cross-sectoral guidance recognises the categories of investments as follows:

- For treasury management purposes
- For service delivery purposes
- For commercial purposes, including non-financial assets held primarily for financial return, such as commercial properties.

Organisations are required to establish investment management practices for their non-treasury management investments, similar to their treasury management practices. The IMP recommends a schedule for each such investment portfolio, setting out the investment objectives, investment criteria, risk management arrangements, decision-making and reporting arrangements, performance measurement and management, and arrangements for training and qualifications.

The basic principle is that the TM Code covers all investments, and the organisation should ensure that it has due diligence, investment management and risk management arrangements in place and monitored actively for its service and commercial investment portfolios, as well as for its treasury management investments.

Report Title:	Council Pay Policy Statement 2026		
Report to:	Council	Date:	4 th March 2026
Report of:	Head of People and Policy	Cabinet Portfolio:	Environment and Corporate Services
Cabinet Lead Member:	Cllr Lythgoe	Wards Affected:	All
Key Decision:	<input type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<input type="checkbox"/> General Exception	<input type="checkbox"/> Special Urgency
Integrated Impact Assessment:	Required:	No	Attached: No
Contact Officer:	Clare Law	Telephone:	01706 252457
Email:	clarelaw@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input checked="" type="checkbox"/>

1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to seek approval of the Council's Pay Policy Statement for 2026, in accordance with the requirements of Section 38 of the Localism Act 2011 and reflecting the Council's pay arrangements as at 1st February 2026.
- 1.2 The Statement provides transparency in relation to the Council's approach to pay and remuneration including senior officer pay and sets out the relationship between different levels of remuneration within the organisation.
- 1.3 The pay multiple between the Chief Executive's salary and the lowest paid employee remains 1:5.0, in line with the Hutton Report on Fair Pay in the Public Sector.
- 1.4 The Statement reaffirms the Council's ongoing commitment to paying a fair and real living wage to all employees and workers and above the statutory national minimum wage.
- 1.5 The Council is a Foundation Living Wage Employer, the Foundation Living Wage is currently £12.60 per hour, rising to £13.45 per hour 1st April 2026.

2. RECOMMENDATION(S)

- 2.1 Full Council approves the attached Pay Policy Statement.

3. BACKGROUND AND REASON FOR THE DECISION

- 3.1 Section 38 of the Localism Act 2011 requires all local authorities to prepare, approve and publish an annual Pay Policy Statement setting out their policies on employee remuneration, with particular regard to senior officers and the relationship between senior pay and pay of other employees.
- 3.2 The Statement must be approved by Full Council in an open forum and published on the Council's website by 31 March each year. The Statement applies for the relevant financial year and represents a snapshot in time (as at 1st February 2026), reflecting the Council's pay arrangements.
- 3.3 Approval of the Statement ensures transparency and accountability in the Council's approach to pay and remuneration and demonstrates compliance of statutory retirement of the Localism Act 2011.

4. RISK

- 4.1 There are no specific risks arising from approval of the report. Failure to approve the Pay Policy Statement would result in non-compliance with statutory requirements.

5. SECTION 151 OFFICER COMMENTS (FINANCE)

- 5.1 The pay and remuneration arrangements set out in the Pay Policy Statement are contained within the Council's approved budget.

6. MONITORING OFFICER COMMENTS (LEGAL)

- 6.1 The Pay Policy Statement meets the legal requirements of the Localism Act 2011.

7. INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

- 7.1 An equality impact assessment was undertaken following the implementation of the Pay and Grading Review. No additional assessment is required for this report.

8. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

- 8.1 The Pay Policy Statement supports the Council's commitment to fair pay and effective governance.
- 8.2 The Policies detailed within the Statement have been approved in accordance with the Council's established procedures and in consultation with the Council's recognised Trade Union.

9. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

- 9.1 There are no direct Local Government Reorganisation implications arising from this report.

10. BACKGROUND PAPERS

- 10.1 The Pay Policy Statement 2026 – Appendix 1



Pay Policy Statement

As at 1st February 2026

Responsible Section/Team	People and Policy Team	Full Council	
Responsible Author	Head of People and Policy	Version	Final draft
Date last Amended	6.02.26	Page	1

1. Purpose of the Policy

Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy sets out the Council’s approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;

- The methods by which salaries of all employees are determined
- The details of the remuneration of its most senior employees, i.e. Chief Officers
- The relationship between the salary of its Chief Officers and other employees

2. Other legislation relevant to pay and remuneration

In determining the pay and remuneration of its employees the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, the Part-time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and where relevant, the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014. The Council ensures that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative level of posts in grades according to the requirements, demands and responsibilities of the role.

The Council operates the GLPC (Greater London Provincial Council) Scheme for all posts up to and including spinal column point 49. All posts above spinal column point 49 have been job evaluated using HAY, which includes comparative benchmarking data from other local authorities. An Equality Impact Assessment has been undertaken in relation to the Council’s grading structure.

3. Pay Structure

The Council complies with the nationally negotiated spinal column points for all posts up to and including spinal column point 43, which is detailed at Appendix A. Posts above spinal column point 43 are detailed at Appendix B.

The salary increase for all posts within the Council is set nationally, through collective bargaining between the National Employers and Trade Unions. The pay and grading structure was established as part of the Pay Policy 2007. This Policy was approved by the Council in 2007 and addressed the Council’s approach to the job evaluation of posts and the harmonisation of key terms and conditions of employment. Since 2007, all newly created posts and posts that have varied are subject to evaluation against the Job Evaluation Scheme.

Responsible Section/Team	People and Policy Team	Full Council	
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Where evidence exists of recruitment and retention issues it may be necessary to make additional temporary payments via a Market Supplement to take account of external pay levels in the labour market in order to attract and retain employees with particular skills, knowledge and experience. In such instances the Council will use evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

4. Definitions

The Localism Act refers to the position of Chief Officer, which is defined as:

- Head of Paid Service designated under Section 4 (1) of the Local Government and Housing Act (LGHA) 1989.
- Monitoring Officer designated under section 5 (1) of the LGHA 1989
- Statutory Chief Officer mentioned in section 2 (6) of the LGHA 1989
- Non statutory Chief Officers section 2 (7) of the LGHA 1989
- A Deputy Chief Officer mentioned in Section 2 (8) of the LGHA 1989

With effect from 2nd September 2024 the roles of Chief Finance Officer (Section 151 Officer) and Director of Communities were disestablished and the role of Director of Resources (Section 151 Officer) was established. The revised Council structure includes the following posts which are accountable to the Chief Executive:

- Director of Economic Development
- Director of Resources (Section 151 Officer)
- Head of Environmental Services
- Head of Legal Services (Monitoring Officer)
- Head of People and Policy

There are a further series of posts which fall within the definition of Chief Officer referred to in the Localism Act, by virtue of being required to deputise for Chief Officers. These have not been specifically listed.

Remuneration is defined as the pay an individual receives.

5. Chief Executive Remuneration

Post	Spinal Point	Salary
Chief Executive	Spot	£119.533

Additional Allowances;

No Essential car user allowance lump sum is paid to the Chief Executive (Head of Paid Services).

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Returning Officer Fees – This is based upon a fee calculated periodically by the Cabinet Office, with the fee being based on a sum of money multiplied per every 10,000 of electorate. The Council appointed the new Chief Executive as the Returning Officer as part of the appointment process in April 2023.

The Council pays the fees for the local election and the fees for other elections, such as Parliamentary and County Council, are paid for externally.

Unlike other Local Authorities, Rossendale Borough Council does not offer lease car or telephone allowance schemes.

The Chief Executive is required to respond to Out of Hours Emergencies, attend evening meetings and out of hour’s weekend events for which no payment or time is recoverable.

The other terms and conditions of service relating to this post are in accordance with the Joint Negotiating Committee for Chief Executives of Local Authorities.

Any other allowances relating to the post are the same as for all other posts within the Council, for example, reimbursement of fuel expenditure from business travel and professional fees.

6. Director Remuneration

There are two posts of Director reporting to the Chief Executive:

Director of Economic Development
 Director of Resources (Section 151 Officer)

Post	Spinal Point	Salary
Director of Economic Development	Grade 16 (65-69)	£83,381 to £91,508
Director of Resources (Section 151 Officer)	Grade 16 (65-69)	£83,381 to £91,508 Additional Statutory Responsibility Payment £3,500

Additional Allowances:

No essential car user allowance lump sum is paid to the Directors.

Progression through the grade occurs through the payment of an additional annual increment on 1st April, each year.

The other terms and conditions of service relating to these posts are in accordance with the JNC Terms and Conditions for Chief Officers of Local Authorities.

Any other allowances relating to the posts are the same as for all other posts within the Council, for example, reimbursement of fuel expenditure from business travel.

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Unlike other Local Authorities, Rossendale Borough Council does not offer lease car or telephone allowance schemes.

The Directors are required to respond to out of hours' emergencies, attend evening meetings and out of hour's weekend events for which no time off in lieu or payment is made.

7. Statutory Chief Officer and Non Statutory Chief Officer Remuneration

There are three Statutory Chief Officer and Non Statutory Chief Officer posts reporting to the Chief Executive:

Head of Environmental Services
Head of Legal Services (Monitoring Officer)
Head of People and Policy

Salary range:

Post	Spinal Point	Salary
Head of Environmental Services	Grade 11 (48-51)	£58,876 to £62,887
Head of Legal Services	Grade 10 (44-48)	£54,492 to £58,876
Head of People and Policy	Grade 10 (44-48)	£54,492 to £58,876

Additional Allowances:

Progression through the grade occurs through the payment of an additional annual increment on 1st April, each year.

The other terms and conditions of service relating to the Head of Finance are in accordance with the JNC for Chief Officers of Local Authorities.

The other terms and conditions of service relating to the Head of Environmental Services, Head of Legal Services and Head of People and Policy are in accordance with NJC for Local Government Services National Agreement on Pay and Conditions of Service.

Any other allowances relating to the posts are the same as for all other posts within the Council, for example, reimbursement of fuel expenditure from business travel.

The Head of Environmental Services, Head of Legal Services and Head of People and Policy post holders, are required to respond to out of hours' emergencies, attend evening meetings and weekend events for which no pay or time off in lieu is recoverable.

8. Recruitment of Chief Executive and Chief Officers

Responsible Section/Team	People and Policy Team	Full Council	
Responsible Author	Head of People and Policy	Version	Final draft
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Under Section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”.

Where there is a requirement to recruit to the post of Chief Executive or Chief Officer, the Council’s Constitution, Part 4, Section 10, Employment Procedure Rules Apply.

9. Salary upon Appointment

Under normal circumstances, all new appointments to a post of Chief Executive or Chief Officer will be made at the bottom spinal column point of the grade, unless there are objective reasons for not doing so. Any appointment above the bottom spinal column point will require the approval of the Appointment Panel.

10. Performance-related Pay

The Localism Act requires Councils to provide details of any performance related pay for its Chief Officers; however, Rossendale Council does not have any such arrangements.

11. Relationship between Chief Executive/Chief Officer Pay and other Employees

The following information is provided to assist with understanding the ratio calculation:

- Chief Executive Salary mid-point = £119,533 (spot salary)
- Chief Officer Median salary = £76,243 (the median point of SCP 55-69)
- Council Median salary = £30,024 (the median SCP point of all employees in RBC)
- Council Lowest salary = £23,151 (Foundation Living Wage)

Pay Ratio

Post	Benchmark Salary	Ratio
Chief Executive salary	Chief Officer Median salary	1: 1.6
Chief Officer salary (mid – point)	Council Median salary	1: 2.5
Chief Executive salary	Lowest salary	1: 5.0
Chief Officer salary (mid - point)	Lowest salary	1: 3.3

The Hutton report, entitled Fair Pay in the Public Sector, contained a recommendation that the Chief Executive's salary should not exceed 20 times that of the lowest pay in the organisation. At Rossendale Borough Council, the pay multiple between the Chief Executive's pay and the lowest paid employee is 1 to 5.0 which falls within this recommended range.

12. Lowest Paid Employees

The lowest grade on the pay structure is Grade 1 (SCP 2-3) £30,889 to £31,618. Grade 1, SCP 1 was deleted from the grading structure as per the NJC Pay Agreement April 2022. The Council became a Foundation Living Wage employer on 1st April 2013, and adopts a minimum hourly pay rate of £12.60 per hour, this will rise to £13.45 per hour at 1st April 2026.

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The lowest paid group of employees are the cleaners appointed on the Foundation Living Wage.

13. Termination Payments

The Council's Redundancy Policy applies equally to all employees regardless of their grade. A redundancy payment will be paid to an employee when their post is made redundant and there are no suitable redeployment opportunities.

The Council does not have any policy which allows for early retirement or which allows for any increase or any enhancing of an employee's pensionable service.

14. Employer Pension Contribution

The Council contributes to the Local Government Pension Scheme in 2024/25 for all its employees who are members equally at the rate of 14.6% of an employee's salary. This rate of contribution is set by Actuaries advising the Lancashire Pension Fund and is reviewed on a triennial basis.

15. Employee Pension Contribution

Employees in the Local Government Pension Scheme will pay the following annual contributions as at 1st April 2024, based upon their pensionable pay:

Rossendale Borough Council's employees who are members of the Local Government Pension Scheme (LGPS) pay employee contributions that are tiered according to their annual pensionable pay. These contribution bands and percentages apply across England and Wales (including Rossendale) for the 2025/26 scheme year (from 1 April 2025 to 31 March 2026):

Full-time salary	Contribution rate
Up to £17,600	5.5%
£17,601 - £27,600	5.8%
£27,601 - £44,900	6.5%
£44,901 - £56,800	6.8%
£56,801 - £79,700	8.5%
£79,701 - £112,900	9.90%
£112,901 - £133,100	10.5%
£133,101 - £199,700	11.4%
£199,701 & above	12.5%

16. Engagement of Former Chief Officers in receipt of Pensions

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The Council does not have a policy which prevents former Council employees including Chief Officers from applying for and being successfully appointed to any Council job or returning under a contract for service, because they are in receipt of a Public Sector or Local Government Pension. Normal recruitment and selection processes would apply in line with the Council's Equality, Diversity and Inclusion Strategy 2025 or procurement rules would apply.

17. Publication of the Policy

The Pay Policy Statement will be published on the Council's website.

The Statement does not include individual employee salaries. Information relating to senior salaries is published separately in accordance with the Local Government Transparency Code 2015 and the Accounts and Audit Regulations 2015, which require local authorities to publish specified information in respect of employees whose remuneration exceeds £50,000 per annum.

In compliance with these requirements, the Council publishes:

- The number of employees whose remuneration is £50,000 or more, presented in £5,000 salary bands
- A list of senior employees, including the Chief Executive and all direct reports, showing job titles and total remuneration where salaries exceed £50,000.

In addition, for all posts where the full-time equivalent salary is £50,000 or above, the Council's Annual Statement of Accounts includes a note setting out the total amount of:

- Salary, fees or allowances paid to or receivable by the individual in the current and previous financial year;
- Any bonuses paid or receivable in the current and previous financial year;
- Any sums payable by way of expenses allowance that are chargeable to UK income tax;
- Any compensation for loss of employment and any other payments connected with the termination of employment; and
- Any benefits received that do not fall within the above categories.

The information set out in this Pay Policy Statement therefore compliments the data that the Council is required to publish separately under the Code of Recommended Practice for Local Authorities on Data Transparency and the Accounts and Audit (England) Regulations 2011.

18. Review of Pay Policy

The Policy will be subject to annual review and must be approved by the Council prior to 31st March each year. If there is a need to amend the Policy between reviews, then any such amendments will be considered by the Cabinet, prior to approval by the Council.

