

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 24 FEBRUARY 2016** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

	Time Allocation
PRAYER	2 Minutes.
The Venerable Hugh McCurdy, Archdeacon of Huntingdon and Wisbech will open the meeting with prayer.	
APOLOGIES	2 Minutes.
CHAIRMAN'S ANNOUNCEMENTS	10 Minutes.
1. MINUTES (Pages 7 - 22)	5 Minutes.
To approve as a correct record the Minutes of the meetings held on 16th December 2015.	
2. MEMBERS INTERESTS	2 Minutes.
To receive from Members, declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.	
3. PETITIONS	
(a) 'NO! to 50-60 houses at St Ives Town Football Club'.	
Councillor J W Davies to present a petition on behalf of 543 signatories regarding support for the District Council's decision to refuse the application for 50-60 homes on the site of the St Ives football club. The petition statement is as follows:-	
"We support Huntingdonshire District Council's decision to refuse the application for 50-60 homes on the site of the football club. Furthermore, we object to the football club formally appealing the decision against the wishes of the local community."	
(b) Huntingdonshire Shopmobility	
A petition will be presented on behalf of 502 signatories concerning the decision by the District Council's Cabinet to cease funding to the Huntingdon Shopmobility with no further grant award for 2016/17. The petition statement is as follows:-	
"Hunt's Shopmobility has been in Huntingdon since 2006 providing safe and insured scooters and wheelchairs for members of the public who are either permanently or temporarily mobility impaired.	

On 25th January we were told that our funding from HDC was being withdrawn and that includes our accommodation (the Porta Cabin) in which we are based. We are proposing that HDC reconsider the latter and provide one more year of accommodation giving us the opportunity to find alternative arrangements.”

4. ITEMS FOR DECISION

(a) 2016/17 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY (2017/18 TO 2020/21) (Pages 23 - 128)

The Executive Councillor for Resources, Councillor J A Gray to present the 2016/17 Budget, the Medium Term Financial Strategy (MTFS) for 2017/18 – 2020/21, the related Prudential Indicators and the Treasury Management Strategy for 2016/17 for approval. In accordance with Section 30 (2) of the Local Government Finance Act 1992, the Council will be required to approve resolutions as to the levels of Council Tax in 2016/17 for the various parts of Huntingdonshire District. A report by the Head of Resources is enclosed.

60 Minutes.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the Council will be asked to resolve that a recorded vote be taken on the conclusion of debate on this item.

(The recommendations of the Cabinet are included within the report of their meeting on 11th February 2016. See item 7a.)

(b) PAY POLICY STATEMENT 2016/17 (Pages 129 - 136)

In compliance with the requirements of Section 38 of the Localism Act 2011, the Executive Councillor for Organisational Development, Councillor S Cawley to present the Pay Policy Statement for 2016/17 to the Council for approval.

5 Minutes.

(The recommendations of the Employment Panel are included in the report of their meeting on 3rd February 2016. See Agenda Item 7b).

(c) ST NEOTS NEIGHBOURHOOD PLAN (Pages 137 - 140)

Following the referendum held on Thursday, 4 February 2016 to consider a report by the Head of Development.

5 Minutes.

(A copy of the St Neots Neighbourhood Plan 2014 – 2029 has been circulated to all Members separately and is available to view on the Council’s website).

5. COUNCIL DEBATE - DEVOLUTION IN CAMBRIDGESHIRE AND PETERBOROUGH 30 Minutes.

The Executive Leader, Councillor J D Ablewhite will open the debate and there will be a presentation from the Managing Director, Mrs Jo Lancaster.

(A copy of the 'Cambridgeshire and Peterborough Devolution Proposal for negotiation with Government' has been circulated to all Members of the Council only).

6. **QUESTIONS TO MEMBERS OF THE CABINET** **15 Minutes.**
7. **REPORTS OF THE CABINET, PANELS AND COMMITTEES** **20 Minutes.**
- (a) Cabinet (Pages 141 - 152)
 - (b) Employment Panel (Pages 153 - 158)
 - (c) Development Management Panel (Pages 159 - 160)
 - (d) Overview and Scrutiny (Finance and Performance) (Pages 161 - 166)
 - (e) Overview and Scrutiny Panel (Communities and Customers) (Pages 167 - 174)
 - (f) Overview and Scrutiny Panel (Economy and Growth) (Pages 175 - 182)
8. **VARIATION TO THE MEMBERSHIP OF COMMITTEES AND PANELS, ETC** **5 Minutes.**
- (a) To appoint 8 Members to a working group for the purpose of reviewing electoral arrangements.

(NB – To achieve a political balance the working group should comprise 5 Members from the Conservative Group, 1 Member from the Liberal Democrat Group, 1 Member from the UK Independence Party and 1 Non-aligned Independent).
 - (b) Group Leaders to report on variations to the Membership of Committees and Panels, if necessary.

Dated this 16th day of February 2016



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*
 - (i) *your spouse or civil partner; or*
 - (ii) *a person with whom you are living as husband and wife; or*
 - (iii) *a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.

- (3) *Disclosable pecuniary interests includes -*
- (a) any employment or profession carried out for profit or gain;
 - (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
 - (c) any current contracts with the Council;
 - (d) any beneficial interest in land/property within the Council's area;
 - (e) any licence for a month or longer to occupy land in the Council's area;
 - (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
 - (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Non-Statutory Disclosable Interests

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
 - (b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or
 - (c) it relates to or is likely to affect any body –
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

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www.huntingdonshire.gov.uk (under Councils and Democracy).

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the SPECIAL meeting of the COUNCIL held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 16 December 2015.

PRESENT: Councillor P L E Bucknell – Chairman.

Councillors J D Ablewhite, T D Alban, K M Baker, D Brown, G J Bull, R C Carter, S Cawley, B S Chapman, Mrs S Conboy, S J Criswell, Mrs A D Curtis, J W Davies, D B Dew, Mrs L A Duffy, M Francis, R Fuller, I D Gardener, L George, D A Giles, J A Gray, S Greenall, A Hansard, D Harty, T Hayward, R B Howe, Mrs P A Jordan, P Kadewere, Ms L Kadic, Mrs R E Mathews, D J Mead, J P Morris, J M Palmer, P D Reeve, Mrs D C Reynolds, T D Sanderson, M F Shellens, R G Tuplin, D M Tysoe, K D Wainwright, R J West and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors I C Bates, Mrs B E Boddington, E R Butler, K J Churchill, Mrs A Dickinson, R S Farrer, R Harrison, B Hyland, S M Van De Kerkhove and M C Oliver.

IN ATTENDANCE: M G Baker and P G Mitchell

53. PRAYER

The Reverend A Milton, Vicar of All Saints and St. Mary's, Huntingdon, opened the meeting with prayer.

54. MEMBERS' INTERESTS

No declarations were received.

55. CONFERMENT OF THE TITLES OF HONORARY ALDERMAN: SECTION 249, LOCAL GOVERNMENT ACT 1972

By way of a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) the Council was reminded that they had agreed to introduce titles of Honorary Aldermen and Honorary Alderwomen for current and future Members of the Council who cumulatively had served a minimum of 12 years as an elected Councillor on the District Council.

The Chairman invited Messrs M G Baker and P G Mitchell to join the meeting. Following tributes to Messrs Baker and Mitchell for the contribution they had made to public life and the community of Huntingdonshire it was moved by the Chairman, Councillor P L E Bucknell and seconded by the Vice-Chairman, Councillor R J West and

RESOLVED

that, in sincere appreciation of distinguished public service, the title of Honorary Alderman be conferred upon former Councillors M G Baker and P G Mitchell in accordance with Section 249 of the Local Government Act 1972.

Therefore and having invited them to approach the dias, the Chairman presented Messrs Baker and Mitchell with a certificate in recognition of the title of Alderman and Alderman insignia to be worn on occasions when required to attend civic functions on behalf of the Council. Messrs Baker and Mitchell expressed their appreciation to the Council for the warmth of their reception and added that it had been a pleasure to work with all Councillors over their years of service on the District Council.

The meeting ended at 7.10pm

Chairman

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the SPECIAL meeting of the COUNCIL held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 16 December 2015.

PRESENT: Councillor P L E Bucknell – Chairman.

Councillors J D Ablewhite, T D Alban, K M Baker, D Brown, G J Bull, R C Carter, S Cawley, B S Chapman, Mrs S Conboy, S J Criswell, Mrs A D Curtis, J W Davies, D B Dew, Mrs L A Duffy, M Francis, R Fuller, I D Gardener, L George, D A Giles, J A Gray, S Greenall, A Hansard, D Harty, T Hayward, R B Howe, Mrs P A Jordan, P Kadewere, Ms L Kadic, D J Mead, J P Morris, J M Palmer, P D Reeve, Mrs D C Reynolds, T D Sanderson, M F Shellens, R G Tuplin, D M Tysoe, K D Wainwright, R J West and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors I C Bates, Mrs B E Boddington, E R Butler, K J Churchill, Mrs A Dickinson, R S Farrer, R Harrison, B Hyland, S M Van De Kerkhove, Mrs R E Mathews and M C Oliver.

41. MEMBERS' INTERESTS

No declarations were received.

42. CONSIDERATION OF MOVING TO ALL-OUT ELECTIONS

Further to Item No. 30 of the meeting of the Council held on 30th September 2015 and in conjunction with a report by the Managing Director (a copy of which is appended in the Minute Book) the Managing Director acquainted Members with details of the results of the responses received during the consultation of the Council's election frequency. Members were reminded that the consultation had been undertaken as part of the review by the Local Government Boundary Commission for England (LGBCE) of the Council's electoral arrangements. It was noted that this resolution required two-thirds of those present and voting in order for it to be passed.

The Chairman drew Members attention to the recommendation of the Standards Committee to retain elections by thirds (Item No. 8 of their report refers of the Council meeting held on 16th December 2015) and discussion ensued on the advantages and disadvantages of moving to all-out elections or retaining elections by thirds. Concern was expressed regarding the potential difficulty of Councillors currently representing large rural wards and the further difficulties that

Members would experience if elections by thirds are retained, as the requirement would be for a three Member ward.

Members shared the view that preference was to retain the existing warding pattern, however concern was also expressed regarding the confusion for voters with elections three out of every four years leading to voter apathy and decreased turnout.

Councillor P D Reeve outlined his support for the recommendation of the Standards Committee, thereby allowing electors the right for their voice to be heard each year. Whereupon, Councillor Ms L A Duffy moved the recommendation (b) and it was duly seconded by Councillor P D Reeve and upon being put to the vote the Motion was declared to be lost.

The Executive Leader, J D Ablewhite, reminded Members of the cross party Working Group that had been established to review the electoral arrangements and the decision that had been taken by the Council to retain a membership of 52 Councillors. Whereupon, the Chairman moved the recommendations of the report (a) and (c) which were duly seconded by the Executive Leader, Councillor J D Ablewhite and

RESOLVED

that a recorded vote be taken on this item.

It having been previously moved and seconded, upon being put to the vote it was further

RESOLVED

(a) to move from elections by thirds to all-out elections with effect from the ordinary day of elections in May 2018; and

(b) to make an order to change the ordinary day of elections for parishes in the District so that they all elect councillors in 2018 and every four years thereafter.

Voting on recommendations (a) and (b) resulted in 39 votes in favour and 2 votes against, thereby achieving the required two-thirds of those present and voting in order for it to be passed.

The meeting ended at 7.35pm.

Chairman

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN (ON THE RISING OF THE SPECIAL MEETING) on Wednesday, 16 December 2015.

PRESENT: Councillor P L E Bucknell – Chairman.

Councillors J D Ablewhite, T D Alban, K M Baker, D Brown, G J Bull, R C Carter, S Cawley, B S Chapman, Mrs S Conboy, S J Criswell, Mrs A D Curtis, J W Davies, D B Dew, Mrs L A Duffy, M Francis, R Fuller, I D Gardener, L George, D A Giles, J A Gray, S Greenall, A Hansard, D Harty, T Hayward, R B Howe, Mrs P A Jordan, P Kadewere, Ms L Kadic, D J Mead, J P Morris, J M Palmer, P D Reeve, T D Sanderson, M F Shellens, R G Tuplin, D M Tysoe, K D Wainwright, R J West and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors I C Bates, Mrs B E Boddington, E R Butler, K J Churchill, Mrs A Dickinson, R S Farrer, R Harrison, B Hyland, S M Van De Kerkhove, Mrs R E Mathews, M C Oliver and Mrs D C Reynolds.

43. CHAIRMAN'S ANNOUNCEMENTS

The Chairman presented to the Council an account of the activities both he and the Vice-Chairman Councillor R J West had attended since the last meeting. The Chairman had commended his Vice-Chairman and Assistant, Mrs B Morrison, in the arrangements to support the large volume of events over this period. Attendance had included the opening of new classrooms at Kimbolton School with Councillor J A Gray, Hunts Post Awards, visit to Huntingdon Mail Sorting Office and particular mention was made of the school visit to the Civic Suite which resulted in a lively debate.

The Vice-Chairman reported upon the 450th anniversary of Hinchingsbrooke School, Huntingdon with attendance by the Duke of Gloucester, the Royal Anglian Freedom March in St Neots, flag raising at the Battle of Britain Commemoration and signing of the equity pledge at Queens College, Cambridge.

44. MINUTES

The Minutes of the meeting of the Council held on 30th September 2015 were approved as a correct record and signed by the Chairman.

45. MEMBERS' INTERESTS

No declarations were received.

46. BY ELECTION - HUNTINGDON EAST WARD

The Chairman introduced Councillor S Greenall who had been elected to the office of District Councillor for the Huntingdon East Ward at a by election held on 10th December 2015.

47. CAMBRIDGESHIRE FIRE AND RESCUE SERVICE - LOOKING FORWARD

The Chairman welcomed to the meeting Sir P Brown, Chairman of Cambridgeshire Fire and Rescue Service, accompanied by Mr C Strickland, Acting Chief Fire Officer of Cambridgeshire Fire and Rescue Service who had been invited to the meeting to address the Council. A copy of the PowerPoint presentation and handout is appended in the Minute Book.

Sir P Brown opened the discussion by referring to the difficulties experienced by local councillors with the reduction in services through budget cuts and similar effects on the Fire and Rescue Service resulting in an assessment of how to operate more efficiently. Sir P Brown reported that he had been proud to serve as Chairman of the Service for the past three years and had been working with the senior management team on changes to their structure and reviewing the budgets. Members noted that the number of call outs to domestic fires had reduced, which could be attributable to an increase in the number of community visits by Fire Officers to educate on fire prevention.

Mr Strickland continued the discussion by informing Members of his position as Acting Chief Fire Officer that would be made permanent in June 2016. Mr Strickland explained the past 4 years had seen a great period of change, the biggest in 32 years of the Service. The Council noted that £4m had been removed from the £30m budget and a further £3m of savings needed to be identified over the forthcoming 3-4 years. Despite these reductions, it was reported that the Service remained the cheapest in the UK per head of population.

Focussing on the forthcoming year, Mr Strickland outlined to Members details of the staffing restructure at senior management level, involving the departure of the existing Chief Fire Officer in April 2016 and Director of Support resulting in a saving of £200k per annum. The focus for the forthcoming year would be collaboration, involving work on inter service. Members noted that Cambridgeshire was the first service to merge its community function with Suffolk Fire and Rescue Service, with an operation base in Cambridgeshire and a saving of £400k per annum. The Council also noted a number of other collaborative services, including Service Transformation and Efficiency Programme with Bedfordshire, Devon and Somerset Fire and Rescue Services and combined ICT, Geographical Information System and Incident Command Unit with Bedfordshire Fire and Rescue Service.

Mr Strickland informed Members of the collaborative work with utilisation of Fire Stations by Cambridgeshire Police the East of

England Ambulance Service. Members were also acquainted with extensive work provided by the Service working with public and private sector partners, with particular focus on a scheme working with disadvantaged youths over a 12 week period. The Council noted the biggest achievement of the Service in creating a new Fire Station in Cambridge, including flats above, through a profit share with a private sector partner.

Mr Strickland went on to outline priority projects in programme management. This included the relocation of Huntingdon Fire Station and Training Centre, new fire uniform for the crews to ensure fire fighters are equipped with optimum modern protective clothing and the on-call review. Cambridgeshire is largely operated as an on-call service, with predominantly part time staff and it was reported that it was becoming an issue to retain on-call staff. As a result a review was being undertaken of different ways to retain on-call staff and delivering the service through better coverage.

Members were acquainted with the background to the major project of the relocation of Huntingdon Fire Station and Service Headquarters and the expense of maintaining the current out of date buildings. Mr Strickland outlined the proposals for potential relocation to Alconbury or St John's Park, Huntingdon as a combined centre for both and the associated costs of relocation and sale of existing assets. The latter location had been selected as the preferred site that would allow better access to main trunk roads in the area.

In response to a question from Councillor D A Giles on how to address the issue of an increased fire hazard with hoarding properties, Mr Strickland explained that the Service had been working with the Police and local authorities to identify such properties and work to alleviate these problems.

The Executive Leader, Councillor J D Ablewhite, praised the Service for the work that they had undertaken under some particularly difficult circumstances and referred to their innovative approach that the Council could learn from. In referring to their wider public estate, Councillor Ablewhite questioned whether any further collaborative work would be undertaken with the Police. Mr Strickland responded by explaining that opportunities had been investigated with Yaxley and Cambourne and the potential to move into the Waterbeach site had not come to fruition. Contact had been made with all partners to investigate the opportunity to bring the property portfolio together.

In response to a question by Councillor K M Baker on the demands on the Service of road traffic accidents, Mr Strickland explained that the Service only attended a small percentage and according to research from the National Audit Office, there had been a decline in the number of calls combined with a reduction in the number of vehicle movements.

Councillor J A Gray referred to the coverage of on-call stations, particularly in the rural areas and enquired as to whether Members could assist with communication to support the on-call stations. Whereby Mr Strickland reported that a seminar was being held by the Fire Authority the following day to discuss on-call provision and recognising the difficulties that many people do not live and work in

the same location.

In response to a question from Councillor M F Shellens on a recent incident involving an attack on fire vehicle, Mr Strickland explained that these isolated incidents and the Service had been working with youths and schools to promote the service and educate them.

Councillor Mrs S J Conboy highlighted the challenges faced by an increased number of housing developments for the Service to cover and Mr Strickland explained that fire station will be provided at Northstowe but the Service had been working with developers to agree to place sprinklers in houses of vulnerable people in that area.

48. EXECUTIVE COUNCILLOR PRESENTATION

(a) Councillor D B Dew, Executive Councillor for Strategic Planning and Housing

Councillor D B Dew, Executive Councillor for Strategic Housing and Planning addressed the Council on an update of the Local Plan and Development Management update. A copy of Councillor Dew's PowerPoint presentation is appended in the Minute Book.

Councillor Dew updated Members on the timeline of the Local Plan and explained that the revised timetable had been in accordance with the Minister of State for Housing and Planning's written statement of July 2015 which had urged all planning authorities to produce an up-to-date Local Plan by early 2017. Councillor Dew explained that the proposed submission of the Local Plan was Autumn 2016 for full public consultation with final submission in March 2017 and adoption in 2018/19. It was explained that key supporting evidence was required to support the submission that included an Environmental Capacity Study that had identified additional sites since the last public consultation, strategic transport study jointly commissioned with Cambridgeshire County Council and strategic flood risk assessment. In addition to these requirements further supporting evidence required was a retail assessment, gypsy and traveller accommodation needs assessment, identification of areas for wind energy development.

Members were acquainted with further challenges faced by the Council on demonstrating deliverability in the provision of housing but had been achieved through the number of sites with planning permission and under construction. The National Planning Policy Framework required the Council to identify and update annually a supply of specific deliverable sites to provide five years' worth of housing against identified need. Councillor Dew explained that the provision of infrastructure and raising of funding provided the greatest challenge and the Infrastructure Business Plan would identify the requirements to deliver and service the growth in the Local Plan. He further explained that the aspiration was to have a Local Plan with housing allocations to meet all development needs up to 2036.

Members were provided with an update on changes in national guidance since the targeted consultation in January 2015, resulting in tougher action on local authorities that have not got a Local Plan in place by 2017, a zoning system to grant planning permission automatically on suitable brownfield sites and a requirement to plan proactively for the delivery of starter homes for first-time buyers under 40. Changes had been made to the Planning Policy for Travellers which included changes to the definition of a gypsy or traveller and restrictions to traveller sites in the open countryside. Local Plan policies required to consider inclusion of optional housing standards on accessibility and wheelchairs housing standards, water efficiency standards and internal space standards.

Councillor Dew provided an update on the Neighbourhood Plan process and reported that Neighbourhood Plan areas had been designated for Houghton and Wyton, St Neots, Brampton, Godmanchester, Huntingdon and Bury. Following examination, a referendum on the St Neots Neighbourhood Plan would be held on 4th February 2016. A Neighbourhood and Community Planning Guide had been approved by the Cabinet at their meeting in November 2015 that had been designed to assist Town and Parish Councils in reaching a decision on the form of plan to develop.

Councillor Dew concluded his presentation by reporting upon the performance of Development Management and the timescales involved in determining major, minor and other planning applications.

In response to a question from Councillor D A Giles on the amount of Community Infrastructure Levy (CIL) funding raised from development in St Neots had been spent in St Neots, Councillor Dew reported that it had been 3 years since the introduction of CIL and funding had amounted to £2.378m overall, with £1.53k from St Neots and £96.5k already allocated to St Neots. CIL expenditure had been approved for the infrastructure project at Edison Bell Way, Huntingdon and Councillor Dew explained that there would be a further review to consider the allocation of CIL funding throughout the District as a whole. He further explained that CIL funding was only available for infrastructure or capital projects.

Arising from a question from Councillor T D Sanderson of developers with approval for large housing sites not commencing work on site, Councillor Dew explained that this was a national problem that needed to be addressed.

(b) Questions to Other Members of the Cabinet

iCouncillor Ms L Duffy raised a question in relation to the success of the Black Friday Gym Membership promotion, whereby Councillor R B Howe, Executive Councillor for Commercial Activities, reported that there had been over 200

new subscribing members that had resulted in £5k of additional revenue.

In response to a question by Councillor T Hayward on the acceptability of lack of attendance of training courses that had been organised for Members, the Executive Leader, Councillor J D Ablewhite explained that the Council had a duty to ensure that relevant courses were available at different times during the day to ensure availability for all Members. He further explained that there needed to be a balance between the appropriate time during the day and subject matter. Councillor Ablewhite praised Mrs B Morrison, Members Support Assistant, for her excellent provision of training and urged Members to complete their annual return and self-assessment at the end of the Municipal Year.

Arising from a question from Councillor R Fuller on the opening of the Council offices between Christmas and New Year, Councillor Ablewhite reported that the Council intended to remain open during this period and reminded Members of the support that it provided to nine families who presented themselves as homeless during the same period last year.

Councillor P D Reeve raised a question in relation to the CCTV service and viability of utilising the wireless networks across the District to promote wider coverage, whereby Councillor Howe explained that there was a requirement for the wireless networks to conform with Central Government standards but undertook to investigate this issue further. He also reported that he was actively pursuing the feasibility of expanding the service to include coverage at larger events such as the Secret Garden Party to produce an additional revenue stream.

In response to a question from Councillor G J Bull on how well the Council was prepared for the announcement on the local government financial settlement, Councillor Ablewhite explained that the Council had undertaken a substantial amount of forward planning and would remain in a good financial position but continue to have challenges in the way services are provided for the residents of the District.

49. REPORTS OF THE CABINET AND PANELS

(a) Cabinet

Councillor J D Ablewhite, Executive Leader of the Council and Chairman of the Cabinet presented the Reports of the meetings of the Cabinet held on 22nd October, 19th November and 10th December 2015.

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In connection with Item No 26 and upon being moved by Councillor Ablewhite, and seconded by Councillor R B Howe, the recommendation on the Treasury Management

6-month Performance Review was declared to be CARRIED.

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In connection with Item No 39 and upon being moved by Councillor Ablewhite, and seconded by Councillor J A Gray, the recommendation on the Procurement Policy was declared to be CARRIED.

.....

In connection with Item No 40 and upon being moved by Councillor Ablewhite, and seconded by Councillor D M Tysoe, the recommendation on the Customer Service Strategy was declared to be CARRIED.

.....

In connection with Item No 41 and upon being moved by Councillor Ablewhite, and seconded by Councillor J A Gray, the recommendation on the Commercial Investment Strategy was declared to be CARRIED.

.....

Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Reports of the meetings of the Cabinet held on 22nd October, 19th November and 10th December 2015 be received and adopted.

(b) Corporate Governance Panel

Councillor M Francis, Chairman of the Corporate Governance Panel presented the Report of the meeting of the Panel held on 2nd December 2015

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In connection with Item No 22 and upon being moved by Councillor Francis and seconded by Councillor J D Ablewhite, the recommendation on the Overview and Scrutiny Structure Changes was declared to be CARRIED.

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Whereupon, it was

RESOLVED

that, subject to the foregoing paragraph, the Reports of the meeting of the Corporate Governance Panel held on 2nd December 2015 be received and adopted.

(c) Licensing Committee

Councillor R Fuller, Chairman of the Licensing Committee presented the Report of the meeting of the Committee held on 21st October 2015

.....

In connection with Item No 3 and upon being moved by Councillor Fuller and seconded by Councillor Ms L V Kadic, the recommendation on the Statement of Principles under the Gambling Act 2005 was declared to be CARRIED.

.....

In connection with Item No 4 and upon being moved by Councillor Fuller and seconded by Councillor Ms L V Kadic, the recommendation on the Statement of Licensing under the Licensing Act 2003 was declared to be CARRIED.

.....

Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meeting of the Licensing Committee held on 21st October 2015 be received and adopted.

(d) Development Management Panel

Councillor P L E Bucknell, Chairman of the Council presented the Reports of the meetings of the Development Management Panel held on 19th October, 16th November and 14th December 2015.

.....

Whereupon, it was

RESOLVED

that the Reports of the meetings held on 19th October, 16th November and 14th December 2015 be received and adopted.

(e) Employment Panel

Councillor J W Davies, Chairman of the Employment Panel presented the Report of the meeting of the Panel held on 18th November 2015.

.....

Whereupon, it was

RESOLVED

that the Report of the meeting of the Employment Panel held on 18th November 2015 be received and adopted.

(f) Licensing and Protection Panel

Councillor R Fuller, Chairman of the Licensing and Protection Panel presented the Report of the meeting of the Panel held on 20th October 2015.

.....

Whereupon, it was

RESOLVED

that the Report of the meeting of the Licensing and Protection Panel held on 20th October 2015 be received and adopted.

(g) Standards Committee

Councillor K M Baker, Vice-Chairman of the Standards Committee presented the Report of the meeting of the Committee held on 8th December 2015.

.....

Members were reminded of the decision that had been taken previously in connection with Item No 8 on election frequency at the Special Meeting of the Council held prior to this meeting.

.....

Whereupon, it was

RESOLVED

that the Report of the meeting of the Standards Committee held on 8th December 2015 be received and adopted.

(h) Overview and Scrutiny (Economic Well-Being)

Councillor G J Bull, Chairman of the Overview & Scrutiny Panel (Economic Well-Being) presented the Reports of the meetings of the Panel held on 8th October, 5th November and 8th December 2015.

.....

Whereupon, it was

RESOLVED

that the Reports of the meetings of the Overview and Scrutiny Panel (Economic Well-Being) held on 8th October, 5th November and 8th December 2015 be received and adopted.

(i) Overview and Scrutiny (Environmental Well-Being)

Councillor T D Sanderson, Chairman of the Overview & Scrutiny Panel (Environmental Well-Being) presented the Reports of the meetings of the Panel held on 10th November and 8th December 2015.

.....

Whereupon, it was

RESOLVED

that the Reports of the meetings of the Overview and Scrutiny Panel (Environmental Well-Being) held on 10th November and 8th December 2015 be received and adopted.

(j) Overview and Scrutiny (Social Well-Being)

Councillor S J Criswell, Chairman of the Overview and Scrutiny Panel (Social Well-Being) presented the Reports of the meetings of the Panel held on 6th October, 3rd November and 1st December 2015.

.....

Whereupon, it was

RESOLVED

that the Reports of the meeting of the Overview and Scrutiny Panel (Social Well-Being) held on 6th October, 3rd November and 1st December 2015 be received and adopted.

50. REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL PANELS, ETC

A report was submitted by the Corporate Team Manager (a copy of which is appended in the Minute Book) relating to the principles of proportionality to be applied to the appointment of Panels and Committees following the recent by election in Huntingdon East Ward. In accordance with Section 15 of the Local Government and Housing Act 1989 and Part II of the Local Government Act 2000, it was

RESOLVED

that, subject to the transfer of the seat of UKIP from the

Overview and Scrutiny Panel (Environmental Well-Being) to Overview and Scrutiny Panel (Economic Well-Being) and transfer of the seat of the Independent Conservative from the Overview and Scrutiny Panel (Economic Well-Being) to Overview and Scrutiny Panel (Environmental Well-Being), the revised allocation of seats on Panels to political groups be determined as set out in the report now submitted.

51. VARIATION TO THE MEMBERSHIP OF COMMITTEES AND PANELS, ETC

The Council received an update on the health of Councillor S Van De Kerkhove provided by Councillor M F Shellens and he reported that Councillor Van De Kerkhove had requested to pass on his gratitude to the Council for their continued support.

Further to Minute No 50 ante, the Council

RESOLVED

- (a) that Councillor S M Van De Kerkhove be appointed to replace Councillor B S Chapman in the membership of the Corporate Governance Panel;
- (b) that Councillor Mrs R E Matthews be appointed to replace Councillor Mrs D C Reynolds in the membership of the Corporate Governance Panel;
- (c) that Councillor Mrs S J Conboy be appointed to replace Councillor Ms L A Duffy in the membership of the Development Management Panel;
- (d) that Councillor B S Chapman be appointed to replace Councillor S M Van De Kerkhove in the membership of the Licensing and Protection Panel/Licensing Committee;
- (e) that Councillor Ms L A Duffy be appointed to the vacancy on the membership of the Overview and Scrutiny Panel (Social Well-Being);
- (f) that Councillor S Greenall be appointed to replace Councillor Ms S J Conboy on the membership of the Overview and Scrutiny Panel (Environmental Well-Being);
- (g) that Councillor B S Chapman be appointed to replace Councillor Ms L A Duffy on the membership of the Overview and Scrutiny Panel (Environmental Well-Being); and
- (h) that Councillor Mrs S J Conboy be appointed to replace Councillor K J Churchill on the membership of the Senior Officers Panel.

52. APPOINTMENTS OF OVERVIEW AND SCRUTINY PANELS

Further to Minute No 49b ante, the Council

RESOLVED

that the following membership be approved with effect from 1st January 2016 –

Overview and Scrutiny Panel (Communities and Customers)	Current Members of Overview and Scrutiny Panel (Social Well-Being)
Overview and Scrutiny Panel (Finance and Performance)	Current Members of Overview and Scrutiny Panel (Economic Well-Being)
Overview and Scrutiny Panel (Economy and Growth)	Current Members of Overview and Scrutiny Panel (Environmental Well-Being)

The meeting ended at 9.45pm.

Chairman

Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: 2016/17 Budget and Medium Term Financial Strategy
(2017/18 to 2020/21)

Meeting/Date: Council – 24th February 2016

Executive Portfolio: Resources: Councillor J A Gray

Report by: Head of Resources

Ward(s) affected: All

Executive Summary:

The Council is required to consider and approve:

- The 2016/17 Budget and the Medium Term Financial Strategy (MTFS) for the period 2017/18 to 2020/21.
- The Fees and Charges schedule for 2016/17.
- The Treasury Management Policy, Strategy & Prudential, Treasury Management and Commercial Investment Strategy Indicators for 2016/17.
- The Annual Minimum Revenue Provision Policy 2016/17.
- The formal resolution to determine the Council Tax for 2016/17.

Consequently, this report presents the Council's plans in these respects.

Recommendation(s):

It is recommended that Council approves the:

1. Overall budget 2016/17 and MTFS 2017/18 to 2020/21 (**Appendix 1** includes the Revenue Budgets at Section 2, the Capital Programme at Section 3 and the 2016/17 Fees and Charges at Section 7, Annex A).
2. Freezing of Council Tax for 2016/17 i.e. the Band D charge will remain at £133.18 (**Appendix 1**, paragraph 1.3) and approves the formal resolution on the Council Tax (**Appendix 1**, Section 6, Item (a) to (e)).
3. Future savings target of £3.6m (21%) of Net Expenditure by 2020/21.
4. 2016/17 Treasury Management Policy, Strategy & Indicators and the Annual Minimum Revenue Policy be approved (**Appendix 2**).
5. That in future, the "Net Cost of Borrowing –v- Net Expenditure" indicator is reported as part of the Treasury Management Suite of Indicators.

1. WHAT IS THIS REPORT ABOUT

1.1 The purpose of this report is to allow Council to consider and decide upon the recommendations made by Cabinet in relation to the 2016/17 budget, the Medium Term Financial Strategy (MTFS), the Treasury Management Policy/Strategy and other associated matters.

1.2 It also seeks Council's formal determination of the Council Tax for 2016/17.

2. BACKGROUND

2.1 During December 2015 and January 2016, the Overview & Scrutiny Panel (Finance and Performance) and Cabinet received reports:

- detailing the Zero Based Budgeting (ZBB) process that had been undertaken over the past six months, and the
- Draft 2016/17 Budget and MTFS (2017/18 to 2020/21).

2.2 The net ZBB savings incorporated into the 2016/17 Budget totalled £1.4m.

2.3 In the light of continued public sector austerity; to assist the Council in capturing the transformation that was required so that it would meet its Corporate Vision & Strategic Priorities over the medium term, members will recall that during 2015/16 the Council introduced the Plan-on-a-Page. The Plan-on-a-Page identified that it needed to find £8.2m (38%) of its Net Expenditure by 2019/20. The compounded impact of the savings identified as a consequence of ZBB (Tranche 2 and 3), Shared Services and Income Generation has meant that it has saved £4.7m (58% of the aforementioned £8.2m).

3. 2016/17 Budget and MTFS (2017/18 to 2020/21)

3.1 The detailed 2016/17 Budget & MTFS (2017/18 to 2020/21) is shown in **Appendix 1**. The key elements that members should note are as follows:

- i. Paragraph 1.3.1, this shows that for 2016/17:
 - Net expenditure for the Council is £17.9m.
 - The Budget Requirement for the Council is £19.9m.
 - A budgeted contribution to reserves of £2.0m.
 - Council Tax Requirement for the Council is £7.905m.
 - Council Tax Base is 59,358
 - Council Tax per Band D property is £133.18.

This represents a Council Tax Freeze for 2016/17.

80% of businesses who responded to the business consultation supported this proposal (**Appendix 4**).

- For the MTFS period, 2017/18 to 2020/21, Council Tax per Band D property remains frozen for the period of the MTFS.

60% of businesses who responded to the recent business consultation supported this proposal (**Appendix 4**).

- ii. Paragraph 1.4.1, this shows that:
 - for 2016/17, it is estimated that reserves at the end of the year are estimated to be £5.298m.
 - over the MTFS period (2017/18 to 2020/21) Reserves would fall to a deficit of £0.837m. *This will give the Council an unbalanced budget and is therefore unacceptable.*
- iii. Paragraph 2.1 shows the overall spend and income by subjective analysis (i.e. employees, buildings etc.) for all Council services; with Paragraph 2.2 showing, for each service, the spend and income by subjective analysis along with a breakdown by team (objective analysis).
- iv. Paragraph 3.1 details the proposed capital programme.

On the 11th February 2016, the Council was notified of its Better Care Fund allocation from Cambridgeshire County Council in respect of its 2016/17 grant allocation for Disabled Facility Grants (DFG's). The original capital programme included grant support of £0.5m; however, the actual allocation was £1.0m, an unanticipated increase of £0.5m. Consequently, following discussion at Cabinet this grant will be applied to reduce the Councils net cost of DFG's from £0.9m to £0.4m.

- v. Paragraph 4.0 and 5.0 indicate the main budgetary issues relating to Treasury Management and the Capital Financing Requirement.
- vi. Paragraph 6.1 is the Formal 2016/17 Council Tax Resolution, with Paragraph 6.2 illustrating the Council Tax Base. Paragraph 6.3 and 6.4 will show the:
 - 2016/17 Council Tax by Property Band for each Precepting Authority, and the Billing Authority, and the
 - Total 2016/17 Council Tax by Property Band for each Precepting Authority and the Billing Authority.

However, at the time of drafting this report not all Precepting Authorities had issued their Precepts, these papers will be distributed on the evening of the meeting (if all Precepting Authorities have by then determined their precept).

The Resolution and accompanying tables are based on the assumption that the Council will support the proposals in the budget report for Huntingdonshire District Councils' Council Tax for 2016/17.

- vii. Paragraph 7.0 and Annex A details the Fees and Charges Schedule for 2016/17. Where the Council has discretion to increase fees and charges, and it has been considered appropriate to do so, relevant fees and charges have been increased. The service areas that have increased fees and charges include Resources (Commercial Property), One Leisure, Operations (Car Parks and Green Spaces) and Customer Services (Document Centre).

- viii. Paragraph 8.0 is the statutory Robustness Report required by the Responsible Financial Officer (Section 151 officer). In summary, the budget proposed for 2016/17 should not give Members any significant concerns over the Council's financial position. However, over the MTFS period Members should continue to review services, especially as at this time the Council is forecast to be in an unbalanced budget position by 2020/21. A new "plan-on-a-page" savings target of £3.6m (21%) is required to "balance" the budget by 2020/21.

4. Treasury Management Policy & Strategy and the Annual Minimum Revenue Provision for 2016/17

4.1 The Treasury Management Policy & Strategy and the Annual Minimum Revenue Provision for 2016/17 are detailed in **Appendix 2**. The key elements that members should note are as follows:

- i. An increase in net borrowing costs (additional £53,000) resulting from a combination of increases in the cost to borrow, as external borrowing replaces cheaper internal borrowing (i.e. use of the Council's cash balances), and low rates of return on non-CIS investments.
- ii. The continued general investment strategy of keeping investments highly liquid and lower risk, by investing in mainly money market funds (highly diversified) and call accounts (overnight deposit accounts).
- iii. The treasury function and the MTFS is operating in an economic environment where:
 - Inflation is extremely low and likely to remain so in the short-term.
 - The credit outlook is improving but still remains uncertain.
 - Interest rates are very low, and despite forecast increases, have remained so. The latest forecast suggests a possible rise in the third quarter of 2016 (and potentially into 2017).
- iv. The addition the CIS performance indicators against which the CIS investments will be monitored.
- v. The addition of a new Minimum Revenue Provision policy (the charge to revenue for the repayment of debt) to cover CIS investments.

4.2 Council agreed in February 2013 that specific consideration should be given where, in any particular year over the MTFS period, the net cost of borrowing or lending activity exceeded 15%. **Table 1** below shows that the 15% limit is marginally exceeded in 2017/18 and by 3.3% by 2020/21.

4.3 The revenue consequences of past capital investment decisions, along with the consequences of new decisions, would be expected to represent a higher proportion of a reducing budget over the medium-term. However, debt as a singular issue should not be a concern providing it is recognised, managed and budgeted for; which is clearly demonstrated by the fact that the Council:

- has in place good processes to approve and monitor capital investment decisions, both at the officer level via the Finance Governance Board and at member level via the Treasury and Capital Management Group.
- recognises the impact of Capital decisions on the Council's budget, as these costs are embedded within the Corporate Finance sub-sections of

the budget as well as the overall impact of the MTFS on Reserves (section 1.4, Appendix 1).

	Analysis of Net Cost of Borrowing or Lending Activity .V. Net Expenditure				
	Budget	Medium Term Financial Strategy			
	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Net Expenditure	17,913	17,545	17,401	17,232	17,471
Net Interest and Borrowing Costs					
- total	1,994	2,737	3,102	3,178	3,205
- as % of total net spending	11.1%	15.6%	17.8%	18.4%	18.3%
- net cost of borrowing 15%	2,687	2,632	2,610	2,585	2,621
Is 15% exceeded, if yes:	No	Yes	Yes	Yes	Yes
- by how much?	N/a	105	492	593	584
- % of Net Expenditure		0.6%	2.8%	3.4%	3.3%
Note: 1. Net cost of borrowing = Investment Interest Received + Investment Interest Paid + Minimum Revenue Provision. 2. This analysis does not take into account the borrowing costs relating to the Commercial Investment Strategy. The reason for this is because borrowing will only take place when a specific investment decision is going to be made and such costs will be met by the prospective income streams.					

4.4 In future this indicator should be reported within the suite of indicators within the Treasury Management Strategy.

5. OPTIONS CONSIDERED/ANALYSIS

5.1 In preparing the budget due consideration has been given to a range of options and these have been reported to Cabinet as part of the Zero Based Budgeting process and again through the budget setting process.

6. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?

6.1 The delivery of the 2016/17 budget will be managed via the Council's budget monitoring processes throughout the year.

6.2 However, by 2020/21, there are a number of key savings initiatives or additional income generation schemes that must be delivered in a timely fashion to secure the £3.6m (21%) savings required (3.1 viii) to ensure that the Council has a balanced budget.

7. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

7.1 The 2016/17 budget forms an integral part of the service planning process for 2016/17 and, therefore, actions and timescales required to ensure savings are achieved and service spending is in line with the approved budget will be contained within the final service plans.

8. LINK TO THE CORPORATE PLAN

8.1 The budget is the financial interpretation of the Council's strategic and operational priorities that are included within the Corporate Plan.

9. CONSULTATION

Internally

- 9.1 The ZBB process has required extensive consultations within each of the teams where ZBB reviews have been undertaken, as well as with the relevant Portfolio Holder. The results of each review have also been reported to both Overview and Scrutiny Panel (Finance and Performance) and Cabinet.

Externally – Non Business

- 9.2 In respect of the 2016/17 budget a full budget consultation with the public has taken place. The results of this consultation are shown in **Appendix 3**.

Externally – Business

- 9.3 Between the Draft Budget being approved by Cabinet in January 2016 and the Final Budget being presented to Cabinet in February 2016, a consultation with the Business Community has taken place. The results of this consultation are shown in **Appendix 4**.

10. LEGAL IMPLICATIONS

- 10.1 As per the Sections 31A and 42A of the Local Government Finance Act 1992, the Council is required to set a balanced budget. This is achieved for 2016/17 so the setting of the Council Tax at the level mentioned within the report is appropriate.
- 10.2 However, by 2020/21 the MTFs is forecasting a negative general fund which means that there will be an unbalanced budget because there will be insufficient funds within reserves to meet the difference between Net Expenditure and Funding. If such a scenario was faced by the Council, the Local Government Finance Act 1988 would require the Council's Responsible Financial Officer to issue a S.114 report.

11. RESOURCE IMPLICATIONS

- 11.1 The Council is required to set a balanced budget for 2016/17. **Appendix 1** includes a report from the Head of Resources (as the Responsible Financial Officer) confirming that he considers the budget is sufficiently robust and that there are adequate reserves.

12. REASONS FOR THE RECOMMENDED DECISIONS

- 12.1 To enable members of the Council to consider the:
- 2016/17 Budget and Council Tax to be set.
 - implications for the Council in respect of the Medium Term Financial Strategy for the period 2017/18 to 2020/21.

13. LIST OF APPENDICES INCLUDED

Appendix 1: 2016/17 Budget & Medium Term Financial Strategy 2017/18 to 2020/21

Appendix 2: Treasury Management Policy & Strategy and the Annual Minimum Revenue Provision for 2015/16

Appendix 3: Budget consultation results - Non-business


Appendix 4: Budget consultation results - Business

BACKGROUND PAPERS


None.

CONTACT OFFICERS

Clive Mason, Head of Resources

 01480 388157

Rebecca Maxwell, Finance Manager

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2016/17 Budget
&
Medium Term Financial
Strategy

2017/18

to

2020/21

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1.0 STRATEGIC BUDGET SUMMARY

1.1 Savings and Growth

- **Zero Based Budgeting**

1.1.1 The 2016/17 budget and the Medium Term Financial Strategy have been constructed following a Zero Based Budgeting (ZBB) approach. For the 2016/17 budget, the following services have been subject to a “ZBB Heavy” approach, in that the budgets have been fundamentally rebuilt from the bottom to the top:

- Customer Services
- Development Services
- Operational Services
- One Leisure Active Lifestyle (Health & Leisure)
- Estates (Resources)
- CCTV, Licensing, Projects and Asset Management (Community Services)
- Corporate Services and CMT

1.1.2 The total savings agreed via the ZBB Heavy reviews for each department are summarised in **Table A** below.

Table A - ZBB Tranche 2 & 3 Savings					
Service	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Directors and Corporate Resources	(221)	(323)	(373)	(373)	(373)
Customer Services	(543)	(778)	(918)	(1,075)	(1,075)
Operations	(860)	(1,121)	(1,347)	(1,657)	(1,657)
Development	(314)	(314)	(315)	(315)	(315)
Community	(112)	(169)	(172)	(173)	(173)
Leisure & Health	(102)	(123)	(123)	(123)	(123)
TOTAL	(2,237)	(2,975)	(3,458)	(3,988)	(3,988)

- **ZBB Light Reviews**

1.1.3 Where services have not been subject to a “ZBB Heavy” review they have been reviewed via the “ZBB Light” process, a desktop exercise to review the level of budgets required including further savings required and any growth required on individual budget lines which must be financed from within the overall budget.

- **Capital**

1.1.4 The revenue budget contains any implications from the proposed capital programme for 2016/17 and the MTFs, whether that is savings as a result of investment, additional running costs or the cost of borrowing and minimum revenue provisions.

- **Growth**

1.1.5 In the main, service growth expenditure has not been included; however inflation has been applied in respect of pay and a reflection of the additional costs relating to statutory changes to employers national insurance contributions from 2016/17 and for business rates.

1.1.6 The significant exception to this is in relation to the recycling service. In June 2014 the Council, as part of its involvement in the Cambridgeshire and Peterborough Waste Partnership (RECAP) entered into a joint contract for the processing and sale of recyclable materials. One of the main aims of the contract was to support the Council to deliver its waste minimisation targets. A joint decision by each council in RECAP was taken and endorsed to amend the commercial basis of the contract i.e. taking on increased commercial risk than under the previous contract. This involved the partners electing to take a greater share of the income from the sale of recyclables to reduce other costs paid under the previous contract; this was based on assumptions that the market for recyclables would at least remain constant if not grow. The reality has been the worldwide collapse of the market for recyclables resulting in a reduced income to this Council and all the other partners in RECAP. This income in part meets the costs of the contract and these costs have remained constant because the tonnage of materials for recycling has remained constant. The net effect is additional costs for the Council from a projected monthly cost of £2,500 per month to an estimated cost of £25,000 per month if the recyclables market does not recover to its previous position.

1.1.7 There are items of expenditure where growth is unavoidable and where these have occurred, the ZBB process requires that they are recognised and included. Also within growth are such items as inflation and adjustments to corporate related expenditure (e.g. minimum revenue provision and pension contributions); these are detailed in **Table B** below where such growth exceeds £50,000.

Table B		Corporate Budget Items and the impact on the 2016/17 budget (value > £50,000)					
Item of Unavoidable Growth	2015/16		2016/17			Reason for Growth	
	Forecast	Original Budget	Budget	Growth Against Forecast	Against Updated Budget		
	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's		
Minimum Revenue Provision	1,574	1,574	1,635	61	61	Additional capital spend due to the Council not funding capital expenditure from other sources (grants/capital receipts)	
Pension Contribution	1,136	1,135	1,510	374	375	Actuarial revaluation	

- Summary Impact of all budget changes**

1.1.8 Overall, ZBB, Capital and Growth have resulted in a net reduction in the Council's budget of £1.4m (7%) and £0.9m (5%) when compared to the 2015/16 Forecast Outturn and the Original Budget respectively. A service by service summary is shown in **Table C** below.