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Appendix A

ROSSENDALE BOROUGH COUNCIL – PAY AND GRADES AT SCP 43 AND BELOW

Appendix A

ROSSENDALE BOROUGH COUNCIL – PAY AND GRADES AT SCP 43 AND BELOW

	SCP	Per Annum	Monthly	Hourly
	FLW	23,151	1,929	12.60
Grade 1	1	Deleted	1.4.23	as per NJC
	2	24,413	2,034	12.65
	3	24,796	2,066	12.85
Grade 2	4	25,185	2,099	13.05
	5	25,583	2,132	13.26
	6	25,989	2,166	13.47
Grade 3	6	25,989	2,166	13.47
	7	26,403	2,200	13.69
	8	26,824	2,235	13.90
	9	27,254	2,271	14.13
	10	27,694	2,308	14.35
	11	28,142	2,345	14.59
Grade 4	11	28,142	2,345	14.59
	12	28,598	2,383	14.82
	13	29,064	2,422	15.06
	14	29,540	2,462	15.31
	15	30,024	2,502	15.56
Grade 5	15	30,024	2,502	15.56
	16	30,518	2,543	15.82
	17	31,022	2,585	16.08
	18	31,537	2,628	16.35
	19	32,061	2,672	16.62
	20	32,597	2,716	16.90
Grade 6	21	33,143	2,762	17.18
	22	33,699	2,808	17.47
	23	34,434	2,869	17.85
	24	35,412	2,951	18.35
	25	36,363	3,030	18.85
	26	37,280	3,107	19.32
Grade 7	26	37,280	3,107	19.32
	27	38,220	3,185	19.81
	28	39,152	3,263	20.29
	29	39,862	3,322	20.66
	30	40,777	3,398	21.14
	31	41,771	3,481	21.65
	32	42,839	3,570	22.20
Grade 8	33	44,075	3,673	22.85
	34	45,091	3,758	23.37
	35	46,142	3,845	23.92
	36	47,181	3,932	24.46
	37	48,226	4,019	25.00
	38	49,282	4,107	25.54
Grade 9	39	50,269	4,189	26.06
	40	51,356	4,280	26.62
	41	52,413	4,368	27.17
	42	53,460	4,455	27.71
Top NJC Grade	43	54,495	4,541	28.25

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Appendix B

	SCP	Per Annum	Monthly	Hourly
ROSENDALE BOROUGH COUNCIL – PAY AND GRADES ABOVE SCP 43				
	45	55,581	4,632	28.81
	46	56,684	4,724	29.38
	47	57,783	4,815	29.95
	48	58,876	4,906	30.52
Grade 11	48	58,876	4,906	30.52
	49	60,055	5,005	31.13
	50	61,486	5,124	31.87
	51	62,887	5,241	32.60
Grade 12	49	60,055	5,005	31.13
	50	61,486	5,124	31.87
	51	62,887	5,241	32.60
	52	64,295	5,358	33.33
	53	65,737	5,478	34.07
Grade 13	51	62,887	5,241	32.60
	52	64,295	5,358	33.33
	53	65,737	5,478	34.07
	54	67,224	5,602	34.84
CO Grade 14	55	67,001	5,583	34.73
	56	68,499	5,708	35.50
	57	70,005	5,834	36.29
	58	71,514	5,959	37.07
	59	73,020	6,085	37.85
	60	74,512	6,209	38.62
CO Grade 15	60	74,512	6,209	38.62
	61	76,243	6,354	39.52
	62	77,971	6,498	40.41
	63	79,701	6,642	41.31
	64	81,429	6,786	42.21
CO Grade 16	65	83,381	6,948	43.22
	66	85,399	7,117	44.26
	67	87,438	7,286	45.32
	68	89,467	7,456	46.37
	69	91,508	7,626	47.43

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Report Title:	Extension of Rossendale Works Employability Project for 12 months.		
Report to:	Full Council	Date:	4 th March 2026
Report of:	Economic Development Officer	Cabinet Portfolio	Economic Development
Cabinet Lead Member	Councillor Harris	Wards Affected	All
Key Decision:	<input checked="" type="checkbox"/> Forward Plan	<input checked="" type="checkbox"/> General Exception	<input type="checkbox"/> Special Urgency
Integrated Impact Assessment:	Required:	No	Attached: No
Contact Officer:	Leah Newton	Telephone:	01706 252483
Email:	leahnewton@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input checked="" type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input checked="" type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input type="checkbox"/>

1. PURPOSE OF THE REPORT & EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to seek permission to extend the Rossendale Works Employability Project until April 2027. This project continues to heavily support the community and meets two Valley Plan Priorities: Thriving Local Economy; and Healthy and Proud Communities.
- 1.2 This request seeks to commit a sum of £150,000 from the Transitional Reserve to sustain the Council's employability project during a 12-month transitional period while an alternative source of funding is sought. Rossendale Works is currently funded via the UK Shared Prosperity Fund the funding for which ceases in April 2026, and without bridging support, the Council would need to cease the project and allied services to current participants.
- 1.3 This funding would allow the Council to maintain a core service offering while actively pursuing replacement funding from external sources. Should alternative funding be secured during this period, this will be substituted in place of the funding from reserves as requested. This approach protects the investment already made in the project while providing time to establish sustainable long-term funding.
- 1.4 The £150,000 would cover the salaries and associated costs of staff members both employed through Rossendale Borough Council, and Active Lancashire. Of the £150,000, approximately £45,000 would be retained by the Council to cover the salary and associated costs of the Rossendale Works Project Officer. The remaining £105,000 would go to Active Lancashire through an extension to the Service Level Agreement to retain the existing the Project Lead (0.4 FTE), and two Employment Wellbeing Officers (1.5 FTE) as well as the events and activities related to the project.

2. RECOMMENDATION(S)

- 2.1 ***To extend the Rossendale Works project and staffing for 12 months (to April 2027)***
- 2.2 ***To approve the proposed KPI's and delivery plan***
- 2.3 ***To Delegate Authority to the Head of Legal Services and Director of Economic Development, in conjunction with the Lead Member for Economic Development to enter into a Service Level Agreement with Active Lancashire for the extension.***

3. BACKGROUND & REASON FOR THE DECISION

- 3.1 Rossendale Works has been in operation since 2018, funded continuously through various external grants including the UK Shared Prosperity Fund in recent years and DWP funding streams previously. Over the past eight years, the project has evolved from its original focus on supporting businesses with recruitment needs to addressing the barriers faced by Rossendale residents in accessing employment.
- 3.2 The Rossendale Works team supports individuals facing diverse challenges, from redundancy to addiction, helping them progress towards the labour market. The project's physical activity and wellbeing sessions remain well-attended, and its impact is evidenced by consistently exceeding targets for outputs and outcomes year on year.
- 3.3 Since 2023, the project has focused on engaging with economically inactive individuals. These are people of working age (usually 16-64) who are neither employed nor actively seeking work. Common reasons for this status include being a student, caring for family/home, long-term illness or disability, or being retired. Discouraged workers - those who have no longer desire to look for work - also fit into the category of economically inactive.
- 3.4 Engaging economically inactive individuals presents significant challenges, primarily because this group is often disconnected from mainstream services and difficult to identify. Unlike unemployed individuals registered with Jobcentre Plus, economically inactive residents may be unknown to support services, making initial outreach difficult. Once contact is established, building trust takes considerable time, particularly for those who have experienced previous setbacks or feel stigmatised by employment services.
- 3.5 From April 2023 - December 2025, the Rossendale Works team engaged with 270 economically inactive individuals, with 59 of them gaining basic employment skills, and 56 of them moving into employment (including self-employment). This represents a 21% conversion rate from economic inactivity to employment. See Appendix A for the 2024-25 Rossendale Works Impact Assessment, which outlines all relevant KPI statistics, as well as case studies from participants.
- 3.6 The project provides a proven model of person-centred support that addresses the multifaceted challenges faced by residents in the Rossendale community - challenges that mainstream employment services are often ill-equipped to tackle. Without this specialist intervention, many of these individuals would remain disconnected from opportunities and support, perpetuating cycles of inactivity and widening inequality within the borough.
- 3.7 Looking ahead, Rossendale Works plans to broaden its remit to include unemployed individuals alongside the economically inactive, returning to the more comprehensive approach used prior to 2023. Unemployed residents typically face fewer complex barriers and require less intensive support to move into work, allowing the team to support a larger number of individuals while maintaining dedicated provision for those with more significant challenges. This dual approach would maximise the project's impact across Rossendale's workless population, ensuring tailored support is available for all residents regardless of where they sit on the employment readiness spectrum.
- 3.8 The continued operation of Rossendale Works is essential to ensure that the borough's most vulnerable residents are not left behind. The project addresses a critical gap in provision that

mainstream employment services cannot fill. Its proven track record of engaging hard-to-reach individuals, building trust, and delivering tangible outcomes demonstrates that specialist, person-centered support works. Without Rossendale Works, many residents facing complex barriers—whether economically inactive or unemployed—would remain isolated from opportunities, perpetuating cycles of worklessness and deepening inequalities within the community.

3.9 The KPIs Rossendale Works will achieve and actively monitor for the next 12 months are:

- Engage with 200 unemployed/inactive individuals
- Support 50 individuals into employment
- Engage with 5 businesses and deliver joint pre-employment training
- 50 individuals supported into basic skills
- 15 enrolled into education
- 3 multi-agency community events
- 2 social action type volunteering projects
- 80% participants with increased health and wellbeing
- 100 individuals attending at least 6 engagement sessions
- 15 partners engaged in joint support
- 50 referrals made from external organisations
- 50 individuals referred into specialist support

4.0 RISKS

4.1 Risks should Rossendale Works continue as per this proposal

Risk	Likelihood (1-5)	Impact (1-5)	Total risk score (likelihood x impact)	Risk Mitigations
Recurring financial pressure – Sets a precedent where the Council may face the same request in 12 months if alternative funding isn't secured, creating an ongoing commitment.	2	5	10	Make the 12-month extension explicitly time-limited with clear written terms stating this is a one-time bridging arrangement, not renewable funding.
Precedent setting - Other projects losing external funding may expect similar bridging support, potentially creating multiple demands on reserves.	2	4	8	Establish strict eligibility criteria for any future bridging support (e.g., must demonstrate proven outcomes, strategic alignment, and realistic alternative funding prospects) Frame this decision as an exceptional case based on the

				<p>project's specific strategic importance to Valley Plan priorities and documented impact, rather than standard practice.</p> <p>Create a formal policy stating that bridging funding is discretionary, limited, and subject to rigorous business case assessment—not an entitlement.</p>
Service users and partners may expect the council to continue funding beyond 12 months, making it politically difficult to withdraw should more funding be unavailable.	3	4	12	Involve partners in co-developing the exit strategy, making them invested in finding sustainable solutions.
As a non-statutory service unless an alternate funding source is secured the long-term provision of this service will be subject to review for affordability at each budget setting round and may cease.	3	4	12	Frame the 12-month period explicitly as a "transition to sustainability" with clear expectations that ongoing council funding is not guaranteed without either alternative sources or proven cost-effectiveness.

5.0 SECTION 151 OFFICER COMMENTS (FINANCE)

5.1 This is a proposal to fund a non-statutory service from reserves which will continue to be under pressure in the future. An alternative should be sought in the coming 12 months. Should this not be forthcoming, members will need to consider valley priorities and the future sustainability of the Council in any decision on the ongoing nature of the service.

6.0 MONITORING OFFICER COMMENTS (LEGAL)

6.1 In the event that this proposal is supported, a suitable service level agreement will be entered into.

7.0 INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

7.1 There are no implications arising following the Integrated Impact Assessment.

8.0 POLICY/STRATEGY FRAMEWORK IMPLICATIONS

- 8.1. This report primarily relates to the Valley Plan, specifically Thriving Local Economy, and Healthy & Proud Communities. Additionally, the Economic Development Strategy for Rossendale has a priority theme of 'Ensuring residents and communities reach their full economic potential; enhanced employment, skills and opportunities'.

Thriving Local Economy: The project would strengthen the local workforce by equipping residents with job-ready skills and connecting them to employment opportunities, thereby supporting business growth and economic vitality in Rossendale.

Healthy & Proud Communities: By helping residents secure meaningful employment, the project would improve household incomes, reduce economic inequality, and foster community pride through increased self-sufficiency and social inclusion.

Economic Development Strategy: The extension would be a direct delivery mechanism for helping residents reach their full economic potential, addressing skills gaps, and creating pathways to better employment opportunities—which is precisely the priority theme of enhanced employment, skills, and opportunities that the strategy emphasizes.

9.0 LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

- 9.1 A business case and external funding requests would be required for submission to the new authority as this report takes the project to March 2027.

10. BACKGROUND PAPERS

- 10.1 Rossendale Works 2024-25 Impact Report (Appendix A)



Rosendale Works

Impact Report 2024-25



Introduction

Rossendale Works is an employment support project set up in 2018 by Rossendale Borough Council and Active Lancashire in response to the growing number of individuals across the borough who were not in education, employment or training.



Rossendale Works takes a unique approach to its support, first making contact with participants through one of its many free, weekly physical activity sessions led by Rossendale Works staff members and local volunteers. We believe that encouraging participants to build movement into their weekly routine is key to ensuring they are motivated and confident enough to access training, qualifications or re-enter and maintain steady employment.

How it works



Individuals who are not in education, employment or training are referred to Rossendale Works by organisations such as the DWP, Job Centre, GP Practises and Mental Health agencies. Participants can also self-refer, and often find us through social media or word-of-mouth.



An individual will then attend one of our free, weekly physical activity sessions. Here, they will meet one of our Support Workers who will have an informal conversation with the individual about their future goals, and support them in making friends within the group to create a safe, welcoming environment that encourages them to return each week.



Once the participants' wellbeing has improved, one of our Support Workers will help identify barriers that they are facing towards employment, education or training. The participant and Support Worker will create a bespoke plan which could involve things like CV writing support, job interview workshops, and access to mental health support.



Participants tend to find employment - including self-employment - or enter some form of training, such as apprenticeships, within 3 months, which is lower than the current national average of 6 months (according to ONS, October 2025).

Demographics

Population Estimate (2021)	
CYP (0 - 19)	16,513
Adults	40,697
65+	13,661
Total	70,871

Deprivation Ranking (2019)

91st

Most deprived area out of 317 local authorities



Economic status

16 - 64 Year-Olds Who Are Economically Inactive

9,600 individuals which is

21.6% of the total population of Rossendale

Of those who are economically inactive, **95%** say they do not want to work

"Economically inactive" refers to people aged 16-64 who are not working and not looking for work, or are looking but unavailable to start, distinguishing them from the unemployed (who actively seek jobs). This category includes students, retirees, people caring for family, those with long-term illness or disability.

Excess Weight

% of adults (aged 18+) classified as overweight or obese (2022/23)

70%

Physical Activity Level in Adults

% of adults (aged 18+) classified as Inactive: Less than 30 minutes per week

27%

Gender

Active: at least 150 minutes a week - Gender (Nov 2021/22)

Male **67.1%**

Female **57.8%**



Disability

Physical activity levels in adults - Inactive: less than 30 minutes a week (Long-term health condition or disability) (Nov 2021/22)

Disability or long term health condition **44.4%**

No disability or long term health condition **14.6%**

% of people who have disabilities limiting daily activities (age standardised) (2021)

20%

Outcomes

68

Individuals supported



14

Entered employment



80+

Accessed training



150+
sports
sessions 



77
improved
wellbeing

ESOL Courses

As part of the support of offer we run regular, free ESOL courses in the community.