Table C	2015/16		2016/17					Variance:	
	Forecast Outturn	Original Budget	ZBB Heavy	ZBB Light/ Other	Capital	Inflation	Base Budget	2016/17 Budget to	
								Forecast Outturn	Updated Budget
Service	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's		£ 000's	%	%
Directors and Corporate	2,348	2,377	(210)	120	0	13	2,300	(2%)	(3%)
Resources	(392)	(445)	(85)	(8)	219	12	(308)	(22%)	(31%)
Customer Services	4,425	4,488	(543)	(1,643)	5	49	2,355	(47%)	(48%)
Operations	4,727	4,593	(860)	167	8	61	3,968	(16%)	(14%)
Development	1,427	1,691	(314)	(34)	0	26	1,370	(4%)	(19%)
Community	1,987	2,130	(123)	(109)	(7)	19	1,911	(4%)	(10%)
Leisure & Health	(53)	58	(102)	(278)	(11)	53	(280)	430%	(583%)
Corporate Finance	4,336	4,374	0	425	0	0	4,799	11%	10%
Shared Service	0	0	0	1,680	0	116	1,796	0%	0%
Net Expenditure	18,804	19,267	(2,237)	320	213	349	17,913		

Forecast Outturn **18,804** → **(891)** ← **17,913** **(5%)**

Updated Budget **19,267** → **(1,354)** ← **17,913** **(7%)**

- 1.1.9 Included in the Community Services tranche 2 proposals was a proposal to implement a bus departure levy in the District, raising an estimated £75,000. Following further discussions on this proposal has been removed from the ZBB savings. This change has been built into the final budget.
- 1.1.10 In addition, the implications of the Commercial Investment Strategy, as reported to Cabinet in December 2015, have been included in the final budget.

1.2 Revenue spending and sources of income

Income

- 1.2.1 The Council generates a considerable proportion of its own funding from the various services it provides; these range from income from One Leisure and Car Parking through to charging for the use of the Document Centre and Licensing and Planning Services. Service specific income is shown later in this report within the service budget pages.
- 1.2.2 In addition the Council also generates income from corporate activity, this mainly centres on Treasury Management; however this is considerably less than in recent years because of the current extremely low interest rate environment.

Government Grant

- 1.2.3 The government provides a fair proportion of the core funding of the Council. Some of this funding is in relation to specific services e.g. Housing Benefit; but some of the funding is in support of general activity:
- New Homes Bonus (NHB), on the 17th December the Government made an announcement in respect of New Homes Bonus that the 2016/17 settlement would be £5.0m. At this time the Council continues to rely on NHB as part of the base budget.
 - Council Tax Freeze Grant (CTFG) is being rolled into the RSG from 2016/17 and is, therefore, no longer identifiable. However, the Government is no longer providing funding for any council tax freezes from 2016/17 onward.
 - On the 17th December the Government announced the Revenue Support Grant (RSG) and Non-Domestic Rates (NDR) baseline 2016/17 provisional settlement for the Council. The relative allocations for RSG and NDR are £2.1m and £4.2m respectively.

Council Tax

- 1.2.4 There is an assumption within the budget 2016/17 and over the term of the MTFS of a Council Tax freeze thus Council Tax would remain at £133.18 from 2016/17 through to 2020/21.

Collection Fund Surplus/Deficit

- 1.2.5 The Collection Fund is the statutory account to account for the Council Tax and Business Rates income and the payments to preceptors of their respective shares. Any surplus or deficit on the Collection Fund at year end is distributed to the preceptors, as per legislation. The Council is required to make an estimate of the projected surplus or deficit of each component of the

Collection Fund at year end in order for the preceptors to bring their share of the surplus or deficit into the budget setting process.

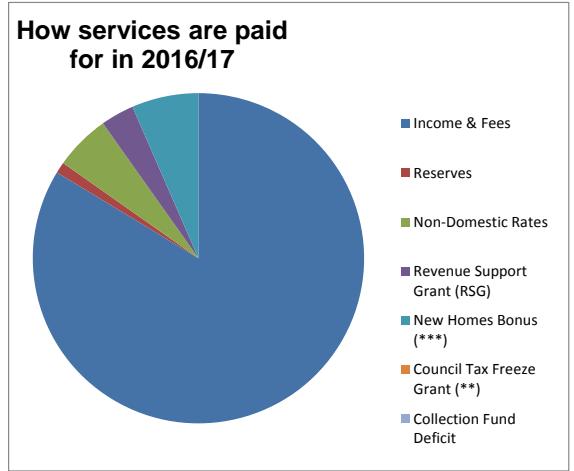
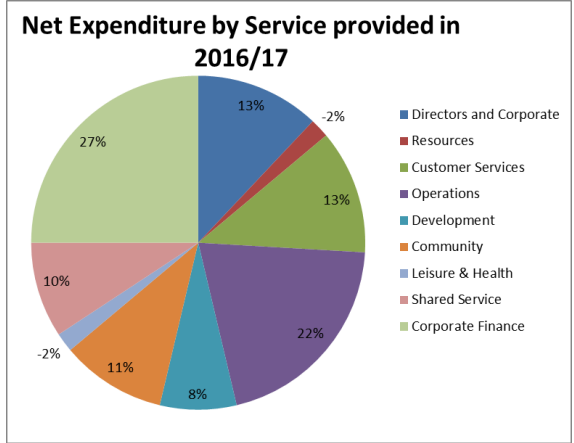
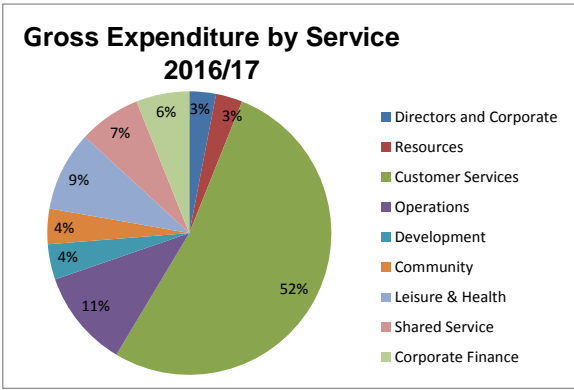
- 1.2.6 The estimated year end position of the Collection Fund is shown in **Table D** below along with the share that is apportioned to the Council. However, due to the safety net mechanisms in place for NDR funding, the Council will only have to fund £0.3m of the deficit share shown below.

Table D	(Surplus)/Deficit (£'000)	HDC Share (£'000)
Council Tax	(401)	(55)
Business Rates	8,237	3,876
TOTAL	7,836	3,821
Safety Net Grant		(3,564)
Net Impact on Funding		257

1.3 Summary Budget

- 1.3.1 Considering the commitment made to freeze Council Tax for 2016/17 and the MTFS period and the ZBB process followed for the budget setting process, this results in the funding statement shown in **Table E** below.

Table E	Forecast	Original Budget	Budget	Medium Term Financial Strategy			
	2015/16	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Services provided:							
Directors and Corporate Resources	2,948	2,654	2,565	2,487	2,453	2,460	2,472
Customer Services	1,613	1,569	2,612	3,661	4,124	4,139	4,149
Operations	42,378	42,412	40,241	40,127	40,037	39,919	39,950
Development	9,205	8,682	8,797	8,703	8,599	8,594	8,639
Community	3,186	3,645	2,910	2,758	2,754	2,776	2,798
Leisure & Health	2,898	3,021	2,777	2,734	2,727	2,724	2,744
Shared Service	7,012	7,146	6,938	6,929	6,947	6,960	7,014
Corporate Finance	0	0	5,034	5,134	5,237	5,342	5,449
Gross Expenditure	4,572	4,228	4,980	5,791	6,233	6,437	6,545
Gross Expenditure	73,811	73,357	76,855	78,324	79,112	79,351	79,760
Funding to provide services							
Income & Fees	(55,007)	(54,476)	(58,942)	(60,779)	(61,711)	(62,119)	(62,289)
Net Expenditure	18,804	18,881	17,913	17,545	17,401	17,232	17,471
Contribution to/(from) Earmarked			(257)	0	0	0	0
General Reserves	875	797	2,276	656	(830)	(2,358)	(3,604)
Budget Requirement	19,678	19,678	19,931	18,201	16,571	14,874	13,868
Non-Domestic Rates	(4,160)	(4,160)	(4,190)	(4,232)	(4,274)	(4,317)	(4,360)
Revenue Support Grant (RSG)	(3,183)	(3,183)	(2,110)	(1,180)	(604)	42	0
New Homes Bonus (***)	(4,403)	(4,403)	(4,965)	(3,724)	(2,483)	(1,241)	0
S31 Grant	0	0	(1,018)	(1,018)	(1,018)	(1,018)	(1,018)
Council Tax Freeze Grant (**)	(82)	(82)	0	0	0	0	0
Collection Fund Deficit	(82)	(82)	257	0	0	0	0
Council Tax Requirement	7,768	7,768	7,905	8,048	8,193	8,340	8,490
- Base (*)	58,329	58,329	59,358	60,426	61,514	62,621	63,749
- Per Band D	133.18	133.18	133.18	133.18	133.18	133.18	133.18
Assumptions							
* Increase in Council Tax Base	Assumed there is an annual increase in the base of 1.8%.						
** Council Tax Freeze Grant	Assumed that this does not continue as a separate grant (could be "rolled-up" within RSG).						
*** New Homes Bonus	Assumed that this does not continue as a separate grant (could be "rolled-up" within RSG).						

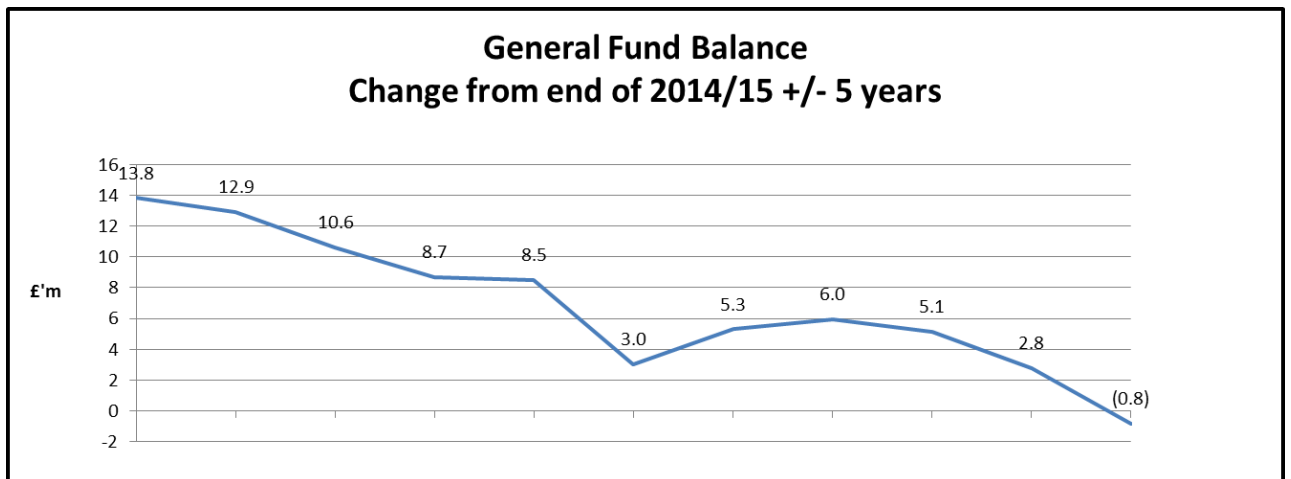


1.4 Revenue Reserves

1.4.1 The impact on the General Fund Reserve of the grant settlement from Government, the Council's policy to freeze Council Tax and the savings and growth built into the budget 2016/17 and MTFS is shown in **Table F** below.

Table F	Forecast	Budget	Medium Term Financial Strategy			
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
General Fund Brought forward	9,287	3,022	5,298	5,954	5,124	2,767
Contribution to Reserve	535	2,276	656			
Contribution from Reserve	(6,800)			(830)	(2,358)	(3,604)
Carried forward	3,022	5,298	5,954	5,124	2,767	(837)
<i>Minimum Level of</i>	2,687	2,687	2,632	2,610	2,585	2,621

1.4.2 The £6.8m contribution from reserve in 2015/16 reflects the transfer to the CIS Earmarked Reserve approved by Cabinet in December 2015.



1.4.3 This is an unsustainable position and as a result the Council will maintain the current level of reserves and CIS investments, and continue the programme of ZBB reviews in order to find the necessary savings to bring the General Fund reserve back to prudent recommended levels.

Head of ICT Shared Services													
Actuals 2014/15	Subjective Analysis : Controllable Only *		Forecast 2015/16	Budget 2015/16	Budget 2016/17					Medium Term Financial Strategy			
					ZBB Heavy	ZBB Light/ Other	Capital	Inflation	Budget	2017/18	2018/19	2019/20	2020/21
0	=	Employees	Pension & NI	0	0	213,625		3,036	216,661	220,994	225,414	229,923	234,522
0			Salary	0	0	2,486,543		42,866	2,529,409	2,579,997	2,631,597	2,684,229	2,737,913
0			Training	0	0	32,380		648	33,028	33,689	34,363	35,050	35,751
0			Other staff costs	0	0	850		17	867	884	902	920	938
0			Uniform & laundry	0	0	500		10	510	520	530	541	552
0			Recruitment	0	0	1,500		30	1,530	1,561	1,592	1,624	1,656
0		Employees Total		0	0	2,735,398		46,607	2,782,005	2,837,645	2,894,398	2,952,287	3,011,332
0	=	Buildings	Repairs & Maintenance		0	20,000		400	20,400	20,808	21,224	21,648	22,081
0		Buildings Total			0	20,000		400	20,400	20,808	21,224	21,648	22,081
0	=	Transport	Mileage Allowance		0	7,060		141	7,201	7,345	7,492	7,642	7,795
0			Public Transport		0	1,530		31	1,561	1,592	1,624	1,656	1,689
0			Pool Car		0	3,600		72	3,672	3,745	3,820	3,896	3,974
0		Transport Total			0	12,190		244	12,434	12,682	12,936	13,194	13,458
0	=	Supplies & Services	Communication and computing		0	560,391		11,008	561,399	572,627	584,080	595,761	607,677
0			Equipment, furniture & materials		0	2,330,678		46,613	2,377,291	2,424,839	2,473,337	2,522,803	2,573,258
0			Office expenses		0	23,240		465	23,705	24,179	24,663	25,158	25,660
0			Services		0	(755,217)		10,742	(744,475)	(759,366)	(774,555)	(790,047)	(805,846)
0			Expenses		0	1,000		20	1,020	1,040	1,061	1,082	1,104
0		Supplies & Services Total			0	2,150,092		68,848	2,218,940	2,263,319	2,308,586	2,354,757	2,401,853
0	=	Income & Fees	Fees & charges		0	(1,175,999)		(120)	(1,176,119)	(1,199,641)	(1,223,634)	(1,248,106)	(1,273,069)
0			Other grants and contributions		0	(2,061,326)		0	(2,061,326)	(2,102,552)	(2,144,603)	(2,187,495)	(2,231,245)
0		Income & Fees Total			0	(3,237,325)		(120)	(3,237,445)	(3,302,193)	(3,368,237)	(3,435,601)	(3,504,314)
0		Grand Total			0	1,680,355		115,979	1,796,334	1,832,261	1,868,907	1,906,285	1,944,410
0		Gross Service Expenditure		0	0	4,917,680	0	116,099	5,033,779	5,134,454	5,237,144	5,341,886	5,448,724
0		Gross Service Income		0	0	(3,237,325)	0	(120)	(3,237,445)	(3,302,193)	(3,368,237)	(3,435,601)	(3,504,314)
0		Net Service Expenditure		0	0	1,680,355	0	115,979	1,796,334	1,832,261	1,868,907	1,906,285	1,944,410

*Controllable Budgets – Support Service costs (e.g. HR and Financial Services) are not included in the service budgets in the tables above. Therefore, the Controllable Budgets do not represent the total cost of a service.

Head of Resources (Corporate Budgets)

Actuals 2014/15	Subjective Analysis : Controllable Only *		Forecast 2015/16	Budget 2015/16	Budget 2016/17					Medium Term Financial Strategy			
					ZBB Heavy	ZBB Light/ Other	Capital	Inflation	Budget	2017/18	2018/19	2019/20	2020/21
142,554	= Employees	Employee Insurance	161,506	177,516	0	(9,752)		0	167,764	167,764	167,764	184,540	184,540
794,669		Pension & NI	1,136,000	1,135,000	0	375,000		0	1,510,000	1,574,000	1,649,000	1,724,000	1,799,000
455,403		Severance payments	206,241	207,000	0	0		0	207,000	207,000	206,000	206,000	205,000
1,392,626	Employees Total		1,503,747	1,519,516	0	365,248	0	1,884,764	1,948,764	2,022,764	2,114,540	2,188,540	
0	= Buildings	Insurance - service related			0	5,000		0	5,000	5,000	5,000	5,500	5,500
62,276		Premises Insurance	55,633	59,244	0	(3,997)		0	55,247	55,247	55,247	60,772	60,772
62,276	Buildings Total		55,633	59,244	0	1,003	0	60,247	60,247	60,247	66,272	66,272	
81,337	= Transport	Vehicle Insurance	81,360	84,535	0	(917)		0	83,618	83,618	83,618	91,980	91,980
81,337	Transport Total		81,360	84,535	0	(917)	0	83,618	83,618	83,618	91,980	91,980	
550	= Supplies & Services	Communication and computing	580	610	0	(610)		0	0	0	0	0	0
19,553		Equipment, furniture & materials	21,478	20,258	0	(19,821)		0	437	437	437	481	481
62,385		Insurance - service related	77,218	67,772	0	6,175		0	73,947	73,947	73,947	81,284	81,284
1,961,542		Services	2,440,771	2,466,625	0	(54,525)		0	2,412,100	3,158,773	3,523,216	3,613,399	3,643,488
2,044,031	Supplies & Services Total		2,540,047	2,555,265	0	(68,781)	0	2,486,484	3,233,157	3,597,600	3,695,163	3,725,253	
198,209	= Benefit & Transfer Payments	Contributions paid	0	0	0	73,855		0	73,855	73,855	73,855	73,855	73,855
2,375		Irrecoverable V A T	1,625	1,625	0	75		0	1,700	1,700	1,700	1,700	1,700
389,740		Levies	389,355	394,291	0	(4,936)		0	389,355	389,355	393,249	393,249	397,181
590,323	Benefit & Transfer Payments Total		390,980	395,916	0	68,994	0	464,910	464,910	468,804	468,804	472,736	
7,909	= Income & Fees	Bad debt provision	60,000	60,000	0	(25,000)		0	35,000	35,000	35,000	35,000	35,000
2,387		Fees & charges	0	0	0	(10,000)		0	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
(1,549,467)		Government grants	(63,175)	(68,000)	0	68,000		0	0	0	0	0	0
(84,917)		Interest	(232,882)	(232,014)	0	26,299		0	(205,715)	(204,715)	(204,715)	(209,715)	(209,715)
(1,624,087)	Income & Fees Total		(236,057)	(240,014)	0	59,299	0	(180,715)	(179,715)	(179,715)	(184,715)	(184,715)	
2,546,507	Grand Total		4,335,710	4,374,462	0	424,846	0	4,799,308	5,610,982	6,053,318	6,252,044	6,360,066	
4,170,594	Gross Service Expenditure		4,571,768	4,614,476	0	365,547	0	0	4,980,023	5,790,697	6,233,033	6,436,759	6,544,781
(1,624,087)	Gross Service Income		(236,057)	(240,014)	0	59,299	0	0	(180,715)	(179,715)	(179,715)	(184,715)	(184,715)
2,546,507	Net Service Expenditure		4,335,710	4,374,462	0	424,846	0	4,799,308	5,610,982	6,053,318	6,252,044	6,360,066	

*Controllable Budgets – Support Service costs (e.g. HR and Financial Services) are not included in the service budgets in the tables above. Therefore, the Controllable Budgets do not represent the total cost of a service.

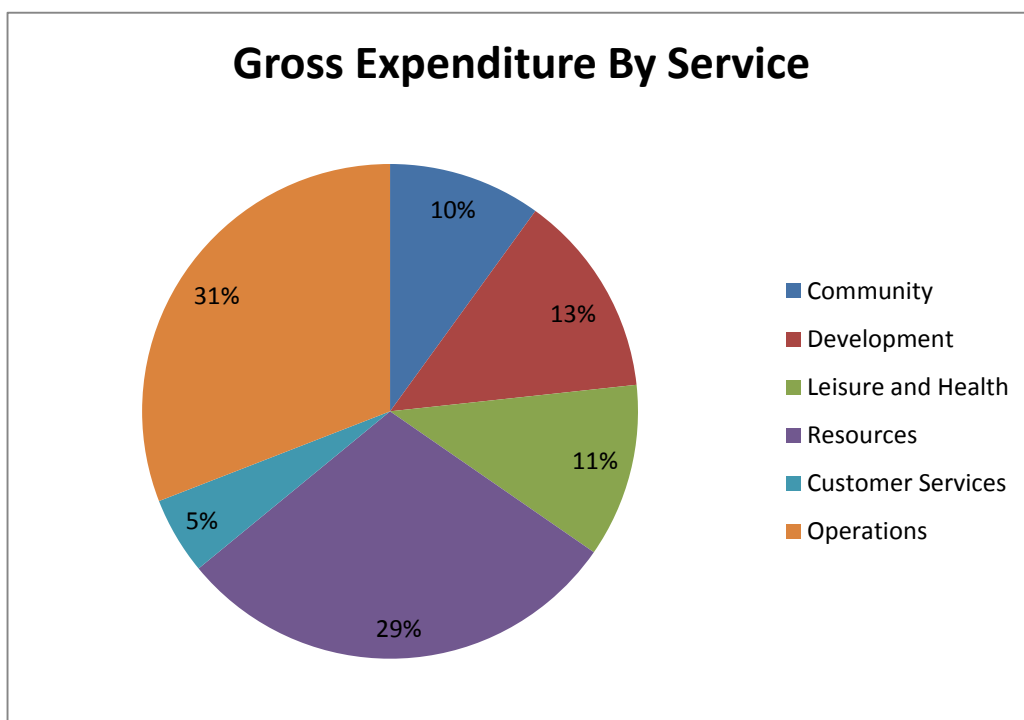
3.0 CAPITAL

- 3.1 The detailed final capital programme for the period 2016/17 to 2020/21 is shown below in **Table G**, along with the sources of finance. The revenue implications of the individual capital proposals are built into the individual revenue budgets and the impact of the proposed programme on the minimum revenue position (MRP) is **£61,000**. In addition there is an MRP increase in 2017/18 of £0.6m as a result of the funding of the 2016/17 capital programme.

Table G	Forecast	Budget	Medium Term Financial Strategy			
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£000s	£000s	£000s	£000s	£000s	£000s
Community						
CCTV Camera Replacements	87	40	40	40	40	40
CCTV Shared Service Room	2					
Loves Farm Community Building	72					
Pathfinder House Site	10					
Huntingdon West Development	1,059	718				
CCTV Pathfinder House Resilience		20				
CCTV Wi-Fi		250				
Lone Worker Software		20				
Development						
Alconbury Weald Remediation	1,985					
Private Sector Housing Grants	75					
Disabled Facilities Grants	1,545	1,400	1,300	1,200	1,100	1,000
A14 Upgrade					200	200
Leisure and Health						
Pedals Scheme	9					
One Leisure Synthetic Pitch	392					
One Leisure St Ives Development	0					
One Leisure Improvements	226	249	270	281	317	317
Replacement Fitness Equipment	185					
One Leisure St Ives String Bowling System		42				
One Leisure Huntingdon Changing Facilities		92				
One Leisure Huntingdon Expansion		811				
Resources						
VAT Exempt Capital	121					
Housing Association Loan	2,750	2,750				
Phoenix Industrial Unit Roof Replacement	200					
Octagon Improvements	50					
Cash Receipting System Upgrade	17					
Levellers Lane Industrial Unit Roof Replacement		78				
Clifton Road Industrial Unit Roof Replacement		70				
Financial Management System Replacement		192				
Customer Services						
Business Systems	13					
CRM System Upgrade		117				
E-forms		44				
Flexible Working - 3CSS		50	50	50		
Telephones - 3CSS		100	100			
Virtual Server - 3CSS		220				
Operations						
Building Efficiencies (Salix)	70	74	74			
Environment Strategy Funding (Loves Farm Community Building)	30					
Wheeled Bins	127	234	234	234	234	234
Vehicle Fleet Replacement	761	1,861	1,062	551	1,344	971
Car Park Improvements	25					
In-Cab Technology		75				
Play Equipment	45	25	20	20	21	21
Retro-Fitting Buildings		662	320			
Bridge Place Car Park Godmanchester		318				
Total Cost	9,856	10,512	3,470	2,376	3,256	2,783
Asset Sales	(847)					
Capital Receipts	(500)	(400)	(300)	(300)	(300)	(300)
Grants and Contributions	(3,456)	(1,054)	(758)	(792)	(810)	(853)
Borrowing - External	(2,750)	(7,750)	(2,000)	(1,000)	(2,000)	(1,000)
Borrowing - Internal	(2,303)	(1,308)	(412)	(284)	(146)	(630)
Total Sources of Finance	(9,856)	(10,512)	(3,470)	(2,376)	(3,256)	(2,783)

Borrowing:

- *External - for 2016/17 this includes the balance of the loan to Luminus Housing. Any additional external borrowing to the capital programme will be included in the 2016/17 Treasury Management Strategy.*
- *Internal - this is the use of the Council's working capital within the balance sheet.*



4.0 TREASURY MANAGEMENT

4.1 The following gives a high level commentary on the Treasury Management activity that the Council is expecting to undertake during 2016/17.

- **Short Term Borrowing**

During any year the Council will undertake short term borrowing and lending to maintain effective daily cash flow balances. For the forthcoming year, it is estimated that the net cost of short-term borrowing will be £15,000; this is based on an estimated daily cash flow balance of £8.0m. The cost of borrowing is based on an estimated interest rate of 0.75%.

- **Long Term Borrowing**

The Treasury Management Strategy permits the Council to borrow for the long-term to maintain effective working capital balances and to support back-to-back lending to external organisations. At the end of 2015/16, it is forecast that the total balances in respect of long-term borrowing will be £14.0m. The estimated cost of long term borrowing in 2016-17 is £0.649m.

During 2016/17 further long-term borrowing will occur to finance the Commercial Investment Strategy. Borrowing of £20m is estimated, with an estimated cost of £55,000 in 2016/17.

5.0 Capital Financing Requirement (CFR)

5.1 The following tables demonstrate, over the period of the MTFs, the Council's capital commitments and plans against its underlying need to borrow. The three tables below show the Council's total CFR which is then split into that which relates to the Council's mainstream spending and that which relates to the Capital Investment Strategy (CIS).

Capital Financing Requirement - Total	Forecast	Budget	Medium Term Financial Strategy					
			2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
			£000s	£000s	£000s	£000s	£000s	£000s
Opening Capital Financing Requirement	35,474	38,997	65,535	78,767	75,262	72,484		
Closing Capital Financing Requirement	38,997	65,535	78,767	75,262	72,484	69,164		
Increase in Underlying Need to Borrow	3,523	26,538	13,232	(3,505)	(2,778)	(3,320)		

Capital Financing Requirement - Capital Programme	Forecast	Budget	Medium Term Financial Strategy					
			2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
			£000s	£000s	£000s	£000s	£000s	£000s
Opening Capital Financing Requirement	35,474	38,997	46,420	46,601	45,465	45,056		
Property Plant and Equipment	2,172	4,753	2,020	1,126	1,956	1,583		
Intangible Assets	30	743	150	50	0	0		
Investment Properties	240	148	0	0	0	0		
Revenue Expenditure Funded From Capital Under Statute	4,589	2,118	1,300	1,200	1,300	1,200		
Community Infrastructure Levy	700	0	0	0	0	0		
Repayable Advances	2,825	2,750	0	0	0	0		
Additional Requirement	10,556	10,512	3,470	2,376	3,256	2,783		
Capital Receipts	(1,347)	(400)	(300)	(300)	(300)	(300)		
Grants and Contributions	(3,456)	(1,054)	(758)	(792)	(810)	(853)		
Capital Reserves	0	0	0	0	0	0		
Capital Reserves - Community Infrastructure Levy	(700)	0	0	0	0	0		
Minimum Revenue Provision	(1,530)	(1,635)	(2,231)	(2,420)	(2,555)	(2,581)		
	(7,033)	(3,089)	(3,289)	(3,512)	(3,665)	(3,734)		
Closing Capital Financing Requirement	38,997	46,420	46,601	45,465	45,056	44,105		
Increase in Underlying Need to Borrow	3,523	7,423	181	(1,136)	(409)	(951)		

Capital Financing Requirement - Commercial Investment Strategy	Forecast	Budget	Medium Term Financial Strategy					
			2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
			£000s	£000s	£000s	£000s	£000s	£000s
Opening Capital Financing Requirement	0	0	19,115	32,166	29,797	27,428		
Property Shares	5,000	5,000	0	0	0	0		
Direct Assets (Local Area)	5,000	10,000	5,000	0	0	0		
Direct Assets (Regional Cities)	0	5,000	10,000	0	0	0		
Additional Requirement	10,000	20,000	15,000	0	0	0		
Capital Investment Earmarked Reserve	(10,000)	0	0	0	0	0		
Minimum Revenue Provision	0	(885)	(1,949)	(2,369)	(2,369)	(2,369)		
	(10,000)	(885)	(1,949)	(2,369)	(2,369)	(2,369)		
Closing Capital Financing Requirement	0	19,115	32,166	29,797	27,428	25,059		
Increase in Underlying Need to Borrow	0	19,115	13,051	(2,369)	(2,369)	(2,369)		

6.0 Formal 2016/17 Council Tax Resolutions

6.1 The formal 2016/17 Council Tax resolutions to be agreed by Council are shown below.

- a) That the Council note the Council Tax Base for the whole Council area and individual Towns and Parishes (para 6.2) as approved by Cabinet on the 21st January 2016 (and subsequent publication as a key decision).
The tax base (T) which is the amount anticipated from a District Council Tax of £1 is **£59,358**
- b) That the following amounts calculated by the Council for 2016/17 in accordance with the requirements of the Local Government Finance Act 1992 as amended by the Localism Act 2011 (the Act), the Local Government Finance Act 2012 and associated regulations :-
- (i) the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act **£82,326,188**
Gross revenue expenditure including benefits, Town/Parish Precepts
 - (ii) the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act **£68,949,819**
Revenue income including reimbursement of benefits, specific and general grants, use of reserves and any transfers from the collection fund.
 - (iii) the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above in accordance with Section 31A (4) of the Act **£13,376,369**
This is the "Council Tax Requirement" including Parish/Town Precepts (item i minus item ii). It is the cash sum to be funded from District, Town and Parish Council Taxes.
 - (iv) the Council Tax requirement for 2016/17 divided by the tax base (T) in accordance with Section 31B (1) of the Act **£225.35**
District plus average Town/Parish Council Tax (item iii divided by District taxbase)
 - (v) the aggregate of all "Special Items" referred to in Section 34(1) of the Act. **£5,471,086**
The total value of Parish/Town precepts included in i and iii above.
 - (vi) the Basic Amount of Council Tax for 2015/16 being item iv less item v divided by the tax base (T) in accordance with Section 34 (2) of the Act. **£133.18**
The District Council's Band D Tax for 2016/17

- (vii) the basic amounts of Council Tax for 2016/17 for those parts of the District to which one or more special items (Parish/Town precepts) relate in accordance with Section 34 (3) of the Act are shown by adding the Huntingdonshire District Council amount to the appropriate Parish Council amount in column "band D" set out in Table 1 attached.
 - (viii) the amounts to be taken into account for 2016/17 in respect of categories of dwellings listed in particular valuation bands in accordance with Section 36 (1) of the Act are shown by adding the Huntingdonshire District Council amount to the appropriate Parish Council amount for each of the valuation bands in the columns "bands A to H" set out in Table 1 attached.
- (c) That the amounts of precept issued to the Council by Cambridgeshire County Council, Cambridgeshire Police Authority, Cambridgeshire & Peterborough Fire Authority and for each Parish Council for each of the categories of dwellings listed in different valuation bands in accordance with Section 40 of the Act shown in para 6.3 attached be noted.
 - (d) That, having regard to the calculations above, the Council, in accordance with Section 30 (2) of the Act, hereby sets the figures shown in para 6.4 as the amounts of Council Tax for 2016/17 for each of the categories of dwelling shown. ***This is the total Council Tax to be collected, incorporating the requirements of all of the relevant bodies, for each town or parish area.***
 - (e) The Council notes that, in accordance with Section 52ZB of the Local Government Finance Act 1992, the basic amount of its Council Tax for 2016/17 is not excessive. ***The basic amount at b (vi) above is not excessive as defined by the Government.***

6.2 Tax Base 2016/17

Abbotsley	249	Kings Ripton	80
Abbots Ripton	133	Leighton Bromswold	81
Alconbury	546	Little Paxton	1,523
Alconbury Weston	284	Morborne	10
Alwalton	119	Offord Cluny & Offord	501
Barham & Woolley	29	D'Arcy	
Bluntisham	737	Old Hurst	97
Brampton	1,725	Old Weston	93
Brington & Molesworth	166	Perry	260
Broughton	88	Pidley-cum-Fenton	157
Buckden	1,152	Ramsey	2,758
(incorporating Diddington)		St Ives	5,789
Buckworth	52	St Neots	10,760
Bury	617	Sawtry	1,788
Bythorn & Keyston	141	Sibson-cum-Stibbington	216
Catworth	154	Somersham	1,354
Chesterton	58	Southoe & Midloe	152
Colne	352	Spaldwick	245
Conington	66	Stilton	773
Covington	44	Stow Longa	67
Denton & Caldecote	27	The Stukeleys	414
Earith	576	Tilbrook	119
Easton	76	Toseland	37
Ellington	233	Upton & Coppingford	81
Elton	285	Upwood & The Raveleys	416
Farcet	524	Warboys	1,327
Fenstanton	1,146	Waresley-cum-Tetworth	145
Folksworth & Washingley	348	Water Newton	41
Glatton	129	Winwick	41
Godmanchester	2,403	Wistow	218
Grafham	235	Woodhurst	153
Great & Little Gidding	122	Woodwalton	78
Great Gransden	451	Wyton-on-the-Hill	412
Great Paxton	367	Yaxley	2,859
Great Staughton	324	Yelling	148
Haddon	25		
Hail Weston	243	Total	59,358
Hamerton & Steeple Gidding	48		
Hemingford Abbots	339		
Hemingford Grey	1,274		
Hilton	451		
Holme	230		
Holywell-cum-Needingworth	969		
Houghton & Wyton	785		
Huntingdon	7,255		
Kimbolton & Stonely	588		

6.3 2016/17 Council Tax by Property Band for each Precepting Authority and the Billing Authority

This table will be completed after the Council's Full Council meeting scheduled for the 24th February 2016 when the Council receives the precepts from Cambridgeshire County Council.

6.4 Total 2016/17 Council Tax by Property Band for each Precepting Authority and the Billing Authority

This table will be completed after the Council's Full Council meeting scheduled for the 25th February when the Council receives the precepts from Cambridgeshire County Council, Fire and Police Authorities.

7. Fees and Charges

- 7.1 The Fees and Charges that will be applicable from April 2016 to March 2017 have been included in **Annex A**.

8.0 Robustness of the 2016/17 Budget and Medium Term Financial Strategy

- 8.1 The Local Government Act 2003 requires me, as the Council's Responsible Financial Officer, to report on the robustness of the 2016/17 budget and the adequacy of reserves to assist you in making your decisions on the Budget and the level of Council Tax. Further, this is an opportunity for me to provide some commentary in respect of the period covered by the Medium Term Financial Strategy (MTFS).

8.2 Robustness and Budget Setting

- 8.2.1 At the time of writing, the most recent Financial Performance Management Report (December 2015) was forecasting an underspend of £2.2m; £1.6m in respect of savings accrued from general service expenditure and £0.6m from additional Section 31 grant. As in previous years, this positive financial position reflects the Council's success in performing well against its budget. It clearly demonstrates that managers have been, and continue to be, prudent in the delivery of their services and that the Council has "cost" firmly under control.
- 8.2.2 However, with the setting of the 2016/17 budget, this does mean that the Council has reviewed all of its services as part of its programmed Zero Based Budgeting (ZBB) review process. This has been a bottom-up review of all services; it has set new service standards for many services and reset budgets to meet those standards. The ZBB reviews were conducted in the light of the latest benchmarking information that was available; Heads of Service, supported by their Portfolio Holder were scrutinised in a Star Chamber process that was led by the Executive Leader, Deputy Leader/Executive Councillor for Commercial Activities and the Executive Councillor for Resources. Since the Autumn of 2014 when the first tranche of ZBB reviews was undertaken, in excess of £5.0m (gross) has been removed from the budget.
- 8.2.3 Now that all services have been subject to a ZBB review, the ZBB Programme itself is being reviewed to ensure that any future programme is fit for purpose and addresses the new requirements of the Council.
- 8.2.4 Outside of ZBB, the Council has also been following other avenues of service transformation; all of which are encapsulated within the "Plan-on-a-Page" strategy, namely:
- the introduction of a new Customer Service Strategy (approved by December 2015, Cabinet),
 - undertaking Lean reviews of services (to date, 5 completed and 23 continuing),
 - the commencement of Shared Services (namely Building Control, Legal and ICT commencing in October 2015),

- new approaches to Income Generation; the most significant being the introduction of a Commercial Investment Strategy (approved September 2015) and the associated Business Plan (December 2015), and the
- continuation of the Facing the Future programme.

8.3 Challenges facing the Council

8.3.1 The challenges that the Council faces are similar to many of those being faced by many Councils across the local government community. The principal challenges that the Council is tackling are illustrated below:

Public Sector Austerity – Cuts in grant funding

8.3.2 The public sector has as a whole faced the most significant austerity programme in a generation and as a consequence of the government's ring-fencing of some government departments/services (i.e. NHS, Overseas Aid etc.); this has meant that local government has met a significant share of the austerity programme. As previously discussed, the Council has taken proactive action to effectively manage the financial consequences of austerity and its impact.

8.3.3 Following the 2016/17 provisional settlement announced in December 2015, **Table H** clearly shows that the grant funding streams for the Council's MTFS for 2016/17 and for the period up to 2019/20 has moved when compared to the preceding year. For:

- 2016/17 the total grant included in last year's MTFS was £11.7m; following the provisional settlement this has now reduced to £11.3m; a drop of £0.4m (3.6%).
- 2019/20 the total grant in last year's MTFS was £11.1m, this has now reduced to £5.5m; this reflects the governments reductions in both Non-Domestic Rates and RSG but also the fact that the Council aspires to remove NHB from its core funding and this will be the last year of NHB being included.
- 2020/21 the Council will effectively be self-financing, in that the Council will generate income via Council Tax, Fees & Charges and Non-Domestic Rates (NDR). With regard to the latter, this will be the only core funding that Government will have strict control over; in that the government will manage distribution by adjusting NDR baselines, tariffs and levies.

Table H Comparison of Grant Assumptions: 2015/16 Budget & 2016/17 Budget and MTFs (2017/18 to 2020/21)						
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
2015/16 Budget & MTP						
NDR	4,160	4,661	4,868	5,084	5,308	
RSG	3,183	1,900	921	442	0	
NHB	4,403	5,126	5,342	5,537	5,814	
Total	11,746	11,687	11,131	11,063	11,122	0
2016/17 Budget & MTFs						
NDR	4,160	4,190	4,232	4,274	4,317	4,360
RSG	3,183	2,110	1,180	604	(42)	0
NHB	4,403	4,965	3,724	2,483	1,241	0
Total	11,746	11,265	9,136	7,361	5,516	4,360
Variance between Grant Assumptions						
NDR	0	(471)	(636)	(810)	(991)	
RSG	0	210	259	162	(42)	
NHB	0	(161)	(1,618)	(3,055)	(4,573)	
Total	0	(422)	(1,995)	(3,702)	(5,606)	
	%	%	%	%	%	
NDR	0.0	-10.1	-13.1	-15.9	-18.7	
RSG	0.0	11.1	28.1	36.7	-100.0	
NHB	0.0	-3.1	-30.3	-55.2	-78.7	
Total	0.0	-3.6	-17.9	-33.5	-50.4	

Programme of Service Review

8.3.4 It is probably fair to say that all Councils are undertaking some form of service review and seeking to ensure that services are provided with affordability and value for money at their core. As mentioned earlier, the Council has completed a process of ZBB review across all Council services as well as employing a number of other approaches to service transformation as part of the “Plan-on-a-Page” strategy.

8.4 Governance

8.4.1 Noted within the 2014/15 Annual Governance Statement both the Executive Leader and the Managing Director consider that they are:

“generally satisfied with the effectiveness of corporate governance arrangements and the internal control environment, as part of continuing efforts to improve governance arrangements the following issues have been identified for improvement:

- develop robust and effective reporting arrangements for shared services.
- improve project management practices including officer compliance with the project management toolkit.”

8.4.2 In May 2015, the Council's Internal Audit and Risk Manager reported to the Corporate Governance Panel that the assurance given for the year to 31 March 2015 was:

“the Council's internal control environment and systems of internal control...adequate assurance over key business processes and adequate assurance over financial systems”. This is an improvement on the previous years “limited” assurance.

8.4.3 The past year has been a process of embedding and reviewing the newly introduced initiatives to improve governance. Some of these include governance boards establishing their terms of reference and providing challenge, the golden thread linking the corporate plan to individual service plans through to individual performance reviews and the budget monitoring reports being updated with continuing engagement from service users.

8.5 Risks

8.5.1 Because of the nature of the macro and micro environment that the wider local government family and the Council operates within, there are a whole host of risks that the Council faces on a day-to-day basis. In such an environment, budget setting is not a science but more a guide on how financial resources will be allocated to services over the forthcoming year and an indication into the medium term. There will always be items that emerge after the budget has been approved and these can range from a programme under or over achieving or an unexpected event occurring. Where an event occurs that will potentially have a negative financial impact on the Council, the first call for funding will be from compensating savings from elsewhere within the Council's budget (service first, wider Council thereafter). If this is not possible, service reductions will then be considered and finally the use of General Fund reserves.

8.5.2 It is, therefore, essential that relevant risks are identified and appropriate sensitivity analysis applied to determine the impact on the Council. The most significant potential risks to the budget are:

- underachievement of savings.
- higher inflation.
- further reductions in income (mainly from fees and charges).
- non-achievement of savings; including Shared Services.
- failure of a borrower.
- an emergency.
- increased demand on services (e.g. benefits and homelessness).
- level of retained business rates.

8.5.3 Taking each of the above in turn:

- **Underachievement of savings**

The savings included within the budget total £2.5m. These savings cover a broad range of services and are heavily dependent on implementation as planned, which itself can be subject to market, management and political conditions prevailing at the time. It is therefore prudent to assume that some of these savings may not be achieved; a fair assumption is that a 30% underachievement equates to £0.747m.

- **Higher Inflation**

With regard to:

- **Pay**
The budget for 2016/17 includes an “across the board” pay increase of 1%. Taking into account employer oncosts (national insurance and pension), this equates to a total cost of £23.975m; a further 1% for sensitivity equates to £0.240m.
- **General Inflation**
No general inflation has been included in the 2016/17 budget except where there are contractual price increases; although for the Council this is minimal as most services are “contracted in”.

There is at present economic commentary in respect of price stagnation and even deflation. Although these are recognised as issues they would generally have a positive impact on service costs. Considering that the Council is freezing Council Tax over the medium term, the Council is therefore absorbing the impacts of all price adjustments. If price stagnation or deflation becomes a more serious issue, this will be addressed at the next budget round. For sensitivity, no inflation has been included.

- **Investment Interest**
The budget for 2016/17 has assumed a “composite” investment interest rate of 2.1% this equates to income of £0.200m; the budget also includes a borrowing rate of 3.2% which equates to a borrowing cost of £0.376m. For sensitivity purposes no additional investment interest has been modelled, however, for borrowing a rate rise of 1% would equate to £0.494m, an increase of £0.118m.

- **Reduced income: Fees and Charges**

Total fees and charges are £16.1m, therefore for sensitivity analysis a 1% loss of income from fees and charges would amount to £0.161m. The largest income streams that are susceptible to variation include:

- Car Parks, £2.6m
- Leisure Centres, £6.3m
- Property, £2.8m
- Planning and Building Control Fees, £1.4m

- **Reduced income: New Homes Bonus**

As part of the Local Government finance settlement the Government issued a consultation on changes to the New Homes Bonus. The consultation showed a commitment by this government to NHB for the remainder of this Parliament but it will be at a reduced level of funding. The consultation discusses a number of ways that NHB will be reduced; from reducing the number of years it is payable (currently 6) to putting in place enhanced criteria which need to be met before NHB is paid out. The financial outcome of this is unknown at this time but it is likely that this will lead to reduced NHB from 2017/18 onwards.

However, over the MTFS period 2017/18 to 2020/21 the Council has modelled out NHB as core funding as it moves to ensure it is not reliant on Government grants; this in itself will bring some inherent risk. As by 2020/21 NHB will be removed i.e. the risk is accommodated through the lower general fund balance and the phasing, no further sensitivity is necessary.

- **Government Grant: Non Domestic Rates**

Since the introduction of this new element of funding for authorities in April 2013 it has become increasingly clear that the levels that the authority will be able to retain are very difficult to forecast. Whilst there are some opportunities for estimating i.e. development of new buildings, it is very difficult to judge when development will commence on allocated land even if planning permission has been granted.

When the 2016/17 provisional settlement was received, it was established that the Council had over-estimated its 2016/17 Non-Domestic Rates (NDR) by £30,000. Considering this, the Council is now taking a more prudent view of its future projections for NDR in that it is budgeting for 2016/17 at the Government baseline level of receipts and only increasing the baseline by 1% each year over the MTFS period. Such growth should be met entirely from an increase in the rates multiplier rather than reliance on growth within the NDR taxbase.

It should also be noted that when NDR was “localised”, Councils immediately felt the direct impact of any NDR appeal made against the valuation set by the Valuation Office Agency. These appeals sometimes take years to finalise and are often backdated for a number of years, which drastically adds to the volatility of the NDR budget setting process. Further, other NDR variations can result from a property being burnt down or demolished.

However, by setting the NDR income at the government’s baseline, the direct revenue impact is limited by the existence of a safety net which limits our loss to around £0.257m per annum; this is included as a block amount within the sensitivity analysis.

- **Failure of a Borrower**

The maximum permitted with one counterparty is £8.0m, but this is only possible where £3.0m of the sum is held in a liquidity account (a liquidity account allows recovery of investments on the same working day which therefore substantially reduces exposure to risk). Consequently the main “borrowing” risk rests around the £5.0m which is either lent on a short or long term basis.

In most cases the £5.0m limit is restricted to bodies with a credit rating of F1+ or Building Societies with more than £2 billion in assets. The impact of a “failure of borrower” will be the loss of revenue cash flow and the potential costs involved of “making good” the lost investment. There are however, good governance arrangements around the Council’s Treasury activity and therefore the likelihood of loss is minimal, this has not been included in the sensitivity analysis.

- **Emergency**
Certain types of eventuality are mitigated in other ways. Many significant risks are insured against, so losses are limited to the excesses payable. The Government's Bellwin Scheme meets a large proportion, over a threshold, of the costs of any significant peacetime emergencies (e.g. severe flooding). The Council does reside within a flood risk area and there have been occasions where the Council has been required to meet the cost of local flooding incidents; however, such costs have been met from within current resources. With the reduction in budgets it is anticipated that such ad-hoc spend will not be able to be as easily accommodated so it would be prudent to include an element within any sensitivity to meet this cost. The Code of Financial Management permits the Managing Director or the Responsible Financial Officer to incur "emergency spend" of up to £0.350m, with retrospective reporting to Cabinet. The £0.350m is included as a block amount within the sensitivity analysis.
- **Increased demands on services**
The services most susceptible to increased demand that would have a significant revenue impact are homelessness and Council Tax Support.

With regard to homelessness, the budget for 2016/17 is £0.342m and for Council Tax Support is £6.884m; if there was a 10% increase in demand for each this would require an additional £0.720m.