7

ESOL
courses provided



£507,000
Social Value generated



Working Together

Rossendale Works has a number of partners across the borough who share our values and mission. Together, our aim is to provide economically inactive individuals from every background with the tools and resources they need to overcome the barriers which they are facing.

Haslingden Community Link

Haslingden Community Link is a community centre which serves some of the most disadvantaged members of the community. Throughout 2025, we have maintained our longstanding relationship with Haslingden Community Link, regularly attending cafes and drop in sessions to meet residents and understand how we can support them; this includes providing them with access to free training and skills courses via Active Lancashire's Learning Zone, and signposting them to Rossendale Works' physical activity and employability support sessions.



Our partnership with Haslingden Community Link enables us to expand our reach within the community, allowing us to meet those who would not otherwise have access to employment or wellbeing services. Our Support Worker, Geraldine, has been able to connect with females that are not currently in employment due to barriers like long-term health conditions, low mental health or changes in family circumstances.

Through these meetings, Geraldine was encouraged to set up several womens-only activity sessions to build on the existing support Haslingden Community Link provides. Sessions include IT Skills Classes, women's-only yoga and women's-only boxing classes.



13
training
courses
delivered

15 women
attended our
boxing
sessions



and a further
20
attended our
yoga
classes



Angela Robert's Story

After being diagnosed with long-term health conditions, Angela became socially isolated and began to suffer with low mental wellbeing. Angela's job centre coach encouraged her to attend community sessions ran at Haslingden Community Link to enable her to socialise with others and hopefully improve her mental wellbeing.

Here, Angela was introduced to Geraldine who helped her integrate within the Yoga class, meeting women with shared experiences to her. Geraldine reflected, "at first, Angela was quite reluctant to get involved and socialise with fellow participants; it's clear that her health condition and unemployment had led her to become quite isolated and low in confidence.

"Over the weeks, Angela slowly began to interact with participants, and opened up to me about the barriers she was facing. I encouraged her to attend some of our other women's-only classes, such as boxing and woodwork, and her confidence soon begin to grow."



From here, Angela began to feel less discouraged by her health condition and has engaged in several skills courses to develop her CV. Angela added, "When I first met Geraldine, I felt that employment was no longer an option for me due to my health conditions and age; Geraldine supported me in gaining confidence and helped me to meet women with similar experiences to me.

"Thanks to Rossendale Works, I've taken part in a wide range of activities I never thought would be for me - from yoga to boxing and, believe it or not, woodworking! Now, I'm feeling optimistic about finding part-time employment and am encouraged by the other women who attend these groups, as it has made me realise I am not alone!"

Volunteering Sessions

Rossendale Works runs a range of volunteering sessions designed to boost individuals' mental health and social skills, while also helping them develop valuable experience to strengthen their CVs. These sessions are structured like part-time jobs, enabling participants to build a weekly routine, understand workplace codes of conduct, and gain practical, hands-on skills that support their personal and professional development.

Bacup Borough Football Club

Earlier this year, Bacup Borough Football Club began renovations on its clubhouse and was actively seeking volunteers to support the work. Spotting an opportunity, the club's Head of Business Development, Jane Pallister, approached Rossendale Works to create a meaningful volunteering experience for its participants. From this collaboration, the weekly Work Party session was established.



Bacup Borough Football Club now welcomes volunteers from Rossendale Works who come together to support a wide range of maintenance tasks, both inside the clubhouse and across the grounds.

In return, participants receive recognition through season tickets and certificates, while gaining practical skills, confidence, and stronger community connections. At the same time, their efforts help preserve a historic community asset that continues to play an important role in Rossendale life.

Across the Bacup Work Parties, the net social value generated for 2025-2026 financial year is projected to be:

£8,439

Development of new
**PEER SUPPORT
NETWORKS**

**IMPROVED
confidence**

**SENSE OF
PURPOSE**

100% of participants reported the development of skills that boosted their employability.

Angela Shian's Story

Angela began accessing employment support from Rossendale Works in early 2025, determined to improve her chances of finding work despite a significant gap in her CV. Eager to gain new experience and build her confidence, she was one of the first participants to join the newly created Work Party—a volunteering group formed when Bacup Borough Football Club began renovating its historic clubhouse and sought support from the community.

From the outset, Angela made a strong impression. The Work Party involved a wide variety of tasks, such as removing and replacing old flooring in the clubhouse, maintaining and covering outdoor areas, completing general grounds maintenance and tidying, and refurbishing the changing rooms. Angela approached every task with energy and enthusiasm, quickly becoming a reliable and proactive member of the team.

Danny Thomas, Rossendale Works' Support Worker, was impressed with Angela's dedication to the Work Party, stating: "Angela took on an active role in dividing up roles and keeping fellow volunteers on-task; she approached each week with a sense of enthusiasm, and was incredibly driven. It was clear to us that Angela was ready and willing to work hard to enhance her CV and secure employment.



"We were so impressed with how Angela approached the Work Party that we decided to ask her to volunteer for Rossendale Works' wider projects, and she now supports several of our weekly physical activity sessions. She now provides participants with guidance and encouragement, drawing on her own experiences with Rossendale Works to help other participants' actively engage with our services".

Throughout the renovation project, Angela adopted an almost supervisory role, helping ensure that all tasks were completed on time and to a high standard. She not only completed her own duties thoroughly but also began offering thoughtful suggestions to improve how the team organised themselves and tackled their workload. Her initiative, leadership qualities, and commitment to personal development made her a key asset to both the Work Party and the wider Rossendale Works programme.

Training and Qualifications

Rossendale Works has been successfully using Active Lancashire's Learning Zone to deliver tailored training to programme participants. This innovative platform gives individuals flexible access to targeted learning opportunities that build skills, boost confidence, and support their journey into employment.

IT Skills

Rossendale Works' Support Workers identified that a significant barrier preventing many participants from progressing into employment was a lack of basic IT skills. Recognising how essential digital confidence has become in modern jobsearching, the team partnered with Active Lancashire's Learning Zone to develop a dedicated Basic IT Skills course.



This tailored programme was designed to help individuals learn how to use essential software such as Microsoft Word, PowerPoint, and Excel—skills that not only enhance a CV but also strengthen overall employability. The course also introduced participants to a range of jobseeking websites and apps, guiding them through how to create profiles, upload documents, search for vacancies, and submit online applications.

By building these core digital skills, the programme aims to empower participants to navigate the job market more confidently and independently, removing a key obstacle in their journey towards sustainable employment.



- Basic IT Skills Course Cohort One

Rossendale Works has been successfully using its bespoke Learning Zone platform to deliver tailored training that supports participants on their journey into employment. A gap in basic IT skills was identified, and Geraldine Coogan began facilitating weekly digital skills sessions at Community Link in Haslingden. These sessions have empowered participants to build confidence, develop essential digital skills, and explore wider employment opportunities, while providing a supportive environment to learn and grow.

Geraldine said, "It's been amazing to see participants gain confidence with technology and realise how much they can achieve. These sessions not only teach practical skills but also open doors to new opportunities and greater independence."

Since the sessions began, participants have reported increased confidence in using computers, applying for jobs online, and completing tasks they previously found intimidating. Many have already applied their new skills in real-world situations, from creating CVs to navigating job portals, demonstrating how the initiative is helping individuals take meaningful steps toward sustainable employment.

Building on this success, Rossendale Works is developing additional courses to further support employability, equipping participants with the skills and confidence they need to progress in their careers and achieve long-term goals.



Physical Activity

Since opening in 2018, Rossendale Works has combined movement and physical activity with employability support to help participants build both confidence and practical job skills. Physical activity supports mental well-being, resilience, and focus, creating a positive environment where individuals can develop the confidence and transferable skills needed to succeed in the workplace.

Non-Contact Boxing

Rossendale Works runs several physical activity sessions each week, designed to boost participants' resilience, improve overall well-being, and provide opportunities to meet like-minded people in a supportive environment. These sessions also serve as a pathway to additional support, helping participants access guidance and resources as they work toward personal and professional goals.



One particularly popular activity is non-contact boxing, which encourages participants to develop confidence, focus, and self-discipline while learning new skills in a safe and inclusive setting. Beyond the physical benefits, these sessions foster social connections, build teamwork, and help participants develop the motivation and mental strength needed to overcome challenges both in and out of the workplace.



68

participants
regularly attend
physical activity
sessions

80%

of participants noticed

improved
wellbeing



since attending physical
activity sessions

Tim's Story

After accessing support from Rossendale Works, Tim successfully retrained as a boxing instructor and established his own business, delivering weekly classes and one-to-one training to members of the local community.

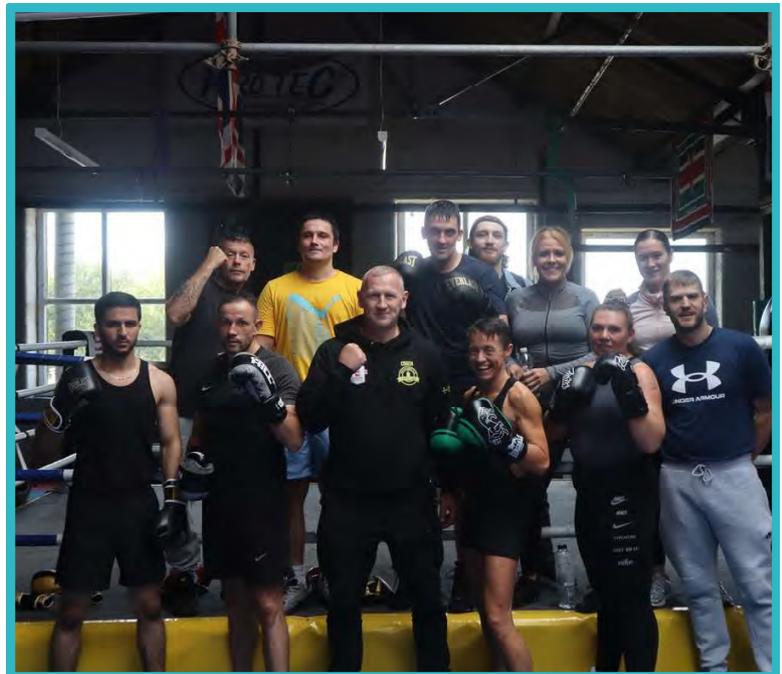
Motivated to give back and support individuals in a similar situation to his own, Tim began delivering free weekly boxing sessions for Rossendale Works participants. The sessions are designed to be inclusive, welcoming participants of all abilities, and focus on improving resilience, confidence, and overall well-being.

By providing a consistent structure and routine, the sessions encourage regular attendance and help participants build discipline, motivation, and a sense of achievement.

Beyond the physical benefits, Tim's sessions also foster social connections, create a supportive community, and give participants a safe space to learn new skills while working toward personal and professional growth.

Tim said, "I know how much having support and structure helped me when I was starting out. These sessions give participants a safe space to challenge themselves, build confidence, and see what they can achieve both in fitness and in life."

Paul Becouarn, Project Lead at Rossendale Works, added, "Tim's sessions are a fantastic example of how peer-led support can transform lives. Participants not only improve their physical health, but also gain confidence, resilience, and a sense of belonging—key ingredients for moving forward in work and life."



Employment Support

Rossendale Works also offers a range of traditional employment support options, including CV writing support, interview skills preparation and general assistance in seeking and securing employment. Rossendale Works has long-standing relationships with many businesses across the borough, who are keen to employ participants wherever possible - whether it be through temporary, voluntary or full-time employment.

Weekly Support Sessions

Rossendale Works runs a variety of free, weekly support sessions designed to equip individuals with the tools, guidance, and resources needed to progress toward employment. These sessions take a holistic approach, addressing both practical skills and personal development, to help participants build confidence, resilience, and the motivation to achieve their career goals.

One such session is the weekly Breakfast Club, which takes place every Thursday. The session is delivered in a relaxed, drop-in format, allowing participants to have informal conversations with Rossendale Works' Support Workers. These discussions help identify areas where individuals may need additional guidance or support, whether that relates to skill development, career planning, or overcoming barriers to employment.

Following the Breakfast Club, participants are signposted to further targeted support, such as the Skills Hub, which runs every Monday. During these sessions, participants have the opportunity to develop practical skills that are crucial for securing work, including CV writing, interview techniques, and jobsearch strategies. The Skills Hub also covers broader topics, such as identifying reliable online job platforms and learning how to use them effectively. By combining informal guidance with structured skills development, Rossendale Works provides a comprehensive pathway that helps participants take tangible steps toward sustainable employment.



69
participants
actively engaging in
jobseeking support



18
of which have
secured
employment

and a further
17
of whom have gained
qualifications
to enhance their CV



Chris had been struggling with depression and severe social isolation, feeling disconnected and lacking motivation. Everything changed when he began attending Rossendale Works sessions twice a week. The regular routine and supportive atmosphere gave him structure and helped him start rebuilding his confidence. Chris describes the programme as giving him “a reason to get out of bed in the morning.”

With this newfound confidence, Chris took on a volunteer role at the Bleakholt Animal Sanctuary Charity Shop in Bacup, gaining practical experience and reconnecting with his local community. He says, “The only way I can describe looking for a job at almost 50 years old is like looking through the wrong end of a telescope. It takes people like the employees at Rossendale Works to teach you not to give up, but to turn the telescope around! I don't know if Rossendale Works realise just how much they have supported me – a huge thank you to their team for all of their help and encouragement!”



Chris's hard work and determination paid off when he secured a position at a local health equipment manufacturer, where he is now thriving. He continues to attend Rossendale Works sessions whenever he can and has expressed a desire to volunteer in the future to support others facing similar challenges.

Oliver Chadwick, Rossendale Works Employability Officer, said, “Through consistent support and the use of physical activity as a tool to build confidence and wellbeing, Chris was able to overcome significant barriers—not just from employment, but from connecting with others and finding a sense of belonging. Seeing him thriving now is a real testament to what can happen when the right support is in place.”

Social Value

As part of understanding the impact being made in communities across Lancashire, data is collated to measure Social Value. Put simply, Social Value is a measure of the positive impact had on individuals within a place through financial proxy values and evidencing the social impact through stories. A variety of models exist, each with their own merits with the challenge then being the need to identify which is the most appropriate for the work being carried out. Active Lancashire's model has been developed by Social Value Business due to the vast breadth of the work carried out on a day-to-day basis. The model allows for each area of our work to contribute their impact to create a collective social value across the previous financial year at scale covering Lancashire.

The total Social Value figure created by Rossendale Works was

£507,475

For the **169 participants** that engaged with projects delivered by Rossendale Works in the 23-24 financial year, these **key outcomes** were reported:



VOLUNTEERING
at local community projects



SKILLS
of participants were developed



QUALIFICATIONS
gained in a range of subjects



EMPLOYMENT
opportunities accessed by participants



ISOLATION
was reduced amongst participants



WELLBEING
increased for our participants

Free, Weekly Activities

Designed to help you make friends, learn new skills and boost your wellbeing.



Tuesday

Boxercise and Wellbeing Group

📍 Love Boxing, Unit 3a, Myrtle Grove, Waterfoot, BB4 7JH

🕒 2:00pm - 3:00pm



Wednesday

Football Works 5-a-side

📍 Marl Pits, Newchurch Road, Rawtenstall, BB4 7SN

🕒 1pm - 2pm



Thursday

Bacup Football club work party

📍 Brian Boys Stadium, Blackthorn Lane, OL13 8EE

🕒 1pm - 3pm



Thursday

Your Free Breakfast Club +

Cycle Group Forum (optional)

📍 Trinity Baptist Church, Bacup, OL13 0AL

🕒 10AM - 12PM

Live Position Matching

We will help you find specific live job opportunities with direct links and application guidance tailored to your skills and interests

AI-Proof CV Creation

Make your CV stand out! We'll help you create an AI-proof CV and tailor it for specific positions to beat automated screening systems.