Sensitivity for 2016/17 Budget

8.5.4 Considering the risks noted above and the stated budget assumptions, the accumulated total cash risk is £3.0m. However, it is highly unlikely that all these risks will occur at the same time, so it is fair to apply "sensitivity" to each risk and then model the impact over the likelihood of occurrence. **Table I** shows this detailed analysis and in summary the additional pressure within 2016/17, based on the likelihood of occurrence, is as follows:

- Pessimistic view, additional pressure of: £1.379m
- Middle-View, additional pressure of: £0.963m
- Optimistic View, additional pressure of: £0.638m

Table I		Sensitivity of Risks to 2016/17 Budget & Funding Options									
Risk	Costs Included in 2016/17 budget £'000	New rate	Sensitivity Impact		Likelihood of Occurrence						
			+/-	Cost £'000	Pessimistic Factor	£'000	Middle-Way Factor	£'000	Optimistic Factor	£'000	
Underachievement of Savings	2,490	Savings not achieved	30%	747	0.7	523	0.2	149	0.1	75	
Inflation Pay	23,975	Pay increase from 1% to 2%	1%	240	0.6	144	0.3	72	0.1	24	
Temporary Borrowing	15	Difference between Borrowing increased from 4% to 5%	50%	8	0.2	2	0.5	4	0.3	2	
Reduced Income Fees & Charges	(16,124)	Reduction in income.	1%	161	0.3	48	0.4	64	0.3	48	
New Homes Bonus	(4,965)	Reduction in NHB following change to "needs" system and consequential redistribution.	10%	497	0.3	149	0.4	199	0.3	149	
Government Grant Non-Domestic Rates	257	Loss of Modelled NDR, limited by Safety Net	100%	257	0.6	154	0.3	77	0.1	26	
Emergency	350	Immediate use of funds in the event of a local emergency	100%	350	0.2	70	0.5	175	0.3	105	
Increased Demand of Services Homelessness Council Tax Support	342	Increase in demand	10%	34	0.4	14	0.5	17	0.1	3	
	6,884	Increase in demand	10%	688	0.4	275	0.3	206	0.3	206	
Total Sensitivity				2,982	1,379		963		638		
Estimated Reserves at 31 March 2016 as per Proposed Budget					5,298		5,298		5,298		
Estimated Reserves at 31 March 2016 following Sensitivity					3,919		4,335		4,660		
Conclusion of Sensitivity											
- Do Reserves remain positive					Yes		Yes		Yes		
- Do Reserves remain above Minimum Level of Reserves (15% of Net Expenditure)					Yes		Yes		Yes		
- Reduction in Reserves					26.0%		18.2%		12.0%		

8.6 Revenue Reserves

Reserves for 2016/17 and the MTFs Period (2017/18 to 2020/21)

8.6.1 There is no statutory minimum level of reserves; however Cabinet in December 2015 confirmed there should be a minimum level of reserves set at 15% of the Net Revenue Budget of the Council. As shown in **Table J** below, for the period 2016/17 through to 2018/19 of the MTFs, and when adjusted for the aforementioned "sensitivity analysis", the minimum level of reserves for each year is not breached. However, for 2019/20 and 2020/21, regardless of the likelihood of occurrence, the minimum level of reserves is breached and for 2020/21 specifically the modelled General Fund Balance is in a significant negative position (-£1.5m for Optimistic/ -£2.2m for Pessimistic).

Table J	Impact of 2016/17 Sensitivity of Risks on the MTFS General Fund Reserves Profile														
	2016/17 £'000			2017/18 £'000			2018/19 £'000			2019/20 £'000			2020/21 £'000		
General Fund Reserves (as per 2016/17 Proposed Budget)	5,298			5,954			5,124			2,767			(837)		
Minimum Level of Reserves (*)	2,687			2,632			2,610			2,585			2,621		
	Pessimistic	Middle-Way	Optimistic	Pessimistic	Middle-Way	Optimistic	Pessimistic	Middle-Way	Optimistic	Pessimistic	Middle-Way	Optimistic	Pessimistic	Middle-Way	Optimistic
Reduction in Reserves	1,379	963	638	1,379	963	638	1,379	963	638	1,379	963	638	1,379	963	638
Estimated Reserves	3,919	4,335	4,660	4,575	4,991	5,316	3,745	4,161	4,486	1,388	1,804	2,129	(2,216)	(1,800)	(1,475)
- Do Reserves remain above Minimum Level of Reserves	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No

* = The minimum level of reserves is 15% of Net "budgeted" Expenditure

8.6.2 The sensitivity analysis has shown that whilst the Council aims to become financially self-sufficient, and therefore, remove its reliance on government funding, it still has some way to go over the medium term to achieve this aim in a financially stable and sustainable way.

8.6.3 Using the “Plan-on-a-Page” strategy, which was based on the 2015/16 budget set a year ago, as shown in **Table K** below to date £4.7m in savings has been achieved against the 2019/20 target of £8.2m (58%).

Table K	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
Plan-on-a-Page Savings Targets - 2015/16	(3,800)	(5,900)	(7,500)	(8,200)
% of MTFS - 2015/16	19%	29%	35%	38%
ZBB T2 and T3 savings	(2,297)	(3,048)	(3,531)	(4,061)
Shared Services	(234)	(240)	(247)	(253)
Income Generation	41	(186)	(432)	(432)
(Under)/Over Achievement of savings target	(1,310)	(2,426)	(3,290)	(3,454)
% of Savings Target Achieved	66%	59%	56%	58%

8.6.4 On balance, it is prudent that the council continues to aspire to be financially independent of government funding by the end of the medium term period (2020/21). To achieve this, the Council must continue to:

- drive down costs by following a further programme of service transformation. This could be achieved by following a ZBB Phase 2 and/or following further “Plan-on-a-Page” approaches to service transformation.
- increase income wherever possible; this could be achieved by:
 - developing new “charged-for” services or service streams,
 - further commercialisation of current services,
 - increased use of capital investment to generate revenue income streams; such as the Commercial Investment Strategy and investing in local infrastructure and development.

8.6.5 A new “Plan-on-a-Page” is shown in **Table L** below based on balancing the budget and bringing the reserves into a sustainable position over the life of the MTFS.

Table L	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000
Plan on a Page - Approved MTFS 2017/18 - 2020/21				
Approved MTFS Net Expenditure	17,545	17,401	17,232	17,471
Plan on a Page - savings required from MTFS	(901)	(1,802)	(2,703)	(3,604)
Plan on a Page - % savings required from MTFS	-5.2%	-10.6%	-16.0%	-21.0%
Budget Requirement (adjusted for savings required)	16,644	15,599	14,529	13,868

8.7 Conclusion

- **2016/17 Budget**

Considering all the factors noted within the “Robustness” statement in respect of 2016/17, I consider that the:

- combination of a new, robust approach to budget setting,
- the direction of travel in relation to governance,
- the further service and budget efficiency work to be undertaken during 2016/17, and
- that reserves are expected to increase by March 2016 and through to 2017,

the budget proposed for 2016/17 should not give Members any significant concerns over the Council’s financial position.

- **Medium Term Financial Strategy (2017/18 to 2020/21)**

With regard to the period covered by the MTFs, the anticipated removal of RSG as core funding by 2019/20 has been modelled for over a year and confirmed by the 2016/17 4-year settlement. However, the continuation of the policy to freeze Council Tax and coupling that with the aspiration of removing NHB, although appropriate, does create significant budget pressures in the last two years of the MTFs – and this is only exacerbated when the aforementioned risks and sensitivity analysis is taken into account

However, as highlighted earlier in this statement, there are actions that are being followed to mitigate this scenario but new actions will be required to further enhance the required mitigations. It therefore remains critical that:

- all Council services remain under tight budgetary control,
- ZBB Phase 2 is undertaken to identify further service savings,
- Affordability and Value for Money are at the core of the Councils decision making processes,
- savings are identified at the earliest opportunity,
- capital investment is commenced as soon as possible, and
- Central Government funding is continually reviewed.

Clive Mason CPFA

Responsible Financial Officer (Section 151)

ANNEX A – FEES AND CHARGES

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
							£	£	£	
Development										
Planning (Awaiting notification from DCLG re planning fees, Building Control and Pre-planning fees are still being reviewed)										
	All outline applications	Not more than 2.5 hectares	Per 0.1 hectares	S		N	385.00	0.00	385.00	
		More than 2.5 hectares	Per 0.1 hectares plus for each hectare over 2.5 per 0.1 hectares	S		N	9,527.00	0.00	9,527.00	
	Householder Applications	More than 2.5 hectares		S		N	115.00	0.00	115.00	
	Full application	Single dwelling		S		N	172.00	0.00	172.00	
		Two or more dwellings		S		N	339.00	0.00	339.00	
		Not more than 50 new dwellings	Per dwelling	S		N	385.00	0.00	385.00	
		More than 50 new dwellings		S		N	19,049.00	0.00	19,049.00	
			Per additional dwelling	S		N	115.00	0.00	115.00	
	Full application	Not dwellings, agricultural, glasshouse, plant nor machinery								
		Erection of buildings	No increase in floor space or no more than 40sq m	S		N	195.00	0.00	195.00	
		Erection of buildings	More than 40sq m but no more than 75 sq m	S		N	385.00	0.00	385.00	
		Erection of buildings	More than 75 sq m but no more than 3750 sq m	S		N	19,049.00	0.00	19,049.00	
		Erection of buildings	plus for each additional 75sq m in excess of 3750 sq m to a maximum of £250,000	S		N	115.00	0.00	115.00	
	Full application	On land used for agriculture or agricultural purposes								
		Erection of buildings	Not more than 465 sq m	S		N	80.00	0.00	80.00	
			More than 465 sq m but not more than 540 sq m	S		N	385.00	0.00	385.00	
			More than 540 sq m but not more than 4215 sq m - first 540 sq m plus for each further 75 sq m (or part thereof in excess of 540 sq m	S		N	385.00	0.00	385.00	
			More than 4215 sq m	S		N	19,049.00	0.00	19,049.00	
			plus for each 75 sq m (or part thereof) in excess of 4215 sq m up to a maximum of £250,000	S		N	115.00	0.00	115.00	
	Full application	Erection of glass houses on land used for the purpose of agriculture	Not more than 465 sq m	S		N	80.00	0.00	80.00	
			More than 465 sq m but not more than 540 sq m	S		N	2,150.00	0.00	2,150.00	
		Erection/alteration/replacement of plant and machinery	Not more than 5 hectares for each 0.1 hectare or part thereof	S		N	385.00	0.00	385.00	
			More than 5 hectares plus for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000	S		N	19,049.00	0.00	19,049.00	
	Applications other than Building Works	Car parks, service roads or other access	For existing uses	S		N	195.00	0.00	195.00	
		Waste	Not more than 15 hectares for each 0.1 hectare (or part thereof)	S		N	195.00	0.00	195.00	
			More than 15 hectares plus for each 0.1 hectare (or part thereof) in excess of 15 hectares to a maximum of £65,000	S		N	29,112.00	0.00	29,112.00	
		Operations connected with explanatory drilling for oil or natural gas	Not more than 7.5 hectares for each 0.1 hectare (or part thereof)	S		N	423.00	0.00	423.00	
			More than 7.5 hectares plus for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000	S		N	31,725.00	0.00	31,725.00	
		Operations (other than exploratory drilling) for the winning and working of oil or natural gas	Not more than 15 hectares for each 0.1 hectare (or part thereof)	S		N	214.00	0.00	214.00	
			More than 15 hectares plus for each 0.1 (or part thereof) in excess of 15 hectares up to a maximum of £65,000	S		N	32,100.00	0.00	32,100.00	
		Other operations (winning and working of minerals) excluding oil and natural gas	Not more than 15 hectares for each 0.1 (or part thereof)	S		N	195.00	0.00	195.00	
			More than 15 hectares plus for each additional 0.1 in excess of 15 hectares up to a maximum of £65,000	S		N	29,112.00	0.00	29,112.00	
			Any site area for each 0.1 hectare (or part thereof) up to a maximum of £1,690	S		N	115.00	0.00	115.00	
	Lawful Development Certificate	Other operations (not coming within any of the above categories)		S		N	195.00	0.00	195.00	
		LDC - existing use - in breach of a planning condition	Same as Full	S						
		LDC - existing use LDC - lawful but not to comply with a particular condition		S		N	195.00	0.00	195.00	
		LDC - proposed use	Half the normal planning fee	S				0.00	0.00	

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16		
Prior Approval		Agricultural and Forestry buildings and operations or demolition of buildings		S		N	80.00	0.00	80.00			
		Telecommunications code systems operators		S		N	385.00	0.00	385.00			
		Proposed change of use to state funded or registered nursery		S		N	80.00	0.00	80.00			
		Proposed change of use of agricultural building to a state funded school or registered nursery		S		N	80.00	0.00	80.00			
		Proposed change of use of agricultural building to a flexible use within shops, restaurants and cafes, business, storage or distribution, hotels, or assembly or leisure		S		N	80.00	0.00	80.00			
		Proposed change of a building from Office (Use Class B1) use to a use falling within Use Class C3 (Dwelling house)		S		N	80.00	0.00	80.00			
		Proposed change of use from an agricultural building to a Dwelling house (Use Class C3) where there are no associated building operations		S		N	80.00	0.00	80.00			
		Proposed change of use of agricultural building to a Dwelling house (Use Class C3) and associated building operations		S		N	172.00	0.00	172.00			
		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 (Dwelling house) where there are no associated building operations		S		N	80.00	0.00	80.00			
		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 (Dwelling house) and associated building operations		S		N	172.00	0.00	172.00			
		Reserved Matters	Approval/variation/dischARGE of condition	Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then	S		N	385.00	0.00	385.00	
				Application for removal or variation of condition following grant of planning permission		S		N	195.00	0.00	195.00	
		Change of use of a building to use as one or more separate dwelling houses, or other cases	More than 50 dwellings	Request for confirmation that one or more planning conditions have been complied with	Per request for householder otherwise per request	S		N	25.00	0.00	25.00	
						S		N	97.00	0.00	97.00	
		Other changes of use of a building or land			Not more than 50 dwellings for each	S		N	385.00	0.00	385.00	
				S		N	19,049.00	0.00	19,049.00			
	plus for each in excess of 50 up to a maximum of £250,000			S		N	115.00	0.00	115.00			
Advertising		Relating to the business on the premises		S		N	385.00	0.00	385.00			
		Advanced signs which are not on or visible from the site, directing the public to a business		S		N	110.00	0.00	110.00			
		Other advertisements		S		N	385.00	0.00	385.00			
Application for a new planning permission to replace an extant planning permission		Application in respect of major developments		S		N	575.00	0.00	575.00			
		Applications in respect of householder developments		S		N	57.00	0.00	57.00			
		Application in respect of other developments		S		N	195.00	0.00	195.00			
Application for a non-material amendment following a grant of planning permission		Application in respect of householder development		S		N	28.00	0.00	28.00			
		Application in respect of other developments		S		N	195.00	0.00	195.00			

**Huntingdonshire District Council
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Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16	
Building Control											
Domestic extensions and annexes	Domestic extensions and annexes	Extension or annex with a floor area up to 10m2	Plan charge	S	Apr-10	S	140.00	28.00	168.00		
		Extension or annex with a floor area up to 10m2	Inspection charge	S	Apr-10	S	235.00	47.00	282.00		
	Domestic extensions and annexes	Extension or annex with a floor area over 10m2 but under 40m2	Plan charge	S	Apr-10	S	140.00	28.00	168.00		
			Inspection charge	S	Apr-10	S	235.00	47.00	282.00		
	Domestic extensions and annexes	Extension or annex with a floor area over 40m2 but under 100m2	Plan charge	S	Apr-10	S	140.00	28.00	168.00		
			Inspection charge	S	Apr-10	S	235.00	47.00	282.00		
	Domestic loft and garage conversions	Garage, car port or covered way extension with floor area up to 60m2	Plan charge	S	Apr-10	S	140.00	28.00	168.00		
			Inspection charge	S	Apr-10	S	235.00	47.00	282.00		
	Domestic loft and garage conversions	Loft conversion with a floor area up to 40m2	Plan charge	S	Apr-10	S	140.00	28.00	168.00		
			Inspection charge	S	Apr-10	S	235.00	47.00	282.00		
	Domestic loft and garage conversions	Loft conversion with a floor area over 40m2 but less than 60m2	Plan charge	S	Apr-10	S	140.00	28.00	168.00		
			Inspection charge	S	Apr-10	S	235.00	47.00	282.00		
	Domestic alterations	Conversion of garage to living accommodation	Plan charge	S	Apr-10	S	85.00	17.00	102.00		
			Inspection charge	S	Apr-10	S	160.00	32.00	192.00		
	Domestic alterations	Estimated cost of work less than £5000	Plan charge	S	Apr-10	S	180.00	36.00	216.00		
			Inspection charge	S	Apr-10	S	0.00	0.00	0.00		
			Estimated cost of work over £5000 but less than £10000	Plan charge	S	Apr-10	S	140.00	28.00	168.00	
				Inspection charge	S	Apr-10	S	140.00	28.00	168.00	
			Estimated cost of work over £10000 but less than £20000	Plan charge	S	Apr-10	S	140.00	28.00	168.00	
				Inspection charge	S	Apr-10	S	230.00	46.00	276.00	
Estimated cost of work over £20000 but less than £50000			Plan charge	S	Apr-10	S	140.00	28.00	168.00		
			Inspection charge	S	Apr-10	S	280.00	56.00	336.00		
Estimated cost of work over £50000 but less than £100000			Plan charge	S	Apr-10	S	140.00	28.00	168.00		
			Inspection charge	S	Apr-10	S	330.00	66.00	396.00		
New dwellings and conversion to dwellings	1 dwelling	Plan charge	S	Apr-10	S	175.00	35.00	210.00			
		Inspection charge	S	Apr-10	S	375.00	75.00	450.00			
	2 dwellings	Plan charge	S	Apr-10	S	245.00	49.00	294.00			
		Inspection charge	S	Apr-10	S	555.00	111.00	666.00			
	3 dwellings	Plan charge	S	Apr-10	S	315.00	63.00	378.00			
		Inspection charge	S	Apr-10	S	735.00	147.00	882.00			
	4 dwellings	Plan charge	S	Apr-10	S	385.00	77.00	462.00			
		Inspection charge	S	Apr-10	S	875.00	175.00	1,050.00			
	5 dwellings	Plan charge	S	Apr-10	S	455.00	91.00	546.00			
		Inspection charge	S	Apr-10	S	1,015.00	203.00	1,218.00			
	6 dwellings	Plan charge	S	Apr-10	S	525.00	105.00	630.00			
		Inspection charge	S	Apr-10	S	1,155.00	231.00	1,386.00			
	7 dwellings	Plan charge	S	Apr-10	S	545.00	109.00	654.00			
		Inspection charge	S	Apr-10	S	1,345.00	269.00	1,614.00			
	8 dwellings	Plan charge	S	Apr-10	S	565.00	113.00	678.00			
		Inspection charge	S	Apr-10	S	1,535.00	307.00	1,842.00			
	9 dwellings	Plan charge	S	Apr-10	S	585.00	117.00	702.00			
		Inspection charge	S	Apr-10	S	1,725.00	345.00	2,070.00			
	10 dwellings	Plan charge	S	Apr-10	S	605.00	121.00	726.00			
		Inspection charge	S	Apr-10	S	1,895.00	379.00	2,274.00			
The charge for dwellings are based on buildings with a maximum of 3 storeys (including basements) and a maximum floor area of 300m2. The charge for any dwelling outside these limits and for developments with more than 10 dwellings will need to be individually determined.											
Domestic Extensions and annexes	Domestic Extensions and annexes	Extension or annex with floor area up to 10m2	Building notice	S	Apr-10	S	410.00	82.00	492.00		
		Extension or annex with floor area up to 10m2	Regularisation	S	Apr-13	N	527.00	0.00	527.00		
	Domestic Extensions and annexes	Extensions or annexes with a floor area over 10m2 but under 40m2	Building notice	S	Apr-10	S	465.00	93.00	558.00		
			Regularisation	S	Apr-13	N	635.00	0.00	635.00		
	Domestic Extensions and annexes	Extensions or annexes with a floor area over 40m2 but under 100m2	Building notice	S	Apr-10	S	590.00	118.00	708.00		
			Regularisation	S	Apr-13	N	770.00	0.00	770.00		
	Domestic Extensions and annexes	Garage, car port or covered way extension with floor area up to 60m2	Building notice	S	Apr-10	S	375.00	75.00	450.00		
			Regularisation	S	Apr-13	N	473.00	0.00	473.00		

**Huntingdonshire District Council
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Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
Domestic loft and garage conversions	Loft conversion with a floor area up to 40m2	Building notice	S	Apr-10	S	410.00	82.00	492.00		
		Regularisation	S	Apr-13	N	527.00	0.00	527.00		
	Loft conversion with a floor area over 40m2 but less than 60m2	Building notice	S	Apr-10	S	468.00	93.60	561.60		
		Regularisation	S	Apr-13	N	635.00	0.00	635.00		
	Conversion of garage to living accommodation	Building notice	S	Apr-10	S	245.00	49.00	294.00		
		Regularisation	S	Apr-13	N	345.00	0.00	345.00		
	Domestic alterations	Estimated cost of work less than £5000	Building notice	S	Apr-10	S	180.00	36.00	216.00	
			Regularisation	S	Apr-13	N	243.00	0.00	243.00	
		Estimated cost of work over £5000 but less than £10000	Building notice	S	Apr-10	S	310.00	62.00	372.00	
			Regularisation	S	Apr-13	N	392.00	0.00	392.00	
		Estimated cost of work over £10000 but less than £20000	Building notice	S	Apr-10	S	410.00	82.00	492.00	
			Regularisation	S	Apr-13	N	513.00	0.00	513.00	
		Estimated cost of work over £20000 but less than £50000	Building notice	S	Apr-10	S	460.00	92.00	552.00	
			Regularisation	S	Apr-13	N	594.00	0.00	594.00	
		Estimated cost of work over £50000 but less than £100000	Building notice	S	Apr-10	S	515.00	103.00	618.00	
			Regularisation	S	Apr-13	N	709.00	0.00	709.00	
		Renovation of thermal element	Building notice	S	Apr-10	S	140.00	28.00	168.00	
			Regularisation	S	Apr-13	N	182.00	0.00	182.00	
		Replacement of windows, roof light and external glazed doorways	Building notice	S	Apr-10	S	100.00	20.00	120.00	
			Regularisation	S	Apr-13	N	130.00	0.00	130.00	
Installation of renewable energy systems		Building notice	S	Apr-10	S	140.00	28.00	168.00		
		Regularisation	S	Apr-13	N	182.00	0.00	182.00		
Drainage works up to the value of £5000		Building notice	S	Apr-10	S	100.00	20.00	120.00		
		Regularisation	S	Apr-13	N	130.00	0.00	130.00		
Electrical work up to the value of £10000		Building notice	S	Apr-10	S	240.00	48.00	288.00		
		Regularisation	S	Apr-13	N	312.00	0.00	312.00		
New dwellings and conversion to dwellings	1 dwelling	Building notice	S	Apr-10	S	600.00	120.00	720.00		
		Regularisation	S	Apr-13	N	756.00	0.00	756.00		
	2 dwellings	Building notice	S	Apr-10	S	880.00	176.00	1,056.00		
		Regularisation	S	Apr-13	N	1,094.00	0.00	1,094.00		
	3 dwellings	Building notice	S	Apr-10	S	1,155.00	231.00	1,386.00		
		Regularisation	S	Apr-13	N	1,431.00	0.00	1,431.00		
	4 dwellings	Building notice	S	Apr-10	S	1,385.00	277.00	1,662.00		
		Regularisation	S	Apr-13	N	1,728.00	0.00	1,728.00		
	5 dwellings	Building notice	S	Apr-10	S	1,615.00	323.00	1,938.00		
		Regularisation	S	Apr-13	N	1,998.00	0.00	1,998.00		
6 dwellings	Building notice	S	Apr-10	S	1,850.00	370.00	2,220.00			
	Regularisation	S	Apr-13	N	2,282.00	0.00	2,282.00			
7 dwellings	Building notice	S	Apr-10	S	2,080.00	416.00	2,496.00			
	Regularisation	S	Apr-13	N	2,619.00	0.00	2,619.00			
8 dwellings	Building notice	S	Apr-10	S	2,310.00	462.00	2,772.00			
	Regularisation	S	Apr-13	N	2,849.00	0.00	2,849.00			
9 dwellings	Building notice	S	Apr-10	S	2,590.00	518.00	3,108.00			
	Regularisation	S	Apr-13	N	3,050.00	0.00	3,050.00			
10 dwellings	Building notice	S	Apr-10	S	2,750.00	550.00	3,300.00			
	Regularisation	S	Apr-13	N		0.00	0.00			
Other residential (institutional etc)	Floor area under 40m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00		
		Inspection charge	S	Apr-10	S	325.00	65.00	390.00		
		Regularisation	S	Apr-13	N	675.00	0.00	675.00		
	Floor area between 40m2 and 100m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00		
		Inspection charge	S	Apr-10	S	440.00	88.00	528.00		
		Regularisation	S	Apr-13	N	830.00	0.00	830.00		
Assembly and recreational use	Floor area under 40m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00		
		Inspection charge	S	Apr-10	S	325.00	65.00	390.00		
		Regularisation	S	Apr-13	N	675.00	0.00	675.00		
	Floor area between 40m2 and 100m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00		
		Inspection charge	S	Apr-10	S	440.00	88.00	528.00		
		Regularisation	S	Apr-13	N	830.00	0.00	830.00		
Industrial and storage use	Floor area under 40m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00		
		Inspection charge	S	Apr-10	S	285.00	57.00	342.00		
		Regularisation	S	Apr-13	N	621.00	0.00	621.00		
	Floor area between 40m2 and 100m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00		
		Inspection charge	S	Apr-10	S	400.00	80.00	480.00		
		Regularisation	S	Apr-13	N	776.00	0.00	776.00		
All other classes	Floor area under 40m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00		
		Inspection charge	S	Apr-10	S	325.00	65.00	390.00		
		Regularisation	S	Apr-13	N	675.00	0.00	675.00		
	Floor area between 40m2 and 100m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00		
		Inspection charge	S	Apr-10	S	440.00	88.00	528.00		
		Regularisation	S	Apr-13	N		0.00	0.00		
Non-domestic alterations	Replacement windows, roof light and glazed doors (Max 20)	Plan charge	S	Apr-10	S	100.00	20.00	120.00		