Additional Support

Thanks to The National Data Inclusion Network & The Good Things Foundation, we're able to offer a range of free training courses and, in some cases, provide free devices for those in need.

Sessions are free of charge and open to those of all abilities.

For more information please contact Oliver on [07562630299](tel:07562630299) or

Geraldine on [07465755471](tel:07465755471), or email office@activelancashire.org.uk

Integrated Impact Assessment

The council carry out Integrated Impact Assessments (IIA) to analyse the effects of our decisions, policies or practices. Throughout this document, policy refers to any policy, strategy, project, procedure, function, decision or delivery or service. The IIA should be undertaken/started at the beginning of the policy development process before any decisions are made. Policies are developed and reviewed using a consultative approach involving relevant internal and external stakeholders. Officers must consider what action needs to be taken to help overcome or minimise any disadvantages that people who share a protected characteristic will experience in compliance with the Equality Act 2010 and socio-economic disadvantage.

Name of policy:	The Valley Plan / Economic Development Strategy
Lead officer name	Megan Eastwood
Job title	Head of Housing and Regeneration
Service area	Economic Development
Telephone contact	01706 252401
Email contact	meganeastwood@rossendalebc.gov.uk
Date Assessment commenced	28 th January 2026
Date assessment completed	28th January 2026

The main aims/objectives of this policy are:

This Integrated Impact Assessment considers the potential effects of the proposal to extend the Rosendale Works Employability Project for a further 12 months on:

- People with protected characteristics under the Equality Act 2010
- Residents experiencing socio-economic disadvantage

The assessment identifies potential positive and negative impacts and outlines mitigation to ensure the proposal advances equality, reduces disadvantage, and avoids discrimination.

Indicate the status of the policy or decision

New/proposed Modified/adapted Existing

Indicate protected characteristics have been assessed

Age	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Gender reassignment	<input checked="" type="checkbox"/>
Religion/belief	<input checked="" type="checkbox"/>	Sexual orientation	<input checked="" type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
Pregnancy/maternity	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>	Marriage or civil partnership	<input checked="" type="checkbox"/>

Indicate socio-economic disadvantage has been assessed

1. Identify any positive or negative impacts on protected characteristics and socio-economic disadvantage

Protected characteristic	Positive/Negative	How does it impact?
Age	Positive	<ul style="list-style-type: none"> The project supports working-age residents, including young adults not in education, employment or training (NEET), and older workers facing redundancy, long-term unemployment, or health-related barriers. Flexible engagement reduces age-related exclusion from mainstream employment services.
Disability	Strongly positive	<ul style="list-style-type: none"> A significant proportion of participants experience physical disabilities, long-term health conditions, or mental health challenges. The project provides non-clinical wellbeing support, confidence-building, physical activity sessions, and referrals into specialist services.
Gender reassignment	Positive	<ul style="list-style-type: none"> LGBTQ+ individuals may experience discrimination, mental health challenges, or lack of confidence in workplace environments.
Marriage and civil partnership	Positive	<ul style="list-style-type: none"> Intervention helps support healthier relationships. This is through the services individuals can access for issues causing a detrimental impact on their relationships.
Pregnancy and maternity	Positive	<ul style="list-style-type: none"> The project supports individuals returning to the labour market following maternity or extended caring breaks.
Race	Positive	<ul style="list-style-type: none"> Although Rossendale has a smaller minority ethnic population than national averages, residents from ethnic minority backgrounds can face additional barriers to employment,

		including language, lack of confidence, and discrimination.
Religion or belief	Neutral to positive	<ul style="list-style-type: none"> • No adverse impacts identified. • Activities are voluntary and non-discriminatory.
Sex	Positive	<ul style="list-style-type: none"> • Women disproportionately represented among economically inactive residents due to caring responsibilities, health issues, or part-time work barriers. • Men are disproportionately affected by long-term unemployment, redundancy, and poor mental health outcomes.
Sexual orientation	Positive	<ul style="list-style-type: none"> • LGBTQ+ individuals may experience discrimination, mental health challenges, or lack of confidence in workplace environments.
Socio-economic	Strongly positive	<p>The Rossendale Works project directly addresses socio-economic disadvantage by supporting residents who are:</p> <ul style="list-style-type: none"> • Economically inactive or long-term unemployed • Living in low-income households • Experiencing poor health, low skills, social isolation, or multiple barriers <p>Key socio-economic benefits include:</p> <ul style="list-style-type: none"> • Improved access to employment, education, and training • Increased household income and financial resilience • Improved physical and mental wellbeing • Reduced reliance on crisis services and statutory interventions • Reduced inequalities between communities within the borough <p>Failure to extend the project would disproportionately affect the most vulnerable residents and risk widening existing inequalities.</p>

2. Explain and provide examples of any evidence/data used (add additional rows if needed)

Evidence	How does this have an impact on the protected characteristic?
Project experience since 2018	<p>The Rossendale Works project has run since 2018, working with individuals from all of the protected characteristics above during that time.</p> <p>There are no protected characteristics that have been negatively impacted during the duration of the project.</p>

3. Outcome of IIA

What course of action does this EIA suggest you take?	Please indicate
Outcome 1- The IIA has not identified any potential for negative impact on the protected characteristics. Progress to EIA approval – section 5	<input checked="" type="checkbox"/>
Outcome 2- The IIA has identified a possibility for negative impact on the protected characteristics. An IIA Action Plan must be completed to mitigate the negative impact – section 4 before approval section 5	<input type="checkbox"/>

4. IIA action plan

Based on the above impact assessment, findings/evidence and outcomes identified, please complete the Action Plan below. The action plan should address:

- Any gaps in findings/evidence research including any consultation or engagement regarding the policy and its actual/potential impacts
- How you will address any gaps
- What practical changes/action that will help reduce any negative impacts identified
- What practical changes/action that will help enhance any positive contributions to equality

Negative impact identified	Action required	Lead officer	To be completed

Monitoring and reviewing the effect of the policy
Please state how you will monitor the impact and effect of this policy

5. IIA approval (to be completed by the relevant Head of Service/Director)

- Outcome of IIA agreed/approved by Management Team: (date)
- Published on council website: (date)

Signed: (Head of Service/Director) (date)

Report Title:	Acceptance of Homelessness related grants and spend proposal		
Report to:	Council	Date:	4 th March 2026
Report of:	Housing Options Team Leader	Cabinet Portfolio	Communities, Housing, Health and Wellbeing
Cabinet Lead Member	Cllr McInnes	Wards Affected	All
Key Decision:	<input checked="" type="checkbox"/> Forward Plan	<input checked="" type="checkbox"/> General Exception	<input type="checkbox"/> Special Urgency
Integrated Impact Assessment:	Required:	Yes	Attached: Yes
Contact Officer:	Elizabeth Usher	Telephone:	01706 252555
Email:	elizabethusher@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input checked="" type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input type="checkbox"/>

1. PURPOSE OF THE REPORT & EXECUTIVE SUMMARY

- 1.1 The purpose of the report is to inform on the decision for the Council to accept and deploy a number of grant funding allocations including the funding arrangements and resources required to deliver homelessness services in Rossendale over the next three years.
- 1.2 Rossendale Borough Council receives funding from MHCLG to deliver homelessness prevention services in accordance with the Housing Act 1996. From 2026/27 this allocation will be known as the Homelessness, Rough Sleeping and Domestic Abuse Grant.
- 1.3 Rossendale has also received a winter top-up of the former Homeless Prevention Grant for 2025/26 to support and deliver prevention services.
- 1.4 Alongside these grants, funding has also been received to develop a Supported Housing Strategy from 26/27. This will assess current provision, demand and any unmet need for supported accommodation in the borough.
- 1.5 The Renters Rights Act 2025 together with the publication of the new Government strategy "A National Plan to End Homelessness", is expected to increase the number of households seeking homeless advice and support. This report outlines how grant funding will be used to respond to increased demand and to strengthen prevention activity at the earliest opportunity.

2. RECOMMENDATIONS

2.1 To delegate authority to the Head of Legal, Director of Resources and Director of Economic Development, in consultation with the Lead Members for Communities, Housing and Health and Resources, to enter into agreements to accept and spend the following grant funding:

- **2025/26** - Homeless Prevention Grant (Winter Top Up) **£55,046**
- **2026/27, 2027/28, 2028/29** - Homelessness, Rough Sleeping and Domestic Abuse Grant (three-year award awarded annually)
 - £453,937 (26/27)
 - £499,355 (27/28)
 - £581,058 (28/29)
- **2025/26** - Supported Housing Strategy Grant **£49,621**

2.2 To note and accept the proposed delivery plans set out in section 3.5

3.0 BACKGROUND & REASON FOR THE DECISION

3.1 The homelessness service continues to experience increased demand, with rising caseloads of more complex needs presenting earlier. Legislative reform arising from the Renters Rights Act 2025 and the Government's *National Plan to End Homelessness* will further increase expectations on the service and require additional preparation.

3.2 To respond effectively, the service must continue to shift from crisis intervention towards a prevention-focused delivery, including early identification of risk, proactive engagement and targeted support for vulnerable households. This approach is essential to managing workload pressures and meeting statutory duties within available resources.

3.3 **Acceptance and Spend of – 2025/26 HOMELESS PREVENTION GRANT (HPG) Winter Top Up**
Received 2 January 2026 - **£55,046**

3.4 MHCLG has instructed that the Homelessness Prevention Grant (HPG) Winter Top Up must be used to maintain and enhance homelessness prevention activity and reduce the number of households experiencing homelessness.

3.5 Although significant housing law changes will commence in May 2026 following implementation of the Renters Rights Act 2025, MHCLG requires local authorities to use the 2025/26 HPG Top Up in advance of these changes to ensure households at imminent risk receive timely support to remain in their homes where possible.

3.6 The funding must be directed solely towards prevention, relief and associated staffing costs and must not be used for costs directly related to temporary accommodation.

3.7 **Acceptance and Spend of – MHCLG HOMELESSNESS, ROUGH SLEEPING AND DOMESTIC ABUSE GRANT** (Three-year allocation 2026/27–2028/29, awarded annually) **£1,534,350**

3.8 In December 2025, the Government published *A National Plan to End Homelessness*, setting out a new approach focused on prevention rather than crisis management. This was published alongside MHCLG's announcement of a three-year allocation of the Homelessness, Rough Sleeping and Domestic Abuse Grant.

- 3.9 The new funding framework provides greater flexibility and certainty, enabling councils to plan more effectively in the context of rising homelessness pressures and increased demand on services.
- 3.10 Funding for temporary accommodation has been removed from this grant and incorporated into the Revenue Support Grant, creating a clear separation and ringfenced funding streams focused on homelessness prevention, rough sleeping and domestic abuse support.
- 3.11 The grant must not be used for costs directly related to temporary accommodation, including (but not limited to):
- Net temporary accommodation costs
 - Temporary accommodation subsidy loss
 - Temporary accommodation maintenance costs
- 3.12 The grant supports delivery of duties under Part VII of the Housing Act 1996 and the Homelessness Reduction Act 2017, and preparation for reforms arising from the Renters Rights Act 2025 (due May 2026) and *A National Plan to End Homelessness*. These reforms place increased expectations on local authorities and require services to prioritise prevention at the earliest opportunity rather than responding at crisis point.
- 3.13 Rossendale Borough Council has a statutory duty to provide advice and assistance to households who are homeless or threatened with homelessness, including vulnerable groups.
- 3.14 MHCLG expects local authorities to use the grant to:-
- Deliver statutory duties under the Housing Act 1996, Homelessness Act 2002 and Homelessness Reduction Act 2017
 - Develop and maintain statutory homelessness strategies in line with grant conditions
 - Prepare for and implement the Renters Rights Act 2025
 - Deliver *A National Plan to End Homelessness* and its five pillars: Universal Prevention: Targeted Prevention: Preventing Crisis: Improving Emergency Response: Recovery Preventing Repeat Homelessness
 - Reduce reliance on unsuitable temporary accommodation and eliminate B&B use for families beyond the six-week statutory limit
 - Re-focussing service delivery towards early intervention and homelessness prevention
 - Continue delivery of the agreed B&B elimination plan with the MHCLG HAST Adviser
 - Provide early, targeted support to vulnerable households
 - Fulfil statutory duties to provide safe accommodation and support for those fleeing domestic abuse
 - Support people furthest from services and contribute to halving rough sleeping.

3.15 **Acceptance and Spend of –**

3.16 **MHCLG SUPPORTED HOUSING STRATEGY GRANT** (Estimated receipt Q4 25/26 or Q1 26/27) - **£49,621**

3.17 The Supported Housing (Regulatory Oversight) Act 2023 places a statutory duty on local authorities to develop and deliver a Local Supported Housing Strategy. This requires assessment of current provision and future need, including unmet need, over a five-year period.

3.18 **To Approve Proposed Plans for the Spend of Allocated Grants**

The Homelessness, Rough Sleeping and Domestic Abuse Grant provides greater funding certainty over the three-year period 2026/27 to 2028/29; however, this is set against a backdrop of sustained and increasing demand on the Council's homelessness service. Rising presentations of complex of cases and wider housing market pressures continue to place significant strain on resources.

- 3.19 Under the Homeless Reduction Action, the Housing Options Team are required to establish whether a case is homeless or threatened with homelessness within the next 56 days (no fault eviction) as this is the required notice period for a section 21 notice. Under the new Renters Rights Act, the section 21 eviction notice is to be abolished, replacing it with redefined section 8 notice, and potentially doubling the period of notice required to 112 days.
- 3.20 Local authorities are required to utilise the extended period of notice to focus expenditure on prevention activity at the earliest opportunity, and offer advice and assistance to an increase on those approaching the service at a much earlier stage. Early intervention is critical to reducing the need for costly crisis responses and temporary accommodation placements, which carry significant financial risk to the Council if demand continues to rise. For this reason, the Housing Options Team has established a Homeless Prevention Officer. The role will focus on taking advantage of the increased notice period to assist as soon as possible in an attempt to avoid reaching a housing crisis and ultimately avoiding homelessness.
- 3.21 Effective use of the grants will be essential to manage cost pressures, mitigate future temporary accommodation expenditure, and ensure the service remains financially sustainable.
- 3.22 Housing Options previously outsourced and Calico Homes to provide an Outreach Support Officer, together with a Rough Sleeper Navigator funded to 31st March 2026. The new allocation of the 3 year grant funding 26/27 has allowed the Housing Options Team to review the needs of the Housing Options service and has therefore established a new inhouse role of a Housing Options Response Officer and it has not renewed the posts provided by Calico homes.
- 3.23 The Homelessness, Rough Sleeping and Domestic Abuse Grant supports services to prevent and relieve homelessness, and it is proposed to continue to utilise the grants to fund including but not limited to:
- Rough sleeping response
 - Interim and temporary accommodation support
 - Provision of Domestic Abuse Safe Accommodation and Sanctuary Schemes
 - Provision of Domestic Abuse support within Rossendale
 - Early intervention and homelessness prevention activity
 - Mediation service
 - Housing advice, including housing law and statutory homelessness duties
 - Financial assistance
 - Strategy development
 - Staffing
 - Increased workforce capacity:
 - Housing Options Response Officer
 - Homeless Prevention Officer
 - Homelessness Case management System
 - Choice Based Lettings System
 - Mediation
 - Person centred support
 - CIH Training
- 3.24 The overarching aim of the grant is to maintain and strengthen homelessness prevention activity, reducing the number of households experiencing homelessness and improving outcomes for those most at risk.

Housing Options Response Officer (per annum)	£40,000
Homeless Prevention Officer_(per annum)	£40,000
Existing staff (per annum)	£150,000
B-with-Us Choice based Letting system and case management system (Per annum)	£23,000
Homelessness Case Management System (Per annum)	£9,600
Domestic Abuse Support Provision_(Per annum)	£35,000
Domestic Abuse Sanctuary Scheme (Per Annum)	£12,000
Housing Solutions – Legal documentation (per annum)	£2,000
Young People Support Provision (per annum)	£12,000
Housing - Financial Assistance (including but not limited to:- rent in advance/bond)	£45,000
Financial Assistance (including but not limited to :- storage/transport/arrears/furniture)	£45,000
Targeted support – vulnerable groups	£45,000

4.0 RISK

4.1 Failure to prioritise early homelessness prevention presents a significant risk to both service delivery and the Council's financial position. Without effective early intervention, demand for temporary accommodation is likely to increase, leading to higher costs, increased use of unsuitable accommodation, and greater pressure on staff capacity.

4.2 The grant enables the Council to mitigate these risks by:

- Strengthening early prevention and intervention activity
- Reducing reliance on crisis responses and temporary accommodation
- Supporting service redesign to better manage increasing demand
- Ensuring compliance with existing and forthcoming legislative requirements

4.3 A sustained focus on prevention at the earliest opportunity is therefore essential to reducing risk, managing demand, and delivering a resilient and sustainable homelessness service.

5.0 SECTION 151 OFFICER COMMENTS (FINANCE)

5.1 Housing Options Team Grant Funding Allocation

5.2 The Council has previously received annual funding to deliver its statutory housing duties including Homeless Prevention Grant, Domestic Abuse Grant and the Rough Sleeping Initiative Grant. From 26/27 MHCLG has confirmed it is to consolidate these grants into one multi-year grant totalling approximately £1.404m over three years. This new grant is to be known as the Homelessness, Rough Sleeping and Domestic Abuse grant. Funding to support temporary accommodation has been removed from this grant and incorporated into the Council's Revenue Support Grant.

Year	Homeless Prevention Grant	Domestic Abuse Grant	RSI Outreach Support	RSI Rough Sleeper Navigator	Temp Accom Costs deducted from HPG (not including costs deducted from revenue) Actual / Estimated to date Jan 26	New Homelessness, Rough Sleeping and Domestic Abuse Grant from April 26	Total grants	Grant Top Up amount Actual / Estimated (awaiting)	Total grant with Actual or Estimated (awaiting) top up
2023/24	£147,484	£32,870	£35,000	£25,000	-£91,221	£0	£149,133	£0	£149,133
2024/25	£154,916	£33,942	£35,000	£25,000	-£96,230	£0	£152,628	£63,700	£216,328
2025/26	£387,639	£33,942	£35,000	£25,000	-£100,000	£0	£381,581	£55,046	£436,627
2026/27	X	x	x	x	x	£453,937	£453,937	£59,000	£512,937
2027/28	X	x	x	x	x	£499,355	£499,355	£59,000	£558,355
2028/29	X	x	x	x	x	£581,058	£581,058	£59,000	£640,058

6.0 MONITORING OFFICER COMMENTS (LEGAL)

6.1 Due to the value of the grants involved Full Council is required to accept the funding under the terms of the constitution. All necessary funding agreements will be entered into.

7.0 INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

7.1 An Integrated Impact Assessment has been completed for the proposals set out in this report. The assessment identifies a positive impact on protected groups and vulnerable residents, particularly households at risk of homelessness, rough sleepers, victims of domestic abuse, young people, and those experiencing health and financial inequalities.

7.2 The proposals strengthen early intervention and prevention activity, improving access to advice, support, and safe accommodation. They are expected to increase the sustainability of accommodation and communities, reduce reliance on crisis responses, and decrease the use of unsuitable temporary accommodation.

7.3 No adverse equality, environmental, or socio-economic impacts have been identified. The findings of the assessment have informed the proposed allocation of grant funding and reinforce the need to prioritise prevention-focused, person-centred service delivery in line with statutory duties and the Council's *Healthy & Proud Communities* priority.

8.0 POLICY/STRATEGY FRAMEWORK IMPLICATIONS

8.1 The proposals in this report align with the Council's policy and strategic framework, particularly the Valley Plan priorities of Healthy & Proud Communities and Effective & Efficient Council. Acceptance and use of the grant funding supports delivery of the Council's statutory duties under homelessness legislation and preparation for reforms arising from the Renters Rights Act 2025 and the Government's *National Plan to End Homelessness*. The proposals also enable development of a Local Supported Housing Strategy in line with the Supported Housing (Regulatory Oversight) Act 2023 and strengthen the Council's focus on early intervention and homelessness prevention.

9.0 LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

9.1 The proposals do not present any immediate implications for Local Government Reorganisation. Any service delivery arrangements or commitments arising from the use of grant funding will be kept under review to ensure flexibility, continuity of service and value for money in the event of future reorganisation.

10. BACKGROUND PAPERS

10.1 [Homelessness, Rough Sleeping and Domestic Abuse Grant: supporting guidance - GOV.UK](#)

10.2 [Explanatory note on Funding Simplification: consolidated grants and draft conditions](#)

10.3 [Consolidated grants information table.xlsx](#)

10.4 Homeless Prevention Grant Winter Top Up 2025/26
[HPG - Homelessness Prevention Grant 2025 to 2026 allocations.ods](#)

Integrated Impact Assessment

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Name of policy:	Acceptance and Use of Homelessness-Related Grant Funding and Delivery of Homelessness Prevention Services
Lead officer name	Elizabeth Usher
Job title	Housing Options Team Leader
Service area	Housing Options
Telephone contact	01706 252555
Email contact	elizabethusher@rossendalebc.gov.uk
Date Assessment commenced	11/2/26
Date assessment completed	11/2/26

The main aims/objectives of this policy are:

- To accept and utilise homelessness-related grant funding to deliver statutory homelessness duties
- To strengthen early intervention and homelessness prevention activity
- To reduce reliance on crisis responses and unsuitable temporary accommodation
- To provide targeted support to vulnerable households, including those experiencing domestic abuse and rough sleeping
- To prepare for legislative reforms arising from the Renters Rights Act 2025 and the Government's National Plan to End Homelessness strategy
- To develop a Local Supported Housing Strategy in line with statutory requirements

Indicate the status of the policy or decision

New/proposed Modified/adapted Existing

Indicate protected characteristics have been assessed

Age Disability Gender reassignment
 Religion/belief Sexual orientation Sex
 Pregnancy/maternity Race Marriage or civil partnership

Indicate socio-economic disadvantage has been assessed

1. Identify any positive or negative impacts on protected characteristics and socio-economic disadvantage

Protected characteristic	Positive/Negative	How does it impact?
Age	Positive	Improved early intervention and targeted support for vulnerable groups including young people and older residents at risk of homelessness.
Disability	Positive	Enhanced access to housing advice and prevention services for people with physical and mental health needs, who are disproportionately represented in homelessness services.
Gender reassignment	Positive	Inclusive, needs-led access to homelessness and domestic abuse support services.
Marriage and civil partnership	Neutral	No specific impacts identified.
Pregnancy and maternity	Positive	Reduced risk of homelessness and use of unsuitable temporary accommodation for families
Race	Positive	Improved access to advice and prevention services helps reduce barriers faced by minority ethnic households.
Religion or belief	Neutral	No specific impacts identified.
Sex	Positive	Provision of domestic abuse safe accommodation and support disproportionately benefits women.
Sexual orientation	Neutral	No specific impacts identified.
Socio-economic	Positive	Targeted prevention, financial assistance and support for low-income households reduces inequality and financial hardship and promotes sustainable communities.

2. Explain and provide examples of any evidence/data used (add additional rows if needed)

Evidence	How does this have an impact on the protected characteristic?
Local homelessness service data	Demonstrates increased demand and higher prevalence of vulnerability among protected groups.
National homelessness research and MHCLG guidance	Shows disproportionate impact of homelessness on disabled people, women, young people and those experiencing domestic abuse.
Legislative framework (Housing Act 1996, Homelessness Reduction Act 2017, Renters Rights Act 2025)	Informs prevention-focused approach and statutory duties to support vulnerable groups.

3. Outcome of IIA

What course of action does this EIA suggest you take?	Please indicate
Outcome 1- The IIA has not identified any potential for negative impact on the protected characteristics. Progress to EIA approval – section 5	<input checked="" type="checkbox"/>
Outcome 2- The IIA has identified a possibility for negative impact on the protected characteristics. An IIA Action Plan must be completed to mitigate the negative impact – section 4 before approval section 5	<input type="checkbox"/>

4. IIA action plan

No negative impact identified Negative impact identified (complete table below)

Based on the above impact assessment, findings/evidence and outcomes identified, please complete the Action Plan below. The action plan should address:

- Any gaps in findings/evidence research including any consultation or engagement regarding the policy and its actual/potential impacts
- How you will address any gaps
- What practical changes/action that will help reduce any negative impacts identified
- What practical changes/action that will help enhance any positive contributions to equality

Negative impact identified	Action required	Lead officer	To be completed

Monitoring and reviewing the effect of the policy

Please state how you will monitor the impact and effect of this policy

The impact of the policy will be monitored through homelessness performance data, service demand trends, equality monitoring information and regular service reviews. Outcomes will be reviewed as part of ongoing service planning and reporting to ensure continued compliance with statutory duties and positive equality outcomes.

5. IIA approval (to be completed by the relevant Head of Service/Director)

- Outcome of IIA agreed/approved by Management Team: Date

- Published on council website: Date.....

Signed: (Head of Service/Director) Date

Report Title:	Council Tax Support Scheme 2026/27		
Report to:	Council	Date:	4 th March 2026
Report of:	Director of Resources	Cabinet Portfolio:	Resources
Cabinet Lead Member:	Councillor Walmsley	Wards Affected:	All
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<input type="checkbox"/> General Exception	<input type="checkbox"/> Special Urgency
Integrated Impact Assessment:	Required:	No	Attached: No
Contact Officer:	Ian Walker	Telephone:	01706 252592
Email:	ianwalker@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input checked="" type="checkbox"/>

1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

- 1.1 The report is intended to set out the basis and costs for the 2026/27 Council Tax Support scheme.
- 1.2 The Local Council Tax Support Scheme is subject to annual approval, by full Council.
- 1.3 The Local Government Finance Bill states that an Authority must make any revision to its scheme, or any replacement scheme, no later than 11th March in the financial year preceding that for which the revision or replacement scheme is to have effect.
- 1.4 If Rossendale did not pass a local scheme by the 11th March, then a default scheme would come into force, this would result in up to 100% relief for all working age customers, rather than the current 80%, the additional relief would have to be funded by Rossendale.
- 1.5 Therefore it is proposed that the existing scheme of Council Tax Support be retained unchanged, except for
 - Upgrades to benefit entitlements, and
 - Prescribed changes introduced by Government in The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2026
- 1.6 Adoption of the scheme by full Council before 11th March will meet the Councils statutory duty.

2. RECOMMENDATION

- 2.1 That Council approve the Rossendale Local Council Tax Support Scheme for 2026/27 as set out in this report.

3. BACKGROUND AND REASON FOR THE DECISION

- 3.1 The national Council Tax Benefit scheme ended in March 2013 and was replaced by local schemes of Council Tax Support from the 1st April 2013. Individual authorities were granted the freedom to design and implement their own local schemes, with the exception that any local scheme could not leave any pension age claimants worse off than under the previous national benefit regulations.

The effect of these changes was a reduction in funding by approximately 20% for working age claimants and after consultation Rossendale adopted a local scheme, based on the previous Council Tax Benefit regulations, but with a 20% reduction in entitlement for working age customers.

The decision to continue with a Council Tax Support scheme based on the Housing Benefit / Council Tax Benefit regulations ensures that in practice the scheme remains effectively a means tested benefit.

- 3.2 The rollout of DWP's Universal Credit in Rossendale began on the 21st November 2018. In April 2024 the DWP announced a significant scaling up of the UC managed migration programme. Around 40% of the current Council Tax Support Claimants are pensioner households. Government has given an indication that pensioner households will be moved from legacy benefits, but no firm timetable is yet in place. The DWP intends to begin a limited pilot scheme for new customer in Autumn 2026. The other 60% who are not pensioner households have almost all transferred over to Universal Credit. A small number of working age claimants (approximately 80) who live in temporary or supported accommodation remain within the scope of Housing Benefit.

- 3.3 As Housing benefit is reduced, the case for a Council Tax support scheme based on Housing Benefit becomes less clear.

A number of authorities have begun to move away from Housing Benefit linked systems, although these remain in the minority nationally (around 20% of authorities). Any new scheme would need to be effective in both supporting vulnerable customers and protecting the council's financial position. A significant amount of resource would be required to be able to model and create a new Rossendale scheme.

- 3.4 It is not clear that there is any conclusive case for such a change at the present time, particularly if the result was to maintain similar levels of support for customers as exist under the current system. Additionally, Local Government Reorganisation means that a combined scheme will have to be adopted post-2028. Unless an obvious issue is identified within the existing scheme, there is no case for minor local changes currently.

- 3.5 The number of Council Tax Support claims changes daily, a snapshot taken of the January caseload is detailed below. There were 32,938 domestic properties in Rossendale. Of these 523 were exempt from Council Tax, 137 2nd homes and 914 classed as vacant. This leaves 31,364 occupied and with a liability to pay Council Tax. 14.6% of these properties have residents with an entitlement to Council Tax Support.

Council Tax Support caseload has been consistently falling for several years. In the last 5 years caseload has fallen by 926.

Council Tax Support Caseload	2nd Adult Rebate Claims	2nd Adult Rebate (UC) Claims	Council Tax Support	Council Support (Universal Credit)	Total Claims (Pensioner, Working Age, Working Age Other)	Total Claims (Pensioner, All Working Age)
Pensioner Claims	12	0	1824	0	1836	1836
Working Age (employed) claims	1	0	17	135	153	2733
Working Age (other) claims	12	2	62	2504	2580	
Total Claims By Type (2AR, CTS, CTS UC)	25	2	1903	2639	4569	4569

3.6 The cost of claims for 2024/25 is detailed in the table below. As at the 1st January 2025, total Council Tax Support for 2024/25 was £4,882,658.84. The Council Tax Support scheme results in a loss of income from Council Tax collection. This year's the Rossendale share is 13.35% which equates to £651,990.72. There is no specific grant which covers Council Tax Support, which had been the case under the former Council Tax Benefit arrangements. The costs are therefore borne locally.

This snapshot shows that local costs have risen by £18k (670k as against £652k last year). It should be stressed that these are snapshot figures that can change with new claims or claims closed each day.

	Total Claims (Pensioner, Working Age, Working Age)	Total Claims (Pensioner, All Working Age)	Total Claims (All CTS)	Rossendale Council Share (13.35%)
Pensioner Claims	£2,385,118.54	£2,385,118.54	£5,108,523.54	£670,406.92
Working Age (employed) claims	£87,001.08	£2,723,405.00		
Working Age (other) claims	£2,636,403.92			

3.7 There are no locally determined changes to the Rossendale scheme proposed for the current year. Nationally inflationary uprating to benefit entitlement levels and thresholds will be applied to the local scheme

3.8 Government has prescribed changes to be included within local schemes to reflect changes already applicable to the wider benefits system:

- adding a new disregard so that any payments made through the Armed Forces Lesbian, Gay, Bisexual and Transgender Veterans Financial Recognition Scheme does not affect entitlement to a reduction;
- adding a new disregard so that Miscarriage of Justice Compensation payments administered by Ministry of Justice do not affect entitlement to a reduction; and
- adding a new disregard so that Adult Disability Allowance payments made under Scottish Adult Disability Living Allowance Regulations 2025 do not affect entitlement to a reduction where a recipient receives them for a transitional period after moving to England from Scotland.