**Huntingdonshire District Council
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Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
		Replacement windows, roof light and glazed doors (Max 20)	Inspection charge	S	Apr-10	S	0.00	0.00	0.00	
		Replacement windows, roof light and glazed doors (Max 20)	Regularisation	S	Apr-10	N	135.00	0.00	135.00	
		Replacement windows, roof light and glazed doors 20 to 50	Plan charge	S	Apr-10	S	200.00	40.00	240.00	
		Replacement windows, roof light and glazed doors 20 to 50	Inspection charge	S	Apr-10	S	0.00	0.00	0.00	
		Replacement windows, roof light and glazed doors 20 to 50	Regularisation	S	Apr-10	N	270.00	0.00	270.00	
		Renovation of a thermal element with an estimated cost up to £50	Plan charge	S	Apr-10	S	140.00	28.00	168.00	
		Renovation of a thermal element with an estimated cost up to £50	Inspection charge	S	Apr-10	S	0.00	0.00	0.00	
		Renovation of a thermal element with an estimated cost up to £50	Regularisation	S	Apr-10	N	182.00	0.00	182.00	
		Estimated cost of works up to £50000	Plan charge	S	Apr-10	S	200.00	40.00	240.00	
		Estimated cost of works up to £50000	Inspection charge	S	Apr-10	S	0.00	0.00	0.00	
		Estimated cost of works up to £50000	Regularisation	S	Apr-10	N	270.00	0.00	270.00	
		Estimated cost of work over £5000 but less than £10000	Plan charge	S	Apr-10	S	150.00	30.00	180.00	
		Estimated cost of work over £5000 but less than £10000	Inspection charge	S	Apr-10	S	160.00	32.00	192.00	
		Estimated cost of work over £5000 but less than £10000	Regularisation	S	Apr-10	N	419.00	0.00	419.00	
		Estimated cost of work over £10000 but less than £20000	Plan charge	S	Apr-10	S	150.00	30.00	180.00	
		Estimated cost of work over £10000 but less than £20000	Inspection charge	S	Apr-10	S	250.00	50.00	300.00	
		Estimated cost of work over £10000 but less than £20000	Regularisation	S	Apr-10	N	540.00	0.00	540.00	
		Estimated cost of work over £20000 but less than £50000	Plan charge	S	Apr-10	S	175.00	35.00	210.00	
		Estimated cost of work over £20000 but less than £50000	Inspection charge	S	Apr-10	S	350.00	70.00	420.00	
		Estimated cost of work over £20000 but less than £50000	Regularisation	S	Apr-10	N	709.00	0.00	709.00	
		Estimated cost of work over £50000 but less than £100000	Plan charge	S	Apr-10	S	175.00	35.00	210.00	
		Estimated cost of work over £50000 but less than £100000	Inspection charge	S	Apr-10	S	450.00	90.00	540.00	
		Estimated cost of work over £50000 but less than £100000	Regularisation	S	Apr-10	N	844.00	0.00	844.00	

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Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
Huntingdonshire District Council Fees and Charges as at April 2016										
Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
Operations										
Refuse Collection										
	Household Bulky Waste		1-3 items	D		N	23.00	0.00	23.00	
	Household Bulky Waste		4-6 items	D		N	32.00	0.00	32.00	
	Household Bulky Waste		7-10 items	D		N	48.00	0.00	48.00	
	Commercial Bulky Waste		Per hour	D		N	100.00	0.00	100.00	
	Second Green Bin		Per annum	D		N	40.00	0.00	40.00	
Markets										
	Huntingdon Farmers' market	Casual Traders - per pitch				E	23.00	0.00	23.00	
		Permanent traders - per pitch				E	16.20	0.00	16.20	
	St Ives Weekly Markets	Casual traders - per 10ft pitch	St Ives market			E	23.50	0.00	23.50	
		Permanent traders - per 10ft pitch	St Ives market			E	16.20	0.00	16.20	
		Casual Trader per 10ft pitch October - December	St Ives market			E	24.00	0.00	24.00	
	Huntingdon Weekly Market	casual trader - per 10ft	Huntingdon market			E	23.50	0.00	23.50	
		Regular traders - per 10ft pitch				E	16.20	0.00	16.20	
	St Ives Bank Holiday Markets	Market Hill regular trader per 10 ft				E	24.00	0.00	24.00	
		Market Hill non - regular trader per 10 ft				E	41.00	0.00	41.00	
		Bus station regular trader per 10ft				E	23.50	0.00	23.50	
		Bus station non- regular trader per 10ft				E	40.00	0.00	40.00	
		Car Park regular trader per 10ft				E	23.00	0.00	23.00	
		Car Park non-regular trader per 10ft				E	39.00	0.00	39.00	
	Bank Holiday Markets	10ft pitch booked two weeks in advance				E	40.00	0.00	40.00	
		10ft pitch - otherwise				E	50.00	0.00	50.00	
	Electricity supply	per day				S	4.17	0.83	5.00	
	Bin charges	per day	240 L			N	3.50	0.00	3.50	
		per day	1100 L			N	14.00	0.00	14.00	
Fair										
	Fair Huntingdon	Riverside car park	per day	D		Z	1,000.00	0.00	1,000.00	77%
Car parking										
	Car Parking charges	Huntingdon - Riverside - Short stay	Up to 1hr	D		S	0.33	0.07	0.40	
			Up to 2hr	D		S	0.50	0.10	0.60	
		Huntingdon -Riverside - Long stay	Up to 1 hr	D		S	0.33	0.07	0.40	
			Up to 2 hr	D		S	0.50	0.10	0.60	
			Up to 3 hr	D		S	0.75	0.15	0.90	
			Up to 4 hr	D		S	1.00	0.20	1.20	
			4hr to 10 hr	D		S	1.67	0.33	2.00	
			10hr to 23 hr	D		S	2.50	0.50	3.00	
		Godmanchester - Bridge Place - Long stay	Up to 1 hr	D		S	0.33	0.07	0.40	
			Up to 2 hr	D		S	0.50	0.10	0.60	
			Up to 3 hr	D		S	0.75	0.15	0.90	
			Up to 4 hr	D		S	1.00	0.20	1.20	
			4hr to 10 hr	D		S	1.67	0.33	2.00	
			10hr to 23 hr	D		S	2.50	0.50	3.00	
		St Neots - Riverside - Long stay	Up to 2 hr	D		S	0.33	0.07	0.40	
			Up to 3 hr	D		S	0.50	0.10	0.60	
			Up to 4 hr	D		S	0.75	0.15	0.90	
			Up to 4 hr	D		S	1.00	0.20	1.20	
			4hr to 23 hr	D		S	1.67	0.33	2.00	
		Huntingdon - Hinchingsbrooke Country Park	Up to 2 hr	D		S	0.83	0.17	1.00	
			2 hr to a maximum of 6 hr	D		S	1.67	0.33	2.00	
		Huntingdon - Sainsbury	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.83	0.37	2.20	
		Huntingdon - Princes Street	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.83	0.37	2.20	
			Up to 4 hr	D		S	2.67	0.53	3.20	
		Huntingdon - Trinity Place	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.83	0.37	2.20	
			Up to 4 hr	D		S	2.67	0.53	3.20	

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
		Huntingdon - Mill Common	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.50	0.30	1.80	
			Up to 4 hr	D		S	2.00	0.40	2.40	
			Up to 23 hr	D		S	2.50	0.50	3.00	
		Huntingdon - Great Northern Street	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.50	0.30	1.80	
			Up to 4 hr	D		S	2.00	0.40	2.40	
			Up to 23 hr	D		S	2.50	0.50	3.00	
		Huntingdon - Ingram Street	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.50	0.30	1.80	
			Up to 4 hr	D		S	2.00	0.40	2.40	
			Up to 23 hr	D		S	2.50	0.50	3.00	
		Huntingdon - St Germain Street (Minor)	Up to 30 minutes	D		S	0.33	0.07	0.40	
			Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.83	0.37	2.20	
			Up to 4 hr	D		S	2.67	0.53	3.20	
		Huntingdon - Chequers Way - Disabled	Free	D			0.00	0.00	0.00	
		Huntingdon - Anglian Water	All day	D		S	0.83	0.17	1.00	
		St Neots - Priory Lane	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.83	0.37	2.20	
			Up to 4 hr	D		S	2.67	0.53	3.20	
		St Neots - Brook Street	Up to 30 minutes	D		S	0.33	0.07	0.40	
			Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.83	0.37	2.20	
			Up to 4 hr	D		S	2.67	0.53	3.20	
		St Neots - Tan Yard	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.83	0.37	2.20	
			Up to 4 hr	D		S	2.67	0.53	3.20	
		St Neots - The Priory	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.50	0.30	1.80	
			Up to 4 hr	D		S	2.00	0.40	2.40	
			Up to 23 hr	D		S	2.50	0.50	3.00	
		St Neots - Tebbutts Road	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.50	0.30	1.80	
			Up to 4 hr	D		S	2.00	0.40	2.40	
			Up to 23 hr	D		S	2.50	0.50	3.00	
		St Ives - Cattle market - short stay	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.83	0.37	2.20	
			Up to 4 hr	D		S	2.67	0.53	3.20	
		St Ives - Cattle market - Harrison Road)	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.50	0.30	1.80	
			Up to 4 hr	D		S	2.00	0.40	2.40	
			Up to 23 hr	D		S	2.50	0.50	3.00	
		St Ives - Darwoods Pond	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.50	0.30	1.80	
			Up to 4 hr	D		S	2.00	0.40	2.40	
			Up to 23 hr	D		S	2.50	0.50	3.00	
		St Ives - Globe Place	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
			Up to 3 hr	D		S	1.50	0.30	1.80	
			Up to 4 hr	D		S	2.00	0.40	2.40	
			Up to 23 hr	D		S	2.50	0.50	3.00	
		Ramsey - Mews Close	All spaces free of charge	D						
		Godmanchester - Park Lane	All spaces free of charge	D						
		Godmanchester - Post Street	All spaces free of charge	D						
		Huntingdon - Buttsgrove Way	All spaces free of charge	D						
		On street parking	Maximum 1 hr stay	D		N	0.80	0.00	0.80	
		St Ives - Waitrose	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
		St Neots - Waitrose	Up to 1 hr	D		S	0.67	0.13	0.80	
			Up to 2 hr	D		S	1.00	0.20	1.20	
		Resident season ticket permit	6 months	D		S	129.17	25.83	155.00	
			12 months	D		S	250.00	50.00	300.00	
		Residents car park permits	12 months	D		S	83.33	16.67	100.00	
		Resident on street parking permit	12 months	D		N	26.00	0.00	26.00	
		Season ticket permit	6 months	D		S	129.17	25.83	155.00	
			12 months	D		S	250.00	50.00	300.00	
		Parking Excess Charges		D		N	60.00	0.00	60.00	
		Parking Excess Charges if paid within 14 days		D		N	40.00	0.00	40.00	
		Parking Excess Charges on-street		D		N	40.00	0.00	40.00	
		Parking Excess Charges on-street if paid within 14 days		D		N	20.00	0.00	20.00	
		Huntingdon - Hinchingsbrooke Country Park	6 months	D		S	25.00	5.00	30.00	
			12 months	D		S	41.67	8.33	50.00	

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16	
Countryside											
Room Hire		Kestrel room	Full Day	D		E	175.00	0.00	175.00		
			Half Day (max 4 hours)	D		E	100.00	0.00	100.00		
		Wren room	Full Day	D		E	150.00	0.00	150.00		
			Half Day (max 4 hours)	D		E	75.00	0.00	75.00		
		Both Rooms	Full Day	D		E	250.00	0.00	250.00		
			Half Day (max 4 hours)	D		E	140.00	0.00	140.00		
Rangers price list		Walks, talks, brownies, cubs etc - ON SITE	per hour	D		N	35.00	0.00	35.00		
			Walks, talks, brownies, cubs etc - OFF SITE - plus travel within county	per hour	D		N	40.00	0.00	40.00	
				School visits - mainstream	per pupil	D		N	4.95	0.00	4.95
			School visits - special needs 11+	per pupil for 2 hours	D		N	4.95	0.00	4.95	
			School visits - special needs up to 10 pupils	for 2 hours	D		N	50.00	0.00	50.00	
			Drop in events	per child	D		N	2.00	0.00	2.00	
			Corporate work parties	per person	D		E	10.00	0.00	10.00	
Paxton Pits		Hire of Visitor Centre with Ranger	per hour	D		E	20.00	0.00	20.00		
			Hire of Visitor Centre without Ranger	per hour	D		E	15.00	0.00	15.00	
Facilities											
Civic Suite hire		Monday - Friday	Combined room (8am-6pm) per day			S	250.00	50.00	300.00		
			per hour			S	35.00	7.00	42.00		
			Half room(8am-6pm) per day			S	140.00	28.00	168.00		
			per hour			S	20.00	4.00	24.00		
			Combined room after 6pm per hour			S	80.00	16.00	96.00		
			Half room after 6pm per hour			S	35.00	7.00	42.00		
			Weekends	Combined room (8am-6pm) per day			S	400.00	80.00	480.00	
				per hour			S	50.00	10.00	60.00	
				Half room (8am - 6pm) per day			S	250.00	50.00	300.00	
				per hour			S	30.00	6.00	36.00	
				Combined room after 6pm per hour			S	100.00	20.00	120.00	
				Half room after 6pm per hour			S	60.00	12.00	72.00	

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT Total Charge	% Change from 2015/16
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**Huntingdonshire District Council
Fees and Charges as at April 2016**

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT Total Charge	% Change from 2015/16
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Community

Animal boarding establishments

Annual		First application		D		N	245.00	0.00	245.00	5%
Annual		Renewal of licence of the licence, additional charges may be levied at the time of renewal of the licence at the rate of £97.00 per additional officer/visit in addition to any third		D		N	145.00	0.00	145.00	5%
				D		N	97.00	0.00	97.00	0%

Caravan site licences

No charge				S		N	0.00	0.00	0.00	
Protected Caravan Site		Annual charge		D		N	327.00	0.00	327.00	0%
Deposit of site rules		Charge for depositing site rules	Initial and then when amended	D		N	405.00	0.00	405.00	0%

Cooling Towers and Evaporative Condensers

		Registrations	No charge	S		-	517.00	0.00	517.00	0%
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Environmental Permits

One-off application fee	Part A2	Application		S		N	242.00	0.00	242.00	0%
		Additional fee for operating without a permit		S		N	279.00	0.00	279.00	0%
		Surrender/ partial surrender		S		N	327.00	0.00	327.00	0%
		Transfer		S		N	376.00	0.00	376.00	0%
		Substantial variation		S		N	100.00	0.00	100.00	0%
	Part B	Application		S		N	200.00	0.00	200.00	0%
		Additional fee for operating without a permit		S		N	50.00	0.00	50.00	0%
		Surrender/ partial surrender		S		N				
		Transfer		S		N				
		Substantial variation		S		N				
	Reduced fee (except vehicle refinishers)	Application		S		N				
		Additional fee for operating without a permit		S		N	3,218.00	0.00	3,218.00	0%
		Surrender/ partial surrender		S		N	1,137.00	0.00	1,137.00	0%
		Transfer		S		N	668.00	0.00	668.00	0%
		Substantial variation		S		N	225.00	0.00	225.00	0%
	Vehicle refinishers	Application		S		N	1,309.00	0.00	1,309.00	0%
		Additional fee for operating without a permit		S		N	1,579.00	0.00	1,579.00	0%
		Surrender/ partial surrender		S		N	1,137.00	0.00	1,137.00	0%
		Transfer		S		N	0.00	0.00	0.00	#DIV/0!
		Substantial variation		S		N	162.00	0.00	162.00	0%
	Petrol vapour recovery stages 1&2 combined	Application		S		N	1,005.00	0.00	1,005.00	0%
		Additional fee for operating without a permit		S		N	148.00	0.00	148.00	0%
		Surrender/ partial surrender		S		N	68.00	0.00	68.00	0%
		Transfer		S		N	0.00	0.00	0.00	#DIV/0!
		Substantial variation		S		N	0.00	0.00	0.00	#DIV/0!
	Mobile crushing and screening plant	Application		S		N	98.00	0.00	98.00	0%
		Additional fee for operating without a permit		S		N	346.00	0.00	346.00	0%
		Surrender/ partial surrender		S		N	66.00	0.00	66.00	0%
		Transfer		S		N	0.00	0.00	0.00	#DIV/0!
		Substantial variation		S		N	0.00	0.00	0.00	#DIV/0!
	Mobile crushing and screening plant 3rd to 7th applications	Application		S		N	98.00	0.00	98.00	0%
		Additional fee for operating without a permit		S		N	246.00	0.00	246.00	0%
		Surrender/ partial surrender		S		N	68.00	0.00	68.00	0%
		Transfer		S		N	0.00	0.00	0.00	#DIV/0!
		Substantial variation		S		N	0.00	0.00	0.00	#DIV/0!
	Mobile crushing and screening plant 8th and subsequent applications	Application		S		N	98.00	0.00	98.00	0%
		Additional fee for operating without a permit		S		N	1,579.00	0.00	1,579.00	0%
		Surrender/ partial surrender		S		N	1,137.00	0.00	1,137.00	0%
		Transfer		S		N	0.00	0.00	0.00	#DIV/0!
		Substantial variation		S		N	0.00	0.00	0.00	#DIV/0!
		application there is an extra charge in addition to the above charges		S		N	1,005.00	0.00	1,005.00	0%

not expected until late March 2016

**Huntingdonshire District Council
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Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16	
Annual subsistence fees	Part A2	Low Risk		S		N	943.00	0.00	943.00	0%	
		Medium Risk		S		N	1,137.00	0.00	1,137.00	0%	
		High Risk		S		N	0.00	0.00	0.00	#DIV/0!	
	Part B	Low Risk		S		N	0.00	0.00	0.00	#DIV/0!	
		plus		S		N	1,005.00	0.00	1,005.00	0%	
		Medium Risk		S		N	477.00	0.00	477.00	0%	
		plus		S		N	1,137.00	0.00	1,137.00	0%	
		High Risk		S		N	0.00	0.00	0.00	#DIV/0!	
		plus		S		N	0.00	0.00	0.00	#DIV/0!	
	Reduced fee (except vehicle refinishers)	Low Risk		S		N	1,005.00	0.00	1,005.00	0%	
		Medium Risk		S		N	297.00	0.00	297.00	0%	
		High Risk		S		N	1,384.00	0.00	1,384.00	0%	
	Vehicle refinishers	Low Risk		S		N	1,541.00	0.00	1,541.00	0%	
		Medium Risk		S		N	2,233.00	0.00	2,233.00	0%	
	Petrol vapour recovery stages 1&2 combined	High Risk		S		N	739.00	0.00	739.00	0%	
		Low Risk		S		N	99.00	0.00	99.00	0%	
		Medium Risk		S		N	1,111.00	0.00	1,111.00	0%	
	Mobile crushing and screening plant	High Risk		S		N	149.00	0.00	149.00	0%	
		Low Risk		S		N	1,672.00	0.00	1,672.00	0%	
		Medium Risk		S		N	198.00	0.00	198.00	0%	
	Mobile crushing and screening plant 3rd to 7th applications	High Risk		S		N	76.00	0.00	76.00	0%	
		Low Risk		S		N	151.00	0.00	151.00	0%	
		Medium Risk		S		N	227.00	0.00	227.00	0%	
	Mobile crushing and screening plant 8th and subsequent applications	High Risk		S		N	218.00	0.00	218.00	0%	
		Low Risk		S		N	249.00	0.00	249.00	0%	
		Medium Risk		S		N	524.00	0.00	524.00	0%	
	Late payment	High Risk		S		N	108.00	0.00	108.00	0%	
		Low Risk		S		N	218.00	0.00	218.00	0%	
	Food Premises Approvals Houses in Multiple Occupation	Cost of approval	No charge		S		N	326.00	0.00	326.00	0%
		Initial licence			D		N	618.00	0.00	618.00	0%
Renewal of licence				D		N	989.00	0.00	989.00	0%	
Revocation of licence Where a house in multiple occupation fails to meet the terms and conditions of the licence, additional charges may be levied at the time of renewal of the				D		N	1,484.00	0.00	1,484.00	0%	
Accommodation certificate Environmental Information Enquiry	Issue			D		S	590.00	0.00	590.00	0%	
	Contaminated land - site specific			D		N	884.00	0.00	884.00	0%	
Health Certificate Food examination certificate	Simple request			D		N	189.00	0.00	189.00	0%	
	Small & simple Larger & more complex per hour (min £58.70)			D		S	453.00	0.00	453.00	0%	
Food hygiene courses	Level 2			D		E	0.00	0.00	0.00	#DIV/0!	
	Level 3			D		E	350.00	0.00	350.00	0%	
	CD			D		S	175.00	0.00	175.00	0%	
Scrap dealers licence	Site licence	Every 3 years		D		N	100.00	0.00	100.00	0%	
	Mobile collector	Every 3 years		D		N	97.00	0.00	97.00	2%	
	Collectors licence with existing licence with another LA			D		N	111.67	22.33	134.00	0%	
	Variation of licence (person)			D		N	154.50	0.00	154.50	0%	
Animal Welfare	Variation of licence (site)			D		N	44.25	0.00	44.25	0%	
	Pet shop licence	First application		D		N	76.00	0.00	76.00	0%	
	Renewal of licence where a pet shop fails to meet the terms and conditions of the licence, additional charges may be levied at the time of renewal of the licence at the rate of £97.00 per additional officer/visit in addition to any third party costs involved (e.g. Veterinary's fees)			D		N	48.92	9.78	58.70	0%	
	Riding establishment licence	The cost of the licence is composed of three elements; an administrative charge, the cost of the Council's inspector's time and the cost of the Veterinary Surgeon.			D		299.00	0.00	299.00	0%	
	Administration fee			D		N	47.08	9.42	56.50	0%	
	Council inspector's time	Fewer than 5 horses		D		N	415.00	0.00	415.00	0%	
	5 to 10 horses			D		N	285.00	0.00	285.00	0%	
	11 to 20 horses			D		N	250.00	0.00	250.00	0%	
	21 to 40 horses			D		N	105.00	0.00	105.00	0%	
	40 to 50 horses The cost of the Veterinary Surgeon will not be known until after the inspection has been carried out and the applicant will be required to meet these costs before the licence can be issued.				D		N	16.00	0.00	16.00	0%
Where a riding establishment fails to meet the terms and conditions of the licence, additional charges may be levied at the time of renewal of the licence at the rate of £97.00 per additional officer/visit in addition to any third party costs involved (e.g. Veterinary's fees)				D		N	233.00	0.00	233.00	0%	
Dog breeding (Statutory)	Vet fee + Officer time + Admin time			D		N	138.00	0.00	138.00	0%	
Stray dogs				D		N	97.00	0.00	97.00	0%	