The Regulations also includes two measures to make it easier for persons to receive a council tax reduction where they are in a country or territory in respect of which the Government advised British nationals to leave, or arranged evacuation:

- Removing, for up to 6 months from the date of the advice or evacuation, the requirement for both working age and pension age claimants to be habitually resident in Great Britain before a reduction can be claimed; and
- allowing a pension age person who normally resides in Great Britain to receive support if they are temporarily absent from home for up to 26 weeks

All these changes are statutory and do not reflect a change in local policy.

4. RISK

- 4.1 The Local Government Finance Bill states that an Authority must make any revision to its scheme, or any replacement scheme, no later than 11th March in the financial year preceding that for which the revision or replacement scheme is to have effect.
- 4.2 If Rossendale did not pass a local scheme by the 11th March, then a default scheme would come into force, this would result in up to 100% relief for all working age customers, rather than the current 80%. The additional relief would have to be funded by Rossendale.

5. SECTION 151 OFFICER COMMENTS (FINANCE)

- 5.1 The budget assumes the continuation of the existing LCTS scheme, which is based on the 20% reduction in support levels. As such, maintaining the existing scheme will have no impact on the Council's financial finances.

6. MONITORING OFFICER COMMENTS (LEGAL)

- 6.1 Under the Local Government Finance Act 2012, it is the duty of the Council to have localised Council Tax Support, in the form of a council tax reduction, each year.

7. INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

- 7.1 An Integrated Impact Assessment is not considered necessary at this stage in relation to the Council's Council Tax support scheme, as the report does not introduce any changes to policy or eligibility and no adverse impacts have been identified. The scheme operates within existing frameworks to support residents experiencing financial difficulty.

8. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

- 8.1 Consultation has been undertaken with Management Team and the Lead Member. There has been no significant policy or equality changes to the scheme.

9. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

- 9.1 A single Council Tax Support scheme will be required after reorganisation. All Lancashire Authorities currently maintain schemes which are based on Housing Benefit regulations, but include local variations.

10. BACKGROUND PAPERS

- 10.1 Council Tax Support Scheme 2025/26
<https://www.rossendale.gov.uk/downloads/file/18398/council-tax-support-scheme-2025-26>

10.2 Prescribed changes to the scheme

<https://www.legislation.gov.uk/uksi/2026/27/contents/made>

Report Title:	Update to Contract Procedure Rules and Publication of Revised Constitution		
Report to:	Governance Working Group Council	Date:	11 th February 2026 4 th March 2026
Report of:	Corporate Procurement Officer	Cabinet Portfolio	Environment and Corporate Services
Cabinet Lead Member	Adrian Lythgoe	Wards Affected	All
Key Decision:	<input type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception <input type="checkbox"/>	Special Urgency <input type="checkbox"/>
Integrated Impact Assessment: Required: No Attached: No			
Contact Officer:	Kevin Fenton-Clough	Telephone:	01706 252472
Email:	kevinfentonclough@rossendalebc.gov.uk		

Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	<input type="checkbox"/>
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	<input type="checkbox"/>
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	<input type="checkbox"/>
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	<input checked="" type="checkbox"/>

1.0 PURPOSE OF THE REPORT & EXECUTIVE SUMMARY

1.1 To request a change of the Council's Constitution Part 5 – Contract Procedure Rules to align it with changes to the Procurement Act 2023.

2.0 RECOMMENDATION(S)

- 2.1 To approve replacing the existing Part 5 - Contract Procedure Rules within the Constitution with the revised version.
- 2.2 That the updated Constitution be published on the Council's website.
- 2.3 That the current Procurement Strategy be removed from the Council's website to simplify the guidance.

3.0 BACKGROUND & REASON FOR THE DECISION

- 3.1 The current Contract Procedure Rules were last updated in March 2025
- 3.2 Some forms were referenced in the current Constitution, which are covered by the Scheme of Delegation process.

- 3.3 The revised Rules address these findings and align with statutory requirements under the Procurement Act 2023.
- 3.4 The current Procurement Strategy published on the Councils website is out of date and dates back to 2009.
- 3.5 Key changes include:
- Removal of redundant forms and adoption of the Scheme of Delegation for approvals, simplifying governance.
 - Integration of Procurement Act 2023 requirements, including:
 - Mandatory checks against the central debarment list.
 - KPI reporting for contracts over £5m.
 - Transparency obligations for advertising and award notices.
 - Clear thresholds and routes to market, with explicit inclusion of VAT in value calculations.
 - Minimum 10% Social Value weighting for contracts over £50k and use of Most Advantageous Tender (MAT) criteria.
 - Strengthened contract management requirements, including annual KPI reviews for high-value contracts.
 - Clarification of pre-procurement considerations such as the introduction of an 'Award report' for £5K to £50K procurements.
 - Change in some responsibilities from Finance to the Corporate Procurement Officer.
- 3.6 These changes improve compliance, transparency, and accountability while simplifying processes for officers.
- 3.7 The revised Rules remove references to unused forms and embed the Scheme of Delegation for all approvals.
- 3.8 They incorporate statutory obligations for transparency, social value, and supplier exclusion checks.
- 3.9 Publication of the updated Constitution and removal of the outdated Procurement Strategy will ensure officers and suppliers access accurate and compliant guidance.
- 3.10 Governance Working Group were consulted on the changes at their meeting on 11th February where they made the following recommendation to Council:
- To approve replacing the existing Part 5 - Contract Procedure Rules within the Constitution with the revised version, but with the following amendment:
 - 5.1 of the appendix would be amended to read as follows "The Procuring Officer must inform **and involve the Corporate Procurement Officer or a member of the Legal Team** for procurements equal to, or in excess of £50,000 prior to commencing the relevant procurement activity. At this point involving representatives from the projects/operations, legal, financial, health and safety and procurement team is required to provide input into the design of the tender and scoring process."
 - That the updated Constitution be published on the Council's website.
 - That the current Procurement Strategy be removed from the Council's website to simplify the guidance.

3.11 The changes recommended by the Governance Working Group are now included in Appendix A.

4.0 RISK

4.1 Failure to adopt the revised Rules risks continued non-compliance with the Procurement Act 2023 and audit recommendations, exposing the Council to legal and reputational risk.

4.2 Retaining the outdated Procurement Strategy may cause confusion and inconsistent practice.

5.0 SECTION 151 OFFICER COMMENTS (FINANCE)

5.1 Strong governance in the area of procurement is a keystone of achieving value for money and this activity along with training for officers will embed the improvements to process and enhance the deployment of Council resources.

6.0 MONITORING OFFICER COMMENTS (LEGAL)

6.1 All legal implications are covered within the body of this report. The existence of robust and well documented governance processes are key to the effective and legal operations of the Council.

7.0 INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

7.1 There are no equality implications.

8.0 POLICY/STRATEGY FRAMEWORK IMPLICATIONS

8.1 Any policy implications are included within the body of the report.

9.0 LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

9.1 To ensure the Council's procurement governance framework is compliant and aligned with statutory requirements in advance of Local Government Reorganisation.

10. BACKGROUND PAPERS

10.1. **Appendix A** - Part 4 v57 Constitution - Part 5 Only - Procurement

10.2 [Procurement Strategy](#)

5. CONTRACT PROCEDURE RULES

Rossendale Borough Council Contract Procedure Rules

1. Introduction and Basic Principles

- 1.1 Rossendale Borough Council ("the Council") has a devolved procurement service [with a central supporting and coordinating officer who is responsible for procurement governance processes](#). Finance controls the key documentation such as the Procurement Strategy and provides advice and guidance on process with responsibility for operational procurement sitting with Procuring Officers across each of the Council service areas.
- 1.2 These Rules are standing orders pursuant to s.135 of the Local Government Act 1972. These Rules must be read in conjunction with the Council's wider Constitution, and any guidance documents issued by ~~Finance~~ [The Corporate Procurement Officer](#).
- 1.3 Compliance with the documents referenced at 1.2 is mandatory for all Members and Officers of the Council, who will ensure that all procurement activity is legally compliant, transparent, fair, and competitive. Members and Officers of the Council must act in a manner which is accountable, consistent, efficient, and responsive. If any Officer does not follow these Rules, this may result in disciplinary action being brought against such an employee by a senior officer responsible for ensuring compliance.
- 1.4 All procurement activity shall adhere to the principles of non-discrimination, transparency, equal treatment, and proportionality, and shall comply with UK law, the Council's Constitution including these Rules, Financial Procedure Rules, Codes of Conduct, and any guidance provided by Finance [and /or the Corporate Procurement Officer](#).
- 1.5 Through the application of these Rules, Members and Officers of the Council will ensure that the Council obtains best value and addresses, in its procurement activity, the local requirements and aspirations for the Borough, which are agreed by Members from time to time and referred to as ['priorities'](#).
- 1.6 These rules apply to all expenditure for the awarding of Contracts, Framework Agreements, DPS', or PDPS' for Supplies, Services, Works, or Concessions where the Council is the contracting authority or commissioner, regardless of the origin of funding for that expenditure. This includes any agent, consultant, or contractual partner acting on behalf of the Council for any procurement expenditure.
- 1.7 Finance shall be responsible for the periodic review of these Rules and may present recommendations for amendment of these Rules for consideration by the Council and subject to the Council's ratification processes.

2. Interpretation & Definitions

- 2.1 Interpretation of these Rules and determination of any procedures to be followed as described in these Rules are the responsibility of the Procuring Officer who, in cases of doubt, must seek advice from Monitoring Officer, Section 151 Officer and/or Internal Audit.
- 2.2 Any sums of money stated in these rules are exclusive of Value Added Tax, unless otherwise stated.
- 2.3 In these Rules, the words or phrases below have the following meanings:

Agreement	Means a legally binding agreement between the Council and the Contractor for the provision of all Supplies, Services, the execution of Works, or Concessions and which incorporates the terms and conditions under which the Supplies, Services, execution of Works and Concessions will be provided. This includes Contracts, Framework Agreements, Dynamic Purchasing Systems, and Flexible/Pseudo-Dynamic Purchasing Systems
Agreement Extension Form	Means the form supplied by Finance for the purpose of recording the extension of an Agreement
Best Value	Has the same meaning as that defined in the Local Government Act 1999 as amended from time to time
Bidders	Means an economic operator that submits a quote or tender
Call-off	Means an order made/call off Contract entered into under a Framework Agreement or DPS
Concessions	Means the granting of a right (Exclusive or otherwise) to an economic operator to exploit works or services provided for their own gain with or without payment
Contract	Means a legally binding agreement between the Council and the Contractor for the procurement by the Council of all Supplies, Services, the execution of Works and which incorporates the terms and conditions under which the Supplies, Services, execution of Works and Concessions will be provided
Contracts Finder	Means the web-based portal provided for the purposes of the Regulations or on behalf of the Cabinet Office
Corporate Social Responsibility (CSR)	Corporate Social Responsibility (CSR) for a supplier refers to the ethical and sustainable practices a supplier adopts to ensure their operations have a positive impact on society, the environment, and stakeholders.
Dynamic Purchasing System (DPS)	Means an electronic system procured using the restricted procedure for the purchase of commonly used Supplies, Services, or Works which are generally available on the market and objectively defined to which all bidders who meet the requirements of the selection criteria must be admitted during the entire period of the validity of the system
Economic Operator	Means any natural or legal person or public entity or group of such person sand/or entities, including any temporary association of undertaking, which offers the execution of Works and/or work, the supply of Supplies or the provision of Services on the market
Exemption/Waiver	Means the release of the obligation to comply with these Rules
Exemption Form	Means the form supplied by Finance for the purpose of recording the Exemption
Financial Procedure Rules	Means the written code of procedures forming part of the Council's constitution which provide a framework for proper financial management and which set out the rules on accounting, audit, administrative procedures and budgeting systems
Flexible Purchasing System (FPS)	See Pseudo-Dynamic Purchasing System
Portal	The Find a Tender Portal accessible on the internet at: www.find-tender.service.gov.uk. The UK government's centralised online platform for publishing and searching public-sector contract notices.
FOI	Freedom of Information Act 2000

Framework Agreement	Means an agreement between one or more authorities and one or more economic operators, the purpose of which is to establish the terms governing Call-Off Contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged
GDPR	General Data Protection Regulations
Internal Audit	The internal audit function of the Council.
IR35	Means Off-payroll working rules.
Key Decision	Has the same meaning as set out in the Council's constitution.
Modification	Means any variation to a Contract, DPS or Framework Agreement, excluding a pre-agreed extension.
Modification Form	Means the form supplied by Finance for the purpose of recording the authorisation of a Modification.
Monitoring Officer	Means the Officer appointed under section 5 of the Local Government and Housing Act 1989, or their substitute as set out under the Constitution.
Officer	Means any employee of the Council which shall include any person engaged by the Council to act as an agent or consultant on its behalf.
Officer Delegation Scheme	Means the scheme identified within the Council's constitution which delegates powers and duties of the Council to officers under Section 101 of the Local Government Act 1972 and other powers enabling such delegation necessary for the discharge of the Council's functions as set out in Part 3 of the Constitution.
Pseudo-Dynamic Purchasing System (PDPS)	Means an altered version of an electronic system that works similarly to a DPS, usually created for Services that fall under the Light Touch regime set out in Regulations.
Procurement Checklist	Means a document which provides details of the procurement activity, authority to commence, and summary of the outcomes.
Procurement Strategy	Means the document which the Council may issue from time to time to set out its procurement objectives.
Procuring Officer	Any Officer who has delegated Authority to undertake procurement actions, e.g. the cost centre budget manager.
Quote	Means a formal offer submitted by a Bidder to supply Supplies, Services, execute Works or operate a Concession Contract at a defined price.
Regulations	Means the Public Contracts Regulations 2015 or Concession Contracts Regulations 2016 as appropriate, and as may be amended from time to time.
Rules	Means these Contract Procedure Rules.
Section 151 Officer	Means the Chief Finance Officer appointed by the Council pursuant to s151 of the Local Government Act 1972, or their substitute as set out under Officer Delegation Scheme.
Services	Means the time, effort and expertise required, by the Council, from time to time, and supplied by a Contractor.
Social Value	Means to have regard to economic, social and environmental well-being in connection with public services contracts; and for connected purposes.
Specification	Means the outputs, outcomes, and the scope and nature of the Supplies, Services, and execution of Works or Concession Contract required by the Council from a procurement activity.
Supplies	Means an inherently useful tangible item required by the Council, from time to time.

Threshold	Means the relevant threshold as stipulated by the Regulations – when calculating whether a contract is over the Threshold the contract value must include VAT.
Tender	Means a formal offer submitted by a Bidder to the Council at a stated price in response to a Specification to supply Supplies, Services, execute Works or operate a Concession Contract.
TUPE	Means the Transfer of Undertakings (Protection of Employment) Regulations 2016 as amended from time to time.
Value for Money	Means the optimum combination of whole-life costs, price quality and benefits to meet the Council’s requirement. Such a term equates to the duty of Best Value as defined by the Local Government Act 1999 as amended from from time to time.
Works	Means the provision of physical activity which is directed towards the production of accomplishment of something by the Contractor, from time to time.

3. Contracts to which these Rules do not apply

3.1 These Rules do not apply to:

- 3.1.1 Employment contracts;
- 3.1.2 Contracts relating solely to the disposal or acquisition of securities;
- 3.1.3 Contracts for the acquisition of an interest in land or property;
- 3.1.4 Contracts for the appointment of Counsel or experts for the purpose of potential legal proceedings;
- 3.1.5 Qualifying contracts between public sector entities;

4. Authority to Carry Out Procurement Activity

4.1 All procurement activity carried out on behalf of the Council must be carried out by a Procuring Officer with appropriate delegated authority as set out in the Council’s Officer Delegation Scheme. The Procuring Officer must ensure that all necessary and correct authorisations to procure has been properly obtained, including member decisions where relevant, prior to the initiation of any procurement activity.

4.2 The Procuring Officer may be required to provide evidence of any decision made and any authorisation granted in respect of any procurement activity.

5. ~~Engagement with Finance~~ Internal Engagement

~~5.1 The Procuring Officer must complete a Procurement Checklist for all procurement activity equal to, or in excess of £50,000 prior to commencing the relevant procurement activity. By completing the Procurement Checklist, the Procuring Officer is confirming that they have the delegated authority to carry out that procurement activity.~~

5.1 The Procuring Officer must inform and involve a member of the Corporate Procurement Officer or a member of the Legal Team for procurements equal to, or in excess of £50,000 prior to commencing the relevant procurement activity. At this point involving representatives from the projects/operations, legal, financial, health and safety and procurement team is required to provide input into the design of the tender and scoring process.

5.2 The Procuring Officer must ensure that any agreement entered into by the Council with a value in excess of £5,000 that is caught by these Rules, is entered on to the Council’s Contracts Register in accordance with Rule 17.

- 5.3 For all agreements between £5000 and £25,000, prior to the commencement of the agreement, the Procuring Officer must submit to [Corporate Procurement Officer](#)~~Finance~~ the completed [Award Report](#)~~Decision Note~~.
- 5.4 For agreements over £50,000 the Procuring Officer must supply to ~~Finance~~[the Corporate Procurement Officer](#) a copy of the signed contract between the Council and the Supplier. In the absence of a formal signed contract, where this has been agreed with the Monitoring Officer, a copy of the Purchase Order must be provided.

6. Pre-Procurement Considerations

6.1 The Procuring Officer must give consideration to the following:

- 6.1.1 The need for the expenditure, its priority, and whether the purchase is ~~a~~[Key Decision approval authority requirements](#);
- 6.1.2 The objectives of the requirement, and any risks associated with it and how to manage them;
- 6.1.3 [In Conjunction with the Corporate Procurement officer identify](#) ~~W~~which procurement method is most likely to achieve the purchasing objectives including use of existing Contracts, Framework Agreements, DPS' etc., or other arrangements;
- 6.1.4 The supply market and whether there are any potential local providers;
- 6.1.5 Social Value;
- 6.1.6 TUPE and consultation with HR and / or Legal Services;
- 6.1.7 IR35 and other tax issues;

Specification

- 6.2 The Procuring Officer must ensure that an appropriate Specification commensurate to the scope of the Supplies, Services, execution of Works, or Concession required is written prior to the commencement of any procurement activity. The Procuring Officer shall ensure that it is drafted in accordance with the standards relevant to the proposed nature of the Supplies, Services, Works, or Concessions required [and includes relevant CSR considerations, such as the use of sustainable materials, local economy impact, social value delivery and ethical supply chain requirements](#).
- 6.3 The Procuring Officer must ascertain any relevant British or international standards which may apply to the requirement and must include those standards or other equivalents in the Specification where they are necessary to describe the required quality.

Market Research and Consultation

- 6.4 Consultation with the supply market, in general terms about the nature, level and standard of the supply, contract packaging, and other relevant matters, prior to issuing competition documents is acceptable provided this does not prejudice or create a conflict of interest regarding any potential Bidders. The Procuring Officer shall follow advice provided by Finance from time to time on how best to undertake this activity and mitigate these risks.

Estimating Value

- 6.5 The total value of the proposed procurement activity shall be estimated in accordance with the formula:
- 6.5.1 Supplies, Services, and Work: Annual estimated value to be awarded under the arrangement multiplied by the proposed agreement period, inclusive of any options to extend and any optional extras / future phases.
- 6.5.2 Concessions: Annual revenue to concessionaire (including any potential gifts, payments, or income to Concessionaire from Council, customers, fines, grants, other

third parties etc. and including Assets they are provided with) multiplied by the proposed agreement period, inclusive of any options to extend.

- 6.6 The procurement activity shall not be split or sub-divided in such a manner as to avoid being caught by these Rules or any part of these Rules, nor shall the total value be calculated in a manner which deliberately avoids exceeding any value threshold identified in these Rules.
- 6.7 Circumstances may arise where a number of low value contracts are given to one Contractor within a ~~12-month~~12-month period. When the value of those contracts is aggregated the effect may be to move the total purchase from one value band to another. This may mean a different procurement method has to be followed to comply with those rules. It may be necessary to seek an exception/waiver of these rules in such circumstances.
- 6.8 From 1 January 2022 when calculating the estimated value of the contract to determine whether the Public Contract regulations apply, the contract value estimation should be inclusive of VAT (where applicable). The following link sets out the Public Contract values - [Microsoft Word - Procurement Policy Note 10:21 - New Thresholds Values and Inclusion of VAT in Contract Estimates.docx \(publishing.service.gov.uk\)](#)

Social Value

- 6.9 The Procuring Officer shall have regard to the Public Services (Social Value) Act 2012 in all appropriate procurement activity. In such appropriate procurement ~~activity~~activity, the Procuring Officer shall determine how the procurement activity under consideration can improve the social, economic and environmental wellbeing of the Borough and the local area in conjunction with the delivery of the subject matter of the procurement activity itself.
- 6.10 The Procuring Officer shall follow advice as provided by ~~Finance~~[The Corporate Procurement Officer](#) from time to time on how best to consider, manage, monitor, and measure Social Value.

Award Criteria

- 6.11 The Procuring Officer must define an award criteria that is appropriate to the procurement activity and designed to secure an outcome ensuring Value for Money for the Council. The award of contract shall be based on the Most Advantageous Tender (MAT) assessed from the Council's view of the requirement in accordance with one of the following:
- 6.11.1 Best price-quality ratio;
 - 6.11.2 Price / cost / income;
- 6.12 Price / cost criteria may consist of: price, cost, and/or lifecycle costing;
- 6.13 Quality criteria may consist of: qualitative, environmental and/or social aspects, technical merit, aesthetic and functional characteristics, accessibility, design, innovative characteristics, and trading conditions, how staff will be utilised to deliver requirements, after sales service, technical assistance, delivery conditions, delivery processes, and delivery period / period of completion.
- 6.14 The Procuring Officer must include a Social Value weighting of at least 10% in all procurement activity of £50,000 or over. Exceptions to this shall only be made following consultation with and as authorised by Monitoring Officer and Section 151 Officer.

7 Pre-Arranged Routes to Market

- 7.1 Where, following the considerations conducted in accordance with Rule 6, it is determined that the route to market shall be by direct award or mini-competition under a suitable established Framework Agreement, DPS, or FPS/PDPS, the Procuring Officer must ensure that the rules

of the Framework Agreement, DPS, or FPS/PDPS are followed. This will supersede the requirements of Rule 8 and 9.

7.2 A Framework Agreement, DPS, or FPS/PDPS must be approved by [FinanceThe Corporate Procurement Officer](#) prior to being used and will be considered suitable where:

7.2.1 It has been established by the Council in accordance with these Rules; or

7.2.2 It has been established by another contracting authority in accordance with UK legislation and the Council has been identified as an eligible contracting authority.

7.3 If an appropriate Framework Agreement is available, it must be considered regardless of value.

8 Thresholds

Threshold	Value	Route to Market
Low Value	Below £5,000	Single Quotation (receipt of 1 quote)
	£5,000 - £24,999	Request for Quotation (receipt of 3 quotes)
Medium Value	£25,000 – £50,000	Request for Quotation (receipt of 3 quotes) or if applicable full tender
	£50,001 - £100,000	Full Tender
High Value Procurement	Over £100,000 Determined by Regulations (Inclusive of VAT)	Full Tender In line with Regulations

9 Low Value Procurement (Below £25,000)

9.1 Low Value procurement is defined as any procurement activity where the total value estimated in accordance with Rule 6.5 is below £25,000.

9.2 Where the total value is estimated to be below £5,000, the Procuring Officer shall obtain at least a single quotation and shall record the process followed and make evidence available to Internal Audit if/when requested. Acceptance of a quotation may be made by the issue of a Purchase Order by the Council. The Procuring Officer shall ensure that when the contract is entered into its value should offer good value for money and be of a standard/quality expected by the Council.

9.3 Where the total value is estimated to be between £5,000 and £24,999.99, the Procuring Officer shall seek undertake a Request for Quotation in accordance with Rule 12. At least three written

quotations shall be invited before a formal purchase order is issued by the Council, specifying the supplies, services or works to be provided.

10 Medium Value Procurement (£25,000-£100,000)

10.1 Medium Value procurement is defined as any procurement activity where the total value estimated in accordance with Rule 6.5 is between £25,000 and £100,000.

10.2 For Contracts between £25,000 - £50,000 the Procuring Officer shall take consideration of the matters under Rule 6 and determine whether a Request for Quotation or Invitation to Tender is most appropriate for their needs. They shall then undertake either a formal Request for Quotation or a formal Invitation to Tender process in accordance with Rule 12 or 13 as appropriate.

10.3 For Contracts between £50,001 - £100,000 the Procuring Officer shall take consideration of the matters under Rule 6 and undertake a formal Invitation to Tender process in accordance with Rule 13.

~~10.4 The Procuring Officer shall, in accordance with Rule 5.1 complete a Procurement Checklist prior to issuing the request for quotation or invitation tender.~~

11 High Value Procurement

11.1 High Value procurement is defined as any contract over £100,000.

11.2 For procurements of over £100,000 prior approval to seek tenders shall be obtained from the Corporate Management Team and Cabinet via a report. The report shall include details of the purchasing process, the proposed contract award procedure including the pre-qualification and/or evaluation criteria to be applied and the necessary delegations to accept the successful bid.

11.3 The Procuring Officer shall undertake the procurement activity in accordance with the most appropriate procedure permitted by the Regulations whilst also ensuring compliance with the principles of Rule 13.

12 Request for Quotation (RfQ)

12.1 A full audit trail, including all documentation and correspondence, is required for all RfQs

12.2 Advertising is not necessary for an RfQ. However, where advertising is considered appropriate, the RfQ shall be advertised to the open market on the Council's website and/or suitable e-procurement portal. Where, an advert is considered appropriate, and the value of the procurement is £25,000 or more, the procurement must also be advertised on Contracts Finder and the Council's website as a minimum. There is no minimum number of quotes to be received where an RfQ has been openly advertised.

12.3 All RfQs that are not being openly advertised, must have a minimum of 3 organisations invited to bid, ideally more, and 3 quotations must be received. Where 3 quotations have not been received, then advice must be sought from the Monitoring Officer and s151 Officer.

12.4 An RfQ must include as a minimum:

12.4.1 An appropriate description of the Supplies, Services, execution of Works, or Concession, setting out the Council's requirements and length of contract;

12.4.2 The terms and conditions that will apply, in accordance with Rule 18;

12.4.3 A description of the award procedure and the applicable evaluation criteria;

12.4.4 Details of the time and date by which the quotation is to be submitted; and

12.4.5 Confirmation that the quotation is prepared at the Bidder's expense and that the Council is not bound to accept any quotation submitted;

12.5 All RfQs must be issued simultaneously to Bidders. Any supplementary information should be provided on the same basis.

12.6 All quotations obtained must be in writing and shall be stored electronically [by the procuring officer](#).

Pre- and Post-Quotation Clarifications

12.7 All pre- and post-quotation clarifications must be conducted in writing, or in a meeting recorded by the Procuring Officer or their substitute. All clarifications and the written record of any meetings must be stored. Where a meeting is required, there should be a minimum of two Officers of the Council in attendance, one of whom shall be the Procuring Officer.

12.8 Post-quotation clarifications may be undertaken with a Bidder only where it is essential to clarify any fundamental aspect of the quotation submission before the completion of the evaluation process.

13 Invitation to Tender (ITT)

13.1 A full audit trail, including all documentation and correspondence, is required for all ITTs

13.2 All ITTs shall be advertised on the Council's website and/or suitable e-procurement portal and on [the Contracts Finder Find a Tender Portal as a Contract Notice](#) as a minimum.

13.3 An ITT must include as a minimum:

13.3.1 An appropriate description of the Supplies, Services, execution of Works, or Concession, setting out the Council's requirements and length of contract;

13.3.2 The terms and conditions that will apply, in accordance with Rule 16;

13.3.3 A description of the award procedure and the applicable evaluation criteria;

13.3.4 A form upon which the Bidder can provide details of its tender ("Form of Tender");

13.3.5 A form upon which the Bidder can confirm that any particulars of its tender have not been disclosed to a third party other than for the necessary purpose of preparation of its tender, including a declaration of canvassing and non-collusion;

13.3.6 A description of the method by which any errors discovered in a submitted tender will be dealt with by the Council; and

13.3.7 Confirmation that the tender is prepared at the Bidder's expense, that the Council is not bound to accept any tender submitted and that the Council is able to award in whole, in part, or not at all; and

[13.3.8](#) Details of the time and date by which the quotation is to be submitted;

~~13.3.8~~ [13.3.9 For all contracts over £5 million, the Contract Manager must ensure that the supplier agrees to and reports on at least three Key Performance Indicators \(KPIs\), in accordance with the Procurement Act 2023.](#)

13.4 All ITTs must be issued simultaneously to Bidders. Any supplementary information should be provided on the same basis.

13.5 All communications with Bidders in respect of an ITT, its subsequent evaluation, and award must be in writing and shall be stored electronically.

Pre- and Post-Tender Clarifications

13.6 All pre- and post-tender clarifications must be conducted in writing, or in a meeting recorded by the Procuring Officer. All clarifications and the written record of any meetings must be

stored electronically. Where a meeting is required, there should be a minimum of two Officers of the Council in attendance, one of whom shall be the Procuring Officer.

- 13.7 Post-tender clarifications may be undertaken with a Bidder only where it is essential to clarify any fundamental aspect of the tender submission before the completion of the tender evaluation process.

Verifying and Opening Tenders

- 13.8 All Medium Value and High Value procurements undertaken under Rule 13 shall be opened and/or verified by Legal Services or their nominated representative together with the Procuring Officer or their nominated representative. All procurements undertaken under Rules 9 and 12 may be opened by the Procuring Officer.

- 13.9 No paper tenders will be accepted. Only in exceptional circumstances and where there is agreement from the Monitoring Officer and the Section 151 Officer prior to the tender being issued will paper tenders be allowed. If, in exceptional circumstances, paper tenders are permitted the submission shall be in a plain, securely sealed envelope, or in any special envelope provided by the Council for the purpose. Such envelopes shall in no way indicate the identity of the sender.

14 Submission and Receipt of Quotations and Tenders

- 14.1 Bidders must be given a reasonable period, consistent with the complexity of the requirement, in which to prepare and submit a proper quotation or tender.

- 14.2 All electronic tenders shall be considered only if they are delivered to tenders@rossendalebc.gov.uk prior to the closing deadline.

- 14.3 All tenders received shall remain unopened and secure until the appointed time for opening.

- 14.4 Opening of tenders must be contemporaneously recorded in terms of date opened, details of individual tenderer and submitted price and those present during the opening.

- 14.5 If a quotation or tender is considered to be abnormally low, the Procuring Officer must take advice from [FinanceThe Corporate Procurement Officer](#) on how to proceed. Any decision taken must be recorded and stored electronically.

- 14.6 Any quotation or tender submitted after the date and time specified for submission in the RfQ or ITT shall only be accepted for consideration by the Council following agreement by the Monitoring Officer and the Section 151 Officer.