Fees not yet published by Defra, n

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
	Zoo licences/ Dangerous wild animal	The cost of the licence is composed of three elements; an administrative charge, the cost of the Council's inspector's time and the cost of the Veterinary Surgeon and specialist advisors. The cost of the Veterinary Surgeon and specialist Administration fee to be paid with the application.					44.25	0.00	44.25	0%
Pest control						N	48.50	0.00	48.50	0%
	Wasps nests	Treatment charge	First nest			S	73.00	0.00	73.00	0%
			Subsequent nests treated at the same visit			S	85.00	0.00	85.00	0%
	Rats and mice	Treatment charge	First call and maximum of two re-visits to replenish bait			S	97.00	0.00	97.00	0%
	Lies, ants, booklice, carpet beetles, fleas, larder beetles and other insects	Treatment charge	First visit			S				
			Second visit			S	97.00	0.00	97.00	0%
			Call out charge or missed appointment			S				
			Invoicing charge			S	44.25	0.00	44.25	0%
	Rat Boxes		Per treatment			S	97.00	0.00	97.00	0%
	Mouse Boxes		Per treatment			S	25.00	0.00	25.00	0%
	Difenacoum		Per Kilo			S	25.00	5.00	30.00	0%
	Rat bait per tray		Per treatment			S	15.00	3.00	18.00	0%
	Rat bait per box		Per treatment			S	25.00	5.00	30.00	0%
	Rat bait per pipe		Per treatment			S	40.00	8.00	48.00	#DIV/0!
	Brodificoum		Per Kilo			S				
	Mouse bait per tray		Per treatment			S	44.25	0.00	44.25	0%
	Mouse bait per box		Per treatment			S	97.00	0.00	97.00	0%
	Brodificoum wax blocks 20gm					S				
	Hourly rate					S	50.00	10.00	60.00	7%
	Invoicing charge					S	12.00	2.40	14.40	13%
Street naming							50.00	10.00	60.00	7%
	Street naming and numbering	Existing property - name change				N	50.00	10.00	60.00	7%
		Name added to a numbered property				N	25.00	5.00	30.00	7%
		New developments - naming and numbering scheme	1 plot			N	33.00	6.60	39.60	4%
			2 to 5 plots			N	12.50	2.50	15.00	0%
			6 to 10 plots			N	4.08	0.82	4.90	0%
			11 to 25 plots			N	0.22	0.04	0.26	0%
			26 to 50 plots			N	1.73	0.35	2.08	0%
			51 to 100 plots			N	0.17	0.03	0.20	0%
			101 plus plots			N	0.35	0.07	0.41	0%
			plus per additional property			N	0.35	0.07	0.41	0%
		New developments - amendments to street names and numbering after developer redesign				N	4.37	0.87	5.24	0%
			plus per property			N	0.44	0.09	0.52	0%
		Renaming of existing streets				N	0.44	0.09	0.53	0%
			plus per affected property			N	0.13	0.03	0.16	0%
		Supplying of extra addressing plans				N	41.67	8.33	50.00	1%

Fees and charges remodelled from 2015/16

ber 2015, as booklet;

Huntingdonshire District Council
Fees and Charges as at April 2016

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
Licensing							10.42	2.08	12.50	0%
	Gambling Act 2005 licences	Gambling Act Club Machine Permit		S		N				
	Gambling Act 2005 licences	Gambling Act Gaming Matching two or less		S		N	50.00	0.00	50.00	0%
	Gambling Act 2005 licences	Gambling Act Gaming Machine Permit		S		N	30.00	0.00	30.00	0%
	Gambling Act 2005 licences	Gambling Act Adult Gaming Centre - new		S		N	50.00	0.00	50.00	0%
	Gambling Act 2005 licences	Gambling Act Adult Gaming Centre - renewal		S		N	100.00	0.00	100.00	0%
	Gambling Act 2005 licences	Gambling Act unlicensed FEC		S		N	150.00	0.00	150.00	0%
	Gambling Act 2005 licences	Gambling Act Other Gambling Premises-new		S		N	200.00	0.00	200.00	0%
	Gambling Act 2005 licences	Gambling Act Other Gambling Premises-renewal		S		N	250.00	0.00	250.00	0%
	Gambling Act 2005 licences	Lotteries(Small society)- new		S		N	400.00	0.00	400.00	0%
	Gambling Act 2005 licences	Lotteries(Small society)-renewal		S		N	500.00	0.00	500.00	0%
	Licensing Act 2003 licences	Club Premises - Change of relevant registered address of club		S		N	10.00	0.00	10.00	0%
	Licensing Act 2003 licences	Club Premises - Notification of change of name or alteration of club rules		S		N	200.00	0.00	200.00	0%
	Licensing Act 2003 licences	Club Premises - Theft, loss etc. of club certificate		S		N	10.00	0.00	10.00	0%
	Licensing Act 2003 licences	General - Application for a provisional statement where premises being built		S		N	250.00	0.00	250.00	0%
	Licensing Act 2003 licences	General - Duty to notify change of name or address		S		N	10.00	0.00	10.00	0%
	Licensing Act 2003 licences	General - Interim authority notice following death etc. of licence holder		S		N	30.00	0.00	30.00	0%
	Licensing Act 2003 licences	General - Minor Variation		S		N				
	Licensing Act 2003 licences	General - Notification of change of name or address		S		N	200.00	0.00	200.00	0%
	Licensing Act 2003 licences	General - Removal of DPS Community Premises		S		N	50.00	0.00	50.00	0%
	Licensing Act 2003 licences	General - Right of freeholder etc. to be notified of licensing matters		S		N	200.00	0.00	200.00	0%
	Miscellaneous Licences	Acupuncture or Tattooing		S		N	2,000.00	0.00	2,000.00	0%
	Miscellaneous Licences	Two or more of Electrolysis, Ear Piercing, Acupuncture or Tattooing on a single premises		S		N	1,000.00	0.00	1,000.00	0%
	Licensing Act 2003 licences	Personal Licences - Initial Application		S		N	30.00	0.00	30.00	-90%
	Licensing Act 2003 licences	Personal Licences - Renewal		S		N	3,000.00	0.00	3,000.00	0%
	Licensing Act 2003 licences	Personal Licences - Theft, Loss etc.		S		N	600.00	0.00	600.00	0%
	Licensing Act 2003 licences	Premises Licence - Application for Transfer		S		N	40.00	0.00	40.00	0%
	Licensing Act 2003 licences	Premises Licence - Application to vary licence to specify individual as designated premises supervisor (DPS)		S		N	20.00	0.00	20.00	0%
	Licensing Act 2003 licences	Premises Licence - Loss of Premises Summary		S		N	10.50	0.00	10.50	0%
	Licensing Act 2003 licences	Premises Licence - Theft, loss etc.		S		N	10.50	0.00	10.50	0%
	Licensing Act 2003 licences	Temporary Event Notices - Application		S		N	10.50	0.00	10.50	0%
	Licensing Act 2003 licences	Temporary Event Notices - Theft, loss etc.		S		N	315.00	0.00	315.00	0%
	Sex Establishment licences	Sex Establishment (initial issue)		S		N	10.50	0.00	10.50	0%
	Sex Establishment licences	Sex Establishment (renewal)		S		N	23.00	0.00	23.00	0%
	Taxi & Private Hire Licences	DBS				N	89.00	0.00	89.00	0%
	Taxi & Private Hire Licences	Digital Advertising		D		N	10.50	0.00	10.50	0%
	Taxi & Private Hire Licences	Private Hire Operator -New /Renewal		D		N	23.00	0.00	23.00	0%
	Taxi & Private Hire Licences	Hackney Carriage - Initial test for Wheelchair Accessibility		D		N	21.00	0.00	21.00	0%
	Taxi & Private Hire Licences	Hackney Carriage - Renewal for Wheelchair Accessibility		D		N	119.00	0.00	119.00	0%
	Taxi & Private Hire Licences	Hackney Carriage & Private Hire Vehicle - Driver Renewal		D		N	155.00	0.00	155.00	0%
	Taxi & Private Hire Licences	Hackney Carriage & Private Hire Vehicle - New Driver		D		N	37.00	0.00	37.00	0%
	Taxi & Private Hire Licences	Hackney Carriage & Private Hire Vehicle - replacement Drivers badge/Licence		D		N	0.00	0.00	0.00	#DIV/0!
	Taxi & Private Hire Licences	Hackney Carriage New/Renewal Vehicle		D		N	10.50	0.00	10.50	0%
	Taxi & Private Hire Licences	Private Hire - New/Renewal Vehicle		D		N	23.00	0.00	23.00	0%
	Taxi & Private Hire Licences	Meter Test		D		N	23.00	0.00	23.00	0%
	Taxi & Private Hire Licences	Re-test (includes £6 admin fee)		D		N	10.50	0.00	10.50	0%
	Taxi & Private Hire Licences	Replacement Plate		D		N	10.50	0.00	10.50	0%
	Taxi & Private Hire Licences	Miscellaneous admin fee		D		N	21.00	0.00	21.00	0%
	Licensing Act 2003 licences	Additional fee for large venues and events (10,000 - 14,999 attendance at any one time)- new		S		N	10.50	0.00	10.50	0%
	Licensing Act 2003 licences	Additional fee for large venues and events (15,000 - 19,999 attendance at any one time)-new		S		N	2,824.00	0.00	2,824.00	0%
	Licensing Act 2003 licences	Additional fee for large venues and events (20,000 - 29,999 attendance at any one time)- new		S		N	2,824.00	0.00	2,824.00	0%
	Licensing Act 2003 licences	Additional fee for large venues and events (30,000 - 39,999 attendance at any one time) - new		S		N	44.00	0.00	44.00	0%
	Licensing Act 2003 licences	Additional fee for large venues and events (40,000 - 49,999 attendance at any one time) - new		S		N	10.00	0.00	10.00	0%

Street naming becomes a 3CSS Shared Service function from 1st Oct suggest that this whole section is removed from HDC fees and charge else publish as unchanged

Statutory fees, we have not been notified by HM Government of any proposed changes to fees and charges

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**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
Licensing Act 2003 licences		Additional fee for large venues and events (5,000 - 9,999 attendance at any one time) - new		S		N	118.00	0.00	118.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (50,000 - 59,999 attendance at any one time)- new		S		N	278.00	0.00	278.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (60,000 - 69,999 attendance at any one time) - new		S		N	263.00	0.00	263.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (70,000 - 79,999 attendance at any one time) - new		S		N	46.00	0.00	46.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (80,000 - 89,999 attendance at any one time) - new		S		N	81.00	0.00	81.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (90,000 and over attendance at any one time) - new		S		N	7.00	0.00	7.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (5,000-9,999 attendance at any one time) - renewal		S		N	263.00	0.00	263.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (10,000 - 14,999 attendance at any one time)- renewal		S		N	246.00	0.00	246.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (15,000 - 19,999 attendance at any one time)-renewal		S		N	15.00	0.00	15.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (20,000 - 29,999 attendance at any one time) - renewal		S		N	45.50	0.00	45.50	0%
Licensing Act 2003 licences		Additional fee for large venues and events (30,000 - 39,999 attendance at any one time) - renewal		S		N	15.00	0.00	15.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (40,000 - 49,999 attendance at any one time) - renewal		S		N	7.00	0.00	7.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (50,000 - 59,999 attendance at any one time)- renewal		S		N	2,000.00	0.00	2,000.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (60,000 - 69,999 attendance at any one time) - renewal		S		N	4,000.00	0.00	4,000.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (70,000 - 79,999 attendance at any one time) - renewal		S		N	8,000.00	0.00	8,000.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (80,000 - 89,999 attendance at any one time) - renewal		S		N	16,000.00	0.00	16,000.00	0%
Licensing Act 2003 licences		Additional fee for large venues and events (90,000 and over attendance at any one time) - renewal		S		N	24,000.00	0.00	24,000.00	0%
Licensing Act 2003 licences		Premise - A (£0 - £4300) (initial issue)		S		N	1,000.00	0.00	1,000.00	0%
Licensing Act 2003 licences		Premise - A (£0 - £4300) (renewal)		S		N	32,000.00	0.00	32,000.00	0%
Licensing Act 2003 licences		Premise - B (£4301 - £33,000) (initial issue)		S		N	40,000.00	0.00	40,000.00	0%
Licensing Act 2003 licences		Premise - B (£4301 - £33,000) (renewal)		S		N	48,000.00	0.00	48,000.00	0%
Licensing Act 2003 licences		Premise - C (£33,001 - £87,000) (initial issue)		S		N	56,000.00	0.00	56,000.00	0%
Licensing Act 2003 licences		Premise - C (£33,001 - £87,000) (renewal)		S		N	64,000.00	0.00	64,000.00	0%
Licensing Act 2003 licences		Premise - D (£87,000 - £125,000) (initial issue)		S		N	500.00	0.00	500.00	0%
Licensing Act 2003 licences		Premise - D (£87,000 - £125,000) (renewal)		S		N	1,000.00	0.00	1,000.00	0%
Licensing Act 2003 licences		Premise - D (£87,000 - £125,000) and primary business is Alcohol sales (initial issue)		S		N	2,000.00	0.00	2,000.00	0%
Licensing Act 2003 licences		Premise - D (£87,000 - £125,000) and primary business is Alcohol sales (renewal)		S		N	4,000.00	0.00	4,000.00	0%
Licensing Act 2003 licences		Premise - E (£125,000 and above) (initial issue)		S		N	8,000.00	0.00	8,000.00	0%
Licensing Act 2003 licences		Premise - E (£125,000 and above) (renewal)		S		N	12,000.00	0.00	12,000.00	0%
Licensing Act 2003 licences		Premise - E (£125,000 and above) and primary business is Alcohol sales (initial issue)		S		N	16,000.00	0.00	16,000.00	0%
Licensing Act 2003 licences		Premise - E (£125,000 and above) and primary business is Alcohol sales (renewal)		S		N	20,000.00	0.00	20,000.00	0%
Street Trading		Street Trading Consents - 1 Day		D		N	24,000.00	0.00	24,000.00	0%
Street Trading		Street Trading Consents - 1 Month		D		N	28,000.00	0.00	28,000.00	0%
Street Trading		Street Trading Consents - 6 Months		D		N	32,000.00	0.00	32,000.00	0%
Street Trading		Street Trading Consents - Annual		D		N	100.00	0.00	100.00	0%
Street Trading		Street Trading Consents - Seasonal		D		N	70.00	0.00	70.00	0%
Street Trading		Street Trading Licences		D		N	190.00	0.00	190.00	0%

Statutory fees, we have not been notified by HM Government of any proposed changes to fees and charges

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT	Total Charge	% Change from 2015/16
Huntingdonshire District Council Fees and Charges as at April 2016										
Corporate										
Land Charges (awaiting notification of fees from CCC before HDC fees can be set)										
	Land Charges	Basic search fee		S		N	76.00	0.00	76.00	
		Basic commercial search fee		S		N	110.50	0.00	110.50	
	LLC1	Several parcels of land		D		N	15.00	0.00	15.00	
		plus each additional parcel of land		D		N	3.30	0.00	3.30	
	Residential CON 29R	One parcel of land		D		Y	95.50	19.10	114.60	
		Several parcels of land - each additional parcel		D		Y	21.60	4.32	25.92	
	Commercial CON 29R	One parcel of land		D		Y	61.00	12.20	73.20	
		Several parcels of land - each additional parcel		D		Y	32.30	6.46	38.76	
	CON 29O					Y	6.00	1.20	7.20	
		Question 5		D		Y	19.00	3.80	22.80	
		Question 9		D		Y	8.00	1.60	9.60	
		Question 17		D		Y	14.00	2.80	16.80	
		Question 22		D		Y	14.00	2.80	16.80	
	Solicitors own enquiry	Each		D		Y	11.00	2.20	13.20	
	Copies of Section 106 Town & Country Planning Act 1990 documents or similar	Per document		D		N	10.00	0.00	10.00	
Electoral Registration										
	Statutory fees	Open register - data	Admin	S		N	20.00	0.00	20.00	0%
		plus per thousand entries(or part)		S		N	1.50	0.00	1.50	0%
		Open register - paper	Admin	S		N	10.00	0.00	10.00	0%
		plus per thousand entries(or part)		S		N	5.00	0.00	5.00	0%
		These rates of charge equally apply to the sale of monthly alterations to the electoral register.						0.00	0.00	0%
	Overseas electors - data	Admin		S		N	20.00	0.00	20.00	0%
		plus per thousand entries(or part)		S		N	1.50	0.00	1.50	0%
	Overseas electors - paper	Admin		S		N	10.00	0.00	10.00	0%
		plus per thousand entries(or part)		S		N	5.00	0.00	5.00	0%

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT Total Charge	% Change from 2015/16
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Leisure & Health

Swimming

PAY AS YOU GO	ONE CARD	FULL PRICE
Swim Session (under 3's)	£1.40	£2.60
Swim Session (3 to 15 years)	£2.90	£4.10
Swim Session (16+ years)	£3.90	£5.10
Family Swim Pass (2 adults and 2 children)	£12.50	£15.00
Aquafit and Aquanatal Classes	£5.20	£6.50

AQUA MEMBERSHIPS	ONE CARD	FULL PRICE
Monthly DD (all ages)	£23.99 per month	n/a
30 Day Swim Pass (no longer sold)	£28.50 for 30 days	n/a
Annual Swim Pass (all ages)	£249.00 per year	n/a

Swimming Lessons

BABY/JUNIOR LESSONS	DIRECT DEBIT	CASH BLOCK
30 minute lessons	£22.00 per month	£82.50 per 15 weeks
45 minute lessons	£33.00 per month	£123.75 per 15 weeks
60 minute lessons	£44.00 per month	£165.00 per 15 weeks

ADULT LESSONS	PAY AS YOU GO	6 WEEK BLOCK
30 minute lessons	n/a	£4.50 per lesson
45 minute lessons	£7.50 per lesson	£6.75 per lesson
60 minute lessons	£10.00 per lesson	£9.00 per lesson

PRIVATE LESSONS	ONE CARD	FULL PRICE
1:1 30 minute lesson	£17.00 per lesson	n/a
2:1 30 minute lesson	£26.00 per lesson	n/a

Fitness Classes

	ONE CARD	FULL PRICE
Fitness Class Pass (10 fitness classes)	£46.00	n/a
All Fitness Classes (except below)	£5.20	£6.50
30 Minute Fitness Classes	£3.50	£4.70
Right Start Classes	£3.50	n/a

Old Memberships (before 1st April 2015)

ADVANTAGE MEMBERSHIP	Monthly	Annual
Single membership	£40.00 per month	£425.00 per year
Joint membership	£66.00 per month	£665.00 per year

ADVANTAGE (BUSINESS) MEMBERSHIP	Monthly	Annual
Single membership	£36.00 per month	£355.00 per year
Joint membership	£61.00 per month	£565.00 per year

SILVER / CLASSIC MEMBERSHIP	Monthly	Annual
Single membership	£32.00 per month	£335.00 per year
Joint membership	£52.00 per month	£525.00 per year

GYM ONLY MEMBERSHIP	Monthly	Annual
Single membership	£35.00 per month	£385.00 per year
Joint membership	£60.00 per month	£605.00 per year

STUDENT MEMBERSHIP	Monthly	Annual
Single membership	£20.00 per month	n/a

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT Total Charge	% Change from 2015/16
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New Memberships (from 1st April 2015)

**Monday to
Friday
(after 4.30pm)**

PREMIER MEMBERSHIP	Monthly	Annual	
Single membership	£38.99 per month	£399.00 per year	£7.00
Joint membership	£69.99 per month	£749.00 per year	n/a

PREMIER (BUSINESS) MEMBERSHIP	Monthly	Annual
Single membership	£35.09 per month	£359.10 per year

SOLO MEMBERSHIP	Monthly	Annual
Single membership (Huntingdon, St Ives & St Neots)	£33.99 per month	£349.00 per year
Single membership (Ramsey & Sawtry)	£28.99 per month	£299.00 per year

SOLO (BUSINESS) MEMBERSHIP	Monthly	Annual
Single membership (Huntingdon, St Ives & St Neots)	£30.59 per month	£314.10 per year
Single membership (Ramsey & Sawtry)	£26.09 per month	£269.10 per year

STUDENT MEMBERSHIP	Monthly	Annual
Single membership (Huntingdon, St Ives & St Neots)	£22.99 per month	n/a
Single membership (Ramsey & Sawtry)	£17.99 per month	n/a

Impressions Casual Use

CASUAL USE	ONE CARD	FULL PRICE
Adult (Huntingdon, St Ives & St Neots)	£7.20	n/a
Adult (Ramsey & Sawtry)	£5.20	n/a
Student (Huntingdon, St Ives & St Neots)	£3.70	n/a
Student (Ramsey & Sawtry)	£3.20	n/a

Heat Experience Suites

CASUAL USE	
Casual Use	£7.50 per visit

HEAT EXPERIENCE PASSES	
Monthly Pass (with monthly prepaid membership)	£7.50 per month (direct debit)
Annual Pass (with annual prepaid membership)	£90.00 per year
Monthly Pass	£12.50 per month (direct debit)
Annual Pass	£120.00 per year

Sports Halls

HUNTINGDON	ONE CARD	FULL PRICE
Whole Sports Hall (3 courts)	£42.00	n/a

RAMSEY	ONE CARD	FULL PRICE
Whole Sports Hall (3 courts)	£42.00	n/a
Cricket Nets	POA	n/a

SAWTRY	ONE CARD	FULL PRICE
Whole Sports Hall (3 courts)	£42.00	n/a
Cricket Nets	POA	n/a

ST IVES INDOOR	ONE CARD	FULL PRICE
Whole Sports Hall (6 courts)	£65.00	n/a
Half Sports Hall (3 courts)	£42.00	n/a
Cricket Nets	POA	n/a

ST NEOTS	ONE CARD	FULL PRICE
Whole Sports Hall (5 courts)	£55.00	n/a

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT Total Charge	% Change from 2015/16
Racquet Sports									
BADMINTON									
			ONE CARD				FULL PRICE		
	Badminton Court (anytime)		£9.50				£11.00		
	Badminton Court (school holidays offer)		£3.00				n/a		
	Badminton Pass (block of five badminton courts)		£47.50				n/a		
SQUASH / RACKETBALL									
			ONE CARD				FULL PRICE		
	Squash Court (anytime)		£6.70				£8.70		
	Squash Court (school holidays offer)		£3.00				n/a		
	Squash Pass (block of five squash courts)		£33.50				n/a		
TABLE TENNIS									
			ONE CARD				FULL PRICE		
	Table Tennis (anytime)		£6.20				£7.50		
	Table Tennis (school holiday offer)		£3.00				n/a		
TENNIS									
			ONE CARD				FULL PRICE		
	Tennis Court (anytime)		£5.00				£6.50		
	Tennis Court (annual tennis pass)		£35.00				n/a		
	Tennis Court (school holidays offer)		£3.00				n/a		
Basement Lanes (Tenpin Bowling)									
			ONE CARD				FULL PRICE		
	One game of bowling		£4.50				n/a		
	Two games of bowling		£7.50				n/a		
	Three games of bowling		£10.00				n/a		
			ONE CARD				FULL PRICE		
	One game of bowling for 4 people of any age		£12.00 per game				n/a		
Leo's Funzone (Play & Party Centres)									
HUNTINGDON									
			ONE CARD				FULL PRICE		
	Under 1's		FREE				£2.00		
	Monday to Friday (term time only)		£2.50				£3.70		
	Weekends and School Holidays		£4.20				£5.40		
ST NEOTS									
			ONE CARD				FULL PRICE		
	Under 1's		FREE				£2.00		
	Monday to Friday (term time only)		£2.50				£3.70		
	Weekends and School Holidays		£3.80				£5.00		
Creche									
			ONE CARD				FULL PRICE		
	30 minutes		£3.00				n/a		
	Creche Pass (20 x 30 minutes)		£25.00				n/a		
Roller Skating									
			ONE CARD				FULL PRICE		
	Roller Skating		£4.00				£5.20		

**Huntingdonshire District Council
Fees and Charges as at April 2016**

Annex A

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT	Net charge	VAT Total Charge	% Change from 2015/16
Outdoor Synthetic Pitches									
HUNTINGDON									
	ONE CARD		FULL PRICE						
	3G 5-a-side Pitch (anytime)		£28.00				n/a		
	3G 5-a-side Pitch (school holidays offer)		£6.00				n/a		
RAMSEY									
	ONE CARD		FULL PRICE						
	Small Astro Pitch (anytime)		£34.00				n/a		
	Small Astro Pitch (school holidays offer)		£6.00				n/a		
SAWTRY									
	ONE CARD		FULL PRICE						
	Small Astro Pitch (anytime)		£45.00				n/a		
	Small Astro Pitch (school holidays offer)		£6.00				n/a		
ST IVES INDOOR									
	ONE CARD		FULL PRICE						
	3G Full Pitch (anytime)		£90.00				n/a		
	3G Third Pitch (weekday)		£34.00				n/a		
	3G Third Pitch (weekend)		£26.00				n/a		
	Large Astro Pitch (anytime)		£60.00				n/a		
	Half Large Astro Pitch (anytime)		£45.00				n/a		
	Half Large Astro Pitch (school holidays offer)		£6.00				n/a		
ST NEOTS									
	ONE CARD		FULL PRICE						
	Large Astro Pitch (anytime)		£60.00				n/a		
	Third Large Astro Pitch (anytime)		£28.00				n/a		
	Small Astro Pitch (anytime)		£34.00				n/a		
	Small Astro Pitch (school holidays offer)		£6.00				n/a		
Grass Pitches									
	ONE CARD		FULL PRICE						
	Football Pitch - Mini Soccer		POA				n/a		
	Football Pitch - Colts		POA				n/a		
	Football Pitch - Seniors		POA				n/a		
	Rounders		£30.00				n/a		
Netball Courts									
HUNTINGDON									
	ONE CARD		FULL PRICE						
	Netball Court		£23.00				n/a		
ST IVES OUTDOOR									
	ONE CARD		FULL PRICE						
	Netball Court		£23.00				n/a		
ST NEOTS									
	ONE CARD		FULL PRICE						
	Netball Court		£16.00				n/a		



2016/17

**Treasury Management
Policy, Statement & Indicators**

and the

**Annual
Minimum Revenue Provision
Policy**

TREASURY MANAGEMENT POLICY STATEMENT

1. Definition

1.1 The Council defines its treasury management activities as:

- the management of the Council's investments, cash flows, banking, money market and capital market transactions.
- the effective control of the risks associated with the Medium Term Financial Strategy (MTFS), Commercial Investment Strategy (CIS) and the pursuit of optimum performance consistent with those risks.

2. Risk management

2.1 The Council 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. The analysis and reporting of treasury management activities will focus on their risk implications for the MTFS and CIS.

3. Value for money

3.1 The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. This includes the use of investment vehicles to make a return in order to finance the MTFS. To a larger extent this also includes the CIS which aims over the life of the MTFS to make a significant contribution to the funding of the Council's service objectives.

4. Borrowing policy

4.1 The Council needs to balance a number of elements in its borrowing policy for funding capital expenditure and the CIS:

- Utilising a mixture of borrowing periods to reduce the overall impact of changes in interest rates.
- Using different types of loans, including maturity and repayment loans. The CIS in particular will be using repayment loans.
- Minimising the long term cost of any borrowing.
- Ensuring that short term costs are as low as possible.
- Using the Council's own reserves on a temporary basis

4.2 The Council will set an affordable borrowing limit each year in compliance with the Local Government Act 2003, and will have regard to the CIPFA Prudential Code for Capital Finance in Local Authorities when setting that limit. It will also set limits on its exposure to changes in interest rates and limits on the maturity structure of its borrowing in the treasury management strategy report each year.

5. Investment policy

5.1 All investment decisions, both general decisions and CIS, need to follow a risk assessment which takes account of the need to protect the principal sums invested from loss, ensuring adequate liquidity so that funds are available to fund expenditure when needed, and the generation of investment income to support the provision of local services.

6. Loans to Organisations

6.1 The Council may make loans to:

- Local organisations, if this will allow the organisation to provide services that will further the Council's own objectives, and where the business case makes this appropriate the earning of a margin on the amounts loaned, or
- Organisations where no service benefits are involved, but with the objective of earning a margin on the amounts loaned, and
- In either case loans will only be made where all risks have been considered, appropriate safeguards are in place, and that have a yield commensurate with the risk involved.

7. Commercial Investment Strategy

7.1 The CIS approved by Cabinet in December 2015, proposes further investment in commercial assets totalling £50m. The aim of this investment is to generate future income streams, in order to mitigate the potential for increased cuts in government funding. The CIS investments will generally be focused on targeting a return on equity (ROE) of between 6% and 9%. A minimum revenue provision policy specific to the CIS has been added to the MRP policy.

8. Governance

8.1 The Council will have regard to the Communities and Local Government Guidance on Local Government Investments and will approve an investment strategy each year as part of the treasury management strategy. The strategy will set criteria to determine suitable organisations with which cash may be invested, limits on the maximum duration of such investments and limits on the amount of cash that may be invested with any one organisation. The Treasury and Capital Management Group (TCMG) will be monitoring and reviewing decisions relating to both the capital programme and the CIS.

TREASURY MANAGEMENT STRATEGY 2016/17

1.0 STRATEGIC TREASURY MANAGEMENT

The Council hold funds, both to manage its cash flows, and also by virtue of the investments made via the Commercial Investment Strategy (CIS). These are placed with various financial institutions, banks, and funds. In order that the implications of these investments can be both assessed and understood, the outlook in the economic, credit and interest rate environments must be monitored. This ensures that the correct investment decisions are made in order to yield the Council the best return within acceptable risk parameters.

1.1 Economic Outlook

Domestic demand has grown robustly, supported by sustained real income growth and a gradual decline in private sector savings. Low oil and commodity prices were a notable feature of 2015, and contributed to annual CPI inflation falling to 0.1% in October. Wages are growing at 3% a year, and the unemployment rate has dropped to 5.4%. Mortgage approvals have risen to over 70,000 a month and annual house price growth is around 3.5%. These factors have boosted consumer confidence, helping to underpin retail spending and hence GDP growth, which was an encouraging 2.3% a year in the third quarter of 2015. Although speeches by the Bank of England's Monetary Policy Committee (MPC) members sent signals that some were willing to countenance higher interest rates, the MPC held policy rates at 0.5% for the 81st consecutive month at its meeting in November 2015. Quantitative easing (QE) has been maintained at £375bn since July 2012.

The outcome of the UK general election, which was largely fought over the parties' approach to dealing with the deficit in the public finances, saw some big shifts in the political landscape and put the key issue of the UK's relationship with the EU at the heart of future politics. Uncertainty over the outcome of the forthcoming referendum could put downward pressure on UK GDP growth and interest rates.

China's growth has slowed and its economy is performing below expectations, reducing global demand for commodities and contributing to emerging market weakness. US domestic growth has accelerated but the globally sensitive sectors of the US economy have slowed. Strong US labour market data and other economic indicators, however, suggest recent global turbulence has not knocked the American recovery off course. The Federal Reserve did not raise rates at its meetings in October and November, but the statements accompanying the policy decisions made a rate hike in December 2015 a real possibility, which was confirmed at the Federal Reserve's December meeting. In contrast, the European Central Bank finally embarked on QE in 2015 to counter the perils of deflation.

How Does This Impact on the Council's Medium Term Financial Strategy

Low inflation rates are a benefit to the Council's Medium Term Financial Strategy (MTFS) by reducing the cost of borrowing but also by lowering Budget Managers expectations on budgetary increase from RPI. The result of this is that investment opportunities yielding an adequate rate of return in the general market are limited, hence the decision to look elsewhere for investment opportunities, by adopting the CIS. Over the life of the MTFS there is limited inflation and growth built into the income streams as the Council is taking a prudent approach to this area and will make adjustments in future years when there is more certainty.

1.2 Credit Outlook

The varying fortunes of different parts of the global economy are reflected in market indicators of credit risk. UK Banks operating in the Far East and parts of mainland Europe have seen their perceived risk increase, while those with a more domestic focus continue to show improvement. The sale of most of the government's stake in Lloyds and the first sale of its shares in RBS have generally been seen as credit positive.

Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the UK, USA and Germany. The rest of the European Union have followed suit in January 2016, while Australia, Canada and Switzerland are well advanced with their own plans. Meanwhile, changes to the UK Financial Services Compensation Scheme and similar European schemes in July 2015 mean that most private sector investors are now partially or fully exempt from contributing to a bail-in. The credit risk associated with making unsecured bank deposits has therefore increased relative to the risk of other investment options available to the Council; returns from cash deposits however remain stubbornly low.

How Does This Impact on the Council's Medium Term Financial Strategy

Whilst the credit outlook remains uncertain over the initial years of the MTFs, the Council is adopting a policy of investing in highly liquid assets such as Money Market Funds, and overnight call accounts. This is combined with the CIS which will be investing in assets, through the routes of property purchase, property funds and share based investments, which are backed by property assets.

1.3 Interest Rate Outlook

The Council's treasury advisor Arlingclose projects the first 0.25% increase in UK Bank Rate in the third quarter of 2016, rising by 0.5% a year thereafter, finally settling between 2% and 3% in several years' time. Persistently low inflation, subdued global growth and potential concerns over the UK's position in Europe mean that the risks to this forecast are weighted towards the downside.

A shallow upward path for medium term gilt yields is forecast, as continuing concerns about the Eurozone, emerging markets and other geo-political events weigh on risk appetite, while inflation expectations remain subdued. Arlingclose projects the 10 year gilt yield to rise from its current 2.0% level by around 0.3% a year. The uncertainties surrounding the timing of UK and US interest rate rises are likely to prompt short-term volatility in gilt yields.

How Does This Impact on the Medium Term Financial Strategy

The immediate effect on the MTFs of an increase in the UK bank rate is an increase in the cost of borrowing. This will directly impact on the revenue budgets through the net interest budget and the minimum revenue provision, the forecast for which reflect the rates shown in **Table 1**. It is recognised that all assumptions about the speed with which rates will begin to rise is problematic.

Table 1	2016/17	2017/18	2018/19	2019/20	2020/21
MTFS Interest Rate Assumptions	%	%	%	%	%
Temporary investments	0.70	1.20	1.65	1.75	2.00
PWLB 20 year borrowing (EOY)	3.40	3.55	3.70	3.85	4.00
Temporary borrowing	0.75	1.00	1.50	1.50	1.75

Against the background of low interest rates and reducing revenue and capital balances the Council has sought to maximise the returns from its investments whilst minimising the risks of investing with a borrower that is, or may become, unable to repay. It therefore adopted a strategy for 2015/16 that concentrated on highly rated institutions, and the larger Building Societies and Money Market Funds. Investments in liquidity or call accounts, which offer repayment the same day were maximised to further reduce risk.

The 2015/16 Strategy allowed for borrowing in anticipation of need to fund capital expenditure although that option has not so far been used this year. It is envisaged that a similar allowance will be included in the 2016/17 strategy.

2.0 BORROWING AND INVESTMENT FORECAST 31st MARCH 2016

The Council manages investments through-out the year. A proportion of the investments and borrowing will be short-term to manage cash-flow on a day to day basis, in order to make payments to for example precepts or suppliers. The remainder of the investments and borrowing will be long-term, to finance capital expenditure and to seek yield to support the MTFS.

2.1 Breakdown of Forecast

In order to manage the achievement of the MTFS and CIS objectives and to maintain the necessary cash-flows, the Council will need to seek short-term and long-term borrowing. **Table 2** below is an estimate of the forecast investments and borrowing as at 31st March 2016, broken down between CIS balances and general programme activities.

Table 2	CIS	General Programme	Total
Investing and Borrowing at 31/03/16	£m	£m	£m
Investments Short-Term	0	0	0
Investments Long-Term	7.5 ^A	3.5	11.0
Total Investments	7.5	3.5	11.0
Borrowing- Short-Term	5.0	1.0	6.0
Borrowing- Long-Term	0	13.4	13.4
Total Borrowing	5.0	14.4	19.4

Notes ^ACCLA Property Fund and share based investments

2.2 Interest Forecast 2015/16

The 2015/16 year-end forecast for net interest is now £0.373m, which will be a saving of £0.104m against the budget of £0.477m.

3.0 BORROWING AND INVESTMENT FORECAST 2016/17 TO 2020/21

3.1 Medium Term Financial Strategy Capital Programme and CIS

Over the period of the MTFS the Council has budgeted to spend significant sums on both its general capital programme (to enhance current assets and acquire new assets) and the capital investment programme enshrined within the CIS. **Table 3** below shows net amounts included within the MTFS in respect of the general capital programme and the CIS.

Table 3 Forecast Programmes	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
Capital	6.4	9.5	2.7	1.6	2.5	1.9
CIS	10.0	20.0	15.0	*	*	*
Total	16.4	29.5	17.7	1.6	2.5	1.9

Note The CIS is not forecast beyond 2017/18, this is a period of consolidation and development of risk shared development options.

3.2 Borrowing Strategy

For the general capital and CIS programmes shown in **Table 3**, the Council does not hold sufficient funds to finance this from its own internal resources. As a result it must borrow to meet this requirement.

This borrowing strategy sets out the long-term borrowing parameters within which the Council can borrow, in order to facilitate the financing of the general capital programme and the CIS over the MTFS period. **Table 4** below shows the total borrowing requirements for both the general capital programme and the CIS; by 2020/21 the Council is expecting to have borrowing in excess of £53m (“Must Borrow”). If however, the Council chose not to use reserves to finance capital, borrowings would increase to £57m by 2020/21 (“May Borrow”).

Annex C provides further detail in respect of the borrowing and investments relating to both the general programme and the CIS.

Table 4 Borrowing Strategy Whole Programme	2016/ 2017 £m	2017/ 2018 £m	2018/ 2019 £m	2019/ 2020 £m	2020/ 2021 £m
Expenditure					
Capital Expenditure					
Brought Forward	(39.0)	(65.5)	(78.8)	(75.3)	(72.5)
Movement in Year	(26.5)	(13.3)	3.5	2.8	3.3
Capital Financing Requirement	(65.5)	(78.8)	(75.3)	(72.5)	(69.2)
Fixed Term Investment (EOY)	0.0	0.0	0.0	0.0	0.0
Total Capital to be Financed	(65.5)	(78.8)	(75.3)	(72.5)	(69.2)
Financing					
Forecast long term borrowing (at 31/03/16 borrowing over MTFS)	13.4	13.2	13.1	12.9	12.7
Average Revenue Reserves	4.1	5.4	5.1	3.6	1.0
Earmarked Reserves	8.6	5.9	4.1	2.6	1.8
Total Reserves	12.7	11.3	9.2	6.2	2.8
Total Financing Available	26.1	24.5	22.3	19.1	15.5
Net Unfinanced Capital “Must Borrow”	(39.4)	(54.3)	(53.0)	(53.4)	(53.7)
If Reserves are not used to Finance Capital: “May Borrow”	(52.1)	(65.6)	(62.2)	(59.6)	(56.5)
Funding in Advance					
May Borrow a further	0.0	0.0	0.0	3.1	0.0
Need For Further Borrowing- Loans To Organisations	15.0	15.0	15.0	15.0	15.0

- Notes**
- Forecast general revenue reserves is the average reserves for the year.
 - Earmarked reserves includes the special reserve, repairs and renewals reserves, and capital investments. These are forecast to diminish over the life of the MTFS, as the balances in these reserves are used to fund expenditure. It is assumed that there are no additional earmarked reserves.
 - There would be a cash flow benefit; however due to its natural volatility, it is excluded from this analysis.

3.3 Investment Strategy

The guidance on Local Authority Investments categorises investments as 'specified' and 'non-specified'.

Specified investments are expected to offer relatively high security and/or liquidity. They must be:

- In sterling (avoiding exchange rate fluctuations) and,
- Due to be repaid within 12 months (minimising capital value fluctuations on gilts and CDs and minimising the period within which a counterparty might get into difficulty) and not defined as capital expenditure in the capital finance regulations 2003 (e.g. equities and corporate bonds though there is current consultation on removing bonds from the capital constraint) and,
- With a body that the Council considers is of high credit quality or with the UK Government or a local authority, (minimising the counterparty risk), this includes Money Market Funds where the Council has set minimum criteria.

No investment that counts as Capital expenditure will be undertaken, without Cabinet approval or for the CIS, the Treasury and Capital Management Group, as it effectively transfers revenue funds into capital when the investment is repaid which has significant impacts on the Council's financial flexibility.

Non-specified investments include longer deposits and other types of investment e.g. corporate bonds and equities.

The Council may use the following non-specified investments:

- Time Deposits of longer than 12 months with banks and building societies.
- UK government bonds, supranational bank bonds.
- Loans to other local authorities and other organisations (further definition of the latter is shown below) over 12 months to maturity.
- Corporate Bonds over 12 months to maturity, if returns are clearly better than time deposits, but such investments will only be made following a risk assessment and consultation on the proposed limits, procedures and credit ratings with the Treasury and Capital Management Group (TCMG). Use would be limited to Bonds that could be held to maturity thus avoiding fluctuations in capital value.
- Property funds, share based investments and Property.

4.0 OTHER TREASURY ACTIVITIES

Whilst the Council will be making borrowing and investing decisions in relation to its general capital and CIS programmes, there is also a requirement to make other decisions that do not relate directly to these programmes but are required to meet corporate objectives.

4.1 Loans to Support the Achievement of Service Objectives

Opportunities will arise from time to time for the Council to further its objectives by making loans to local organisations or businesses. Such loans are considered to be investments as defined in this strategy. All such loans would be subject to a due diligence process, and the identification of relevant risks pertaining to the loan. Such

investments can be administratively cumbersome to set-up and consequently will only be undertaken once a detailed business case has been approved by Cabinet. These loans would not be subject to the 5 year investment limit.

4.2 Loans with Security

The Localism Act potentially enables the Council to benefit from its low cost of borrowing to earn a margin by providing a loan to other bodies where no service benefits are involved. Due consideration will be given to the impact of state aid regulations, and where security of the investment can be made through a legal charge on an adequate value of asset(s) to protect the Council from the possibility of default. Such investments can be administratively cumbersome to set-up and consequently will only be undertaken once a detailed business case has been approved by Cabinet. These loans would not be subject to the 5 year investment limit.

4.3 Policy on using Financial Derivatives

Local authorities have previously made use of financial derivatives embedded in loans and investments both to reduce interest rate risk, and to reduce costs or increase income at the expense of greater risk (e.g. lenders option/borrowers option (LOBO) loans). The Localism Bill 2011 includes a general power competence that removes the uncertain legal position over local authorities' use of standalone financial derivatives. Any decision to make use of financial derivatives will be subject to further reports to cabinet. Considering the Council's commitment to developing a CIS portfolio, it is unlikely that Financial Derivatives will be used.

4.4 Treasury Advisors

Arlingclose are the Councils appointed advisors. The Advisor carries out the following role:

- Advice on investment decisions,
- Notification of credit ratings and changes,
- Advice and guidance on relevant policies, strategies and reports,
- Training courses.

4.5 Management and Governance

The Responsible Financial Officer and their staff will manage and monitor investments and borrowing. The Treasury and Capital Management Group (TCMG) consists of three councillors and relevant officers. This group oversees and monitors treasury, CIS and capital activities.

4.6 Reporting and Scrutiny

The Treasury Management Strategy is reported to Council each year in February so that the strategy can take into account the latest MTFS and the critical factors affecting the treasury function including, the economy, interest rates and the credit outlook. In November a 6 month report on the performance of the fund is reported to Cabinet and in June a report on the annual performance of the funds is reported.

4.7 **Changes to the Strategy**

The strategy is not intended to be constricting, but a definition of the upper limit of the level of risk that it is prudent for the Council to take in maximising the return on its net investments. Any changes that are:

- Broadly consistent with this strategy and/or,
- Reduce or only minimally increase the level of risk and/or,
- Supported by the Council's Treasury Management Advisors.

are delegated to the Responsible Financial Officer, after consultation with the TCMG. All other changes to the strategy must be approved by the full Council.

5.0 **TREASURY MANAGEMENT, PRUDENTIAL AND CIS INDICATORS**

The Council's Treasury Management and Prudential Indicators are attached at **Appendix 4**. They are based on data included in the budget report and this Strategy. They set various limits that allow officers to monitor its achievement, and are there to guide members and officers when treasury management decisions are being made. A new section for this year's strategy is the CIS indicators these will be used to monitor the success of the CIS programme, using a set of ratios and metrics specifically designed for that programme.

These indicators must be approved by the Council and can only be amended by the Council.

DEFINITION OF CREDIT RATINGS

ANNEX A

Fitch	Rating	Definition	Examples of counterparties
Short term	F1	Indicates the strongest intrinsic capacity for timely payment of financial commitments; may have an added “+” to denote any exceptionally strong credit feature.	Handelsbanken F1+ Nationwide Building Society Bank of Scotland Barclays Bank Santander
	F2	Good rated intrinsic capacity for timely payment of financial commitments.	Royal Bank of Scotland NatWest (The Council’s Bank) Nottingham Building Society
	F3	Fair rated intrinsic capacity for timely payment of financial commitments.	
Long-term	AAA	Highest credit quality organisations, reliable and stable. 'AAA' ratings denote the lowest expectation of default risk . They are assigned only in cases of exceptionally strong capacity for payment of financial commitments.	Germany, Sweden, USA, Switzerland. Money Market Funds
	AA	Very high credit quality. 'AA' ratings denote expectations of very low default risk . They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.	United Kingdom AA+, France
	AA-		HSBC Bank, Handelsbanken
	A	High credit quality. 'A' ratings denote expectations of low default risk . The capacity for payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to adverse business or economic conditions than is the case for higher ratings.	Bank of Scotland A+, Lloyds Bank A+, Barclays Bank, Santander, Nationwide Building Society, Coventry Building Society
	A-		Leeds Building Society, Yorkshire Building Society.

	BBB	Good credit quality. BBB ratings indicate expectations of low default risk . The capacity for payment of financial commitments is considered adequate, but adverse business or economic conditions are more likely to impair this capacity.	Royal Bank of Scotland BBB+, NatWest BBB+, Spain BBB+
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Notes

The modifiers “+” or “-“ may be appended to a rating to denote relative status within major rating categories.

The credit ratings quoted above are based on those issued by Fitch, a Credit Rating Company.

FUND MANAGEMENT (IF NO FURTHER BORROWING)
ANNEX B

<p>The following limits do not apply to the CIS, as the CIS is intended to be a medium to long term investment vehicle. Properties and other investments may be held onto for a number of years, dependent on the Risk associated with each individual investment and the wider portfolio itself.</p>		
Duration of investments	<p>No investment shall be longer than 5 years. Maximum duration for a Building Society with no rating is 1 month.</p>	
Types of investments	<p>Fixed term Deposits Deposits at call, two or seven day notice Corporate bonds Money market funds UK Government bonds and Supranational Bank bonds Loans to Organisations Pooled Property Funds Shares Based Investments (subject to separate approval of the Treasury & Capital Management Group)</p>	
Credit Ratings	<p>Building Societies All Building Societies with ratings of BBB or above. Building Societies with no ratings. (maximum duration 1 month) Money Market Funds AAA credit rating Local Authorities or UK Government No rating required Non-Building Societies Short term rating F2 by Fitch or equivalent. Long-term rating of AA- by Fitch or equivalent if the investment is longer than 1 year.</p> <p>Loans to Organisations These will not require a specific credit rating but will be subject to individual approval by Cabinet (these will be for longer than 5 years).</p>	
Maximum limits per counterparty (group), country or non-specified category	<p>F1+ or have a legal position that guarantees repayment for the period of the investment</p> <p>F1</p> <p>Building Society with assets over £2bn in top 25 (Currently 10)</p> <p>Building Society with assets over £1bn if in top 25 (Currently 3)</p> <p>Building Society with assets under £1bn in top 25</p> <p>Liquidity (Call) Account with a credit rating of F2 or with a legal position that guarantees repayment or a Building Society</p>	<p>£5M</p> <p>£4M</p> <p>£5M</p> <p>£4M</p> <p>£3M</p> <p>£5M</p>

	<p>BUT total invested with counterparty/group shall not exceed</p> <p>Money market fund AAA Credit rating