- 14.7 If fewer than the required minimum number of quotations are received in accordance with Rule 12.3, the Procuring Officer must take advice from [FinanceThe Corporate Procurement Officer](#). Any decision taken must be recorded and stored electronically.

15 Amendment of Quotations and Tenders

- 15.1 The Council may accept amendments to quotations and tenders, providing such amendments are made before the date and time specified for submission in the RfQ or ITT. Bidders submitting amendments in accordance with this Rule should resubmit a new quotation or tender and clearly identify which quotation or tender is correct and shall be considered by the Council.

- 15.2 An amendment to a quotation or tender after the date and time specified for submission in the RfQ or ITT shall be limited to correction of arithmetical error. Approval for any such amendment

shall be obtained from the Monitoring Officer and Section 151 Officer, recorded and stored electronically.

16 Evaluation of Quotations and Tenders

16.1 All compliant quotations and tenders, including quotations obtained by mini-competition under Framework Agreements, DPS', or FPS'/PDPS', must be checked by the Procuring Officer to ensure that they are arithmetically correct. Arithmetical errors shall be notified to the relevant Bidders. Arithmetical errors shall be dealt with as follows:

16.1.1 Lump sum price. The Bidder shall confirm or withdraw the quotation or tender; or

16.1.2 Quantities and rates. The Bidder shall resubmit the quotation or tender, correcting the arithmetical errors; the revised total will be used for the purpose of evaluation and, where applicable, acceptance.

16.2 All evaluations including an explanation of the scoring shall be recorded and stored electronically.

16.3 For Low Value and Medium Value Procurements, following evaluation, the Procuring Officer may obtain a best and final offer from all Bidders, a range of Bidders, or only the Bidder whose submitted quotation or tender is the most economically advantageous, whichever is deemed most appropriate. This process must follow the agreed process.

17 Contracting Formalities Award

17.1 Subject to the Council's ability to proceed to award, that award shall be made on the basis of the winning quotation or tender in accordance with the evaluation criteria used.

17.2 Where the quotation or tender is not within the approved budget, but where additional budgetary provision is available, the Procuring Officer may proceed to award subject to receipt of approval from the Section 151 Officer and in accordance with the Council's Financial Procedure Rules.

17.3 Approval to award must be given in accordance with the Council's Officer Delegation Scheme:-

- I. For all Low Value Contracts up to £25,000 the decision to award a contract shall be made by the head of service [and recorded on award notice.](#)
- II. For all Medium Value contracts £25,000 - £100,000 the decision to award a contract shall be made by the head of service and approved by the Corporate Management Team and relevant Lead Member via a Scheme of Delegation.
- III. For all High Value Contracts over £100,000 the decision to award a contract shall be made by the officer the decision has been delegated to by Cabinet or Council and approved by the Corporate Management Team and relevant Lead Member, via a Scheme of Delegation.

17.4 Only Full Council can accept a tender that would require an increase in the Council's total revenue or capital budget.

~~17.5 The Procurement Checklist must be updated with the award decision.~~

~~17.6~~

~~17.7~~ 17.5 Award of a High Value procurement agreement shall comply with the process defined for the selected procedure in the Regulations, including adherence to any standstill procedure and the publication of award procedure.

~~17.8~~ 17.6 The award of any openly advertised RfQ or ITT in excess of £25,000 shall be published on [Contracts Finder](#) [Find a Tender](#) [the Portal](#) by the Procuring Officer; ~~in a reasonable~~ [as a](#) [An](#)

~~47.9~~17.7 Once the decision to award a quotation or tender is made, each Bidder must be notified in writing of the outcome. All Bidders must be notified simultaneously and as soon as possible of the intention to award the Contract to the successful Bidder(s).

~~47.10~~17.8 All Bidders should be informed of the relative advantages of the winning quotation(s) or tender(s) in comparison to their own whilst retaining confidentiality.

~~47.11~~17.9 The Procuring Officer is responsible for providing the required notifications to Bidders

Enquiries Concerning the Award Process

~~47.12~~17.10 The identity of Bidders and confidentiality of process shall be preserved at all times insofar as this is compatible with the Council's obligations under the FOIA and GDPR.

~~47.13~~17.11 If the Council receives a request for information to the relevant Officer of the Council who deals with such requests, the Procuring Officer will be responsible for responding to the request.

~~47.14~~17.12 Any challenges, complaints or requests for feedback, clarification, or further information must be referred to the Monitoring Officer who will advise on how to respond.

Agreement Provisions

~~47.15~~17.13 All Contracts below £50,000 may be awarded by a Council issued Purchase Order. All Agreements equal to and exceeding £50,000 must be in writing and set out the parties' rights, obligations and risk allocations. All Agreements shall be on the Council's standard terms and conditions and/or industry standard contract appropriate to the procurement activity undertaken, unless otherwise agreed with the Monitoring Officer.

Agreement Formalities

~~47.16~~17.14 Once a decision to award has been made in accordance with Rule 16.3, the Agreement must be either:

~~47.16.1~~17.14.1 A Purchase Order (where appropriate and the value is below £50,000)

~~47.16.2~~17.14.2 Signed by Officer(s) of the Council authorised to award the Agreement in accordance with the Council's Officer Delegation Scheme, or

~~47.16.3~~17.14.3 Sealed in accordance with Rules 16.21

~~47.17~~17.15 Every contract having an estimated total value of £50,000 and above, and any other case where the Monitoring Officer so decides shall be in writing.

~~47.18~~17.16 Every such contract entered into by the Council shall be in a form approved by the Monitoring Officer and shall be signed by a duly authorised officer(s) of the Council or made under the common seal of the Council in accordance with the Council's Constitution. The Monitoring Officer will specify when electronic signatures are appropriate.

~~47.19~~17.17 Two copies of the Agreement, including all schedules and appendices must each be signed by all parties. The Procuring Officer should provide appropriate instructions to Legal Services to enable them to transmit either two printed and bound copies or an electronic copy of the entire Agreement to the successful Bidder for signature. If the transmission is electronic, the Bidder shall be asked to print and bind two copies prior to signature.

~~47.20~~17.18 Legal Services must ensure that the person signing on behalf of the Bidder has requisite legal authority to bind the Bidder.

~~47.21~~17.19 Before arranging for the returned copies of the Agreement to be signed or sealed on behalf of the Council, officers must check that the returned signed Agreement copies have not been amended or altered by the Bidder without prior written agreement by the Council.

~~47.22~~17.20 All Agreements must be signed prior to commencement. In exceptional circumstances, the Monitoring Officer may approve commencement of an Agreement prior to finalisation of these agreement formalities.

~~47.23~~17.21 Once executed, the Council shall retain one original of the complete Agreement documents and Legal Services shall ensure that one copy of the complete Agreement documents is provided to the Bidder. An electronic copy of the Agreement must be stored in the agreed central location.

~~47.24~~17.22 A Purchase Order must be raised by the Procuring Officer for all Agreements incurring expenditure. That Purchase Order must reference the terms and conditions of agreement signed.

Agreement under Seal

~~47.25~~17.23 A contract must be sealed in one of the following circumstances:

~~47.25.1~~17.23.1 The total value is in excess of £100,000

~~47.25.2~~17.23.2 The Council wishes to extend the liability period under the Agreement and enforce its terms for up to 12 years; or

~~47.25.3~~17.23.3 The price to be paid or received under the Agreement is a nominal price and does not reflect the value of the Supplies or Services.

~~47.26~~17.24 The seal must be affixed in accordance with the provisions of the Council's Constitution.

Transfer / Novation of Agreement

~~47.27~~17.25 An Agreement shall only be transferred / novated if such transfer is approved by the Monitoring Officer and Section 151 Officer, or their nominees in accordance with the Council's Officer Delegation Scheme.

18 Contracts Register

18.1 All Contracts in excess of £5,000 awarded by the Council must be published on the Council's Contracts Register in accordance with the Local Government Transparency Code 2015.

18.2 The Council's Contracts Register shall be maintained by [FinanceThe Corporate Procurement Officer](#).

18.3 It is the responsibility of the Procuring Officer to ensure that they have informed [FinanceThe Corporate Procurement Officer](#) of the Agreements they are responsible for and updated the Council's Contracts Register accordingly.

19 Extending Agreements

19.1 Where an Agreement entered into by the Council in accordance with these Rules includes a provision for extension beyond its initial term, such extension shall only be made following consultation with and as authorised by the Monitoring Officer and Section 151 Officer prior to the end of the initial term.

- 19.2 Any extension shall only be in accordance with the provisions set out for such extension in the original Agreement.
- 19.3 No activity connected with the proposed extension should be commenced, nor should any commitment be made to the supplier, prior to authorisation.
- 19.4 Where an Agreement entered into by the Council does not include a provision for extension, or all extension provisions have been used, then this will be considered a Modification.

Extension Procedure

- 19.5 The Procuring Officer must complete and submit ~~an Agreement Extension Form~~ [Scheme of Delegation unless already approved as part of the original procurement](#) providing full details of the extension request and any supporting/supplementary documentation.
- 19.6 An extension request will not be approved until the ~~extension form~~ [Scheme of Delegation, if required,](#) has been signed by the Monitoring Officer and Section 151 Officer, or their nominees in accordance with the Council's Officer Delegation Scheme.
- 19.7 The completed and signed [Scheme of Delegation](#) ~~Extension Form~~, approving the extension and stating the reasons for that approval, shall be stored electronically.

20 Modification of Agreements

- 20.1 An existing Agreement shall only be modified during its term following consultation and approval by the Monitoring Officer and Section 151 Officer.
- 20.2 Any modifications should be necessary and reasonable in the circumstances, and the Procuring Officer should be satisfied that it offers value for money and they have explored the delivery of additional Social Value from the supplier where appropriate.
- 20.3 Modification to any Agreement to which the Regulations apply, must also comply with appropriate requirements as set out in the Regulations, and relevant Modification Notices published in [Find a Tender](#) [the Portal](#) Service as necessary.
- 20.4 A Modification to an Agreement cannot be authorised where it would contravene the Regulations.
- [20.5](#) No activity connected with the proposed modification should be commenced, nor should any commitment be made to the supplier, prior to authorisation.

~~20.5~~ [20.6](#) The Modification Process is set out from Rule 21.6

21 Exemptions from the Contract Procedure Rules

- 21.1 An Exemption from these Rules will only be permitted in the following circumstances:
- 21.1.1 The arrangement is a permitted exemption from the requirement for competition contained in legislation; or
 - 21.1.2 To comply with legal requirements; or
 - 21.1.3 The arrangement is required to fulfil Returning Officer duties; or
 - 21.1.4 The Agreement is for Supplies, Services or the execution of Works which are required in circumstances of extreme urgency or unforeseeable emergency involving risks to persons, property or serious disruption to Council services; or
 - 21.1.5 Repairs or parts; if the only option is to repair or buy new parts for existing equipment or buildings, and there is only one supplier; or

- 21.1.6 Where a service review includes the intention to co-terminate relevant Agreements to support future collaboration; or
- 21.1.7 Proprietary or patented Supplies or Services are proposed to be purchased which are only obtainable from one person, and it can be demonstrated that no reasonably satisfactory alternative to those proprietary or patented Supplies is available; or
- 21.1.8 The Procuring Officer can demonstrate that no genuine competition can be obtained in respect of the purchase of particular Supplies, Services or execution of Works; or
- 21.1.9 The Procuring Officer can demonstrate that the Services or execution of Works are of such a specialist nature that they can only be carried out by one person (e.g. statutory undertakers); or
- 21.1.10 Supplies are proposed to be purchased by or on behalf of the Council at a public auction; or
- ~~21.1.11~~ Supplies or Services are proposed to be purchased which are of a specialist or unique nature (such as antiquities for museums or a particular performance artist); or
- 21.1.11
- 21.1.12 In the opinion of the s.151 officer compliance with the Rules would cause the Council to incur a material financial loss or miss a critical opportunity to mitigate such loss; and
- 21.1.13 The exemption is demonstrably in the best interests of the Council and its stakeholders; and
- ~~21.1.12~~21.1.14 The decision is documented, including the rationale, estimated financial impact, and any alternative options considered.
- 21.2 Where the Agreement is of a value where the Regulations apply, in addition to the above circumstances at 21.1, the appropriate requirements of the Regulations must also be met. There is no legal route to seek an Exemption for a Concession.
- 21.3 An Exemption from these Rules cannot be authorised where it would contravene the Regulations.
- 21.4 No commitment shall be made by the Council to the proposed Supplier prior to authorisation of a requested Exemption.
- 21.5 The Exemption Process is set out from Rule 21.6
- Exemption and Modification Procedure**
- 21.6 The Procuring Officer must complete and submit to the Monitoring Officer and Section 151 Officer for consideration and review, Scheme of Delegation an Exemption Form / Modification Form providing full details of the request and any supporting/supplementary documentation.
- 21.7 A request will not be approved until the form has been signed by the Monitoring Officer and Section 151 Officer, or their nominees in accordance with the Council's Officer Delegation Scheme.
- 21.8 In circumstances of extreme urgency, the Monitoring Officer and Section 151 Officer may authorise an Exemption / Modification in writing without the need to complete a form before the award is made. The Exemption/Modification Scheme of Delegation form must be submitted be completed ~~as per 20.6~~ as soon as is reasonably practicable, and including reasoning for the extreme urgency, but no later than 10 working days of the decision being made.-
- 21.9 The completed and signed form, approving the request and stating the reasons for that approval, shall be stored electronically.
- 21.10 The Procuring Officer shall ensure that the agreement awarded / modified following agreement to a request complies with Rules 17.

22 Declarations of Interest, Anti-Bribery and Corruption

22.1 Members and Officers of the Council must declare any interest which could influence their judgement in relation to procurement activity in accordance with the Council's Codes of Conduct.

22.2 No gifts or hospitality should be accepted from any Bidders involved in procurement activity except in accordance with the Council's Codes of Conduct.

22.3 The Council shall exclude suppliers from procurement processes where they are listed on the central debarment list under the Procurement Act 2023, or where there is evidence of economic crime, unethical practices, or poor performance. Procuring Officers must check the debarment list prior to award and document any exclusion decisions.

23 Contract Management

23.1 All Agreements must have a Council Contract Manager ("Contract Manager") for the entirety of the Contract. If a named Contract Manager is not identified, the Procuring Officer will fulfil the role of Contract Manager.

23.2 The Contract Manager will be responsible for reviewing, monitoring and evaluating the Agreement to ensure that its provisions are being followed and performed in accordance with the Council's requirements with respect to:

23.2.1 Performance (against agreed KPIs, where relevant, including Social Value commitments);

23.2.2 Compliance with specification and contract;

23.2.3 Cost;

23.2.4 Any Best Value duties;

23.2.5 Continuous Improvement;

23.2.6 User satisfaction; and

23.2.7 Risk management

23.3 For all contracts over £5 million, the Contract Manager must ensure that the supplier agrees to and reports on at least three Key Performance Indicators (KPIs), in accordance with the Procurement Act 2023. These KPIs must be reviewed at least annually and reported to FinanceThe Corporate Procurement Officer and relevant stakeholders and should include, where applicable:

23.3.1 Environmental impact (e.g. carbon reduction, waste minimisation)

23.3.2 Delivery of social value commitments

23.3.3 Supply chain transparency and ethical sourcing.

24 Document Retention

24.1 All records in relation to the award of Agreements with a value of £5,000 or over, their associated procurement process, and their supporting documentation shall be stored centrally in an electronic filing system to be available for inspection by the Council's internal and external auditors, or an Officer of the Council, immediately upon request.

24.2 Such records will be retained in accordance with relevant regulations applicable to electronic record retention and in accordance with a procurement document retention schedule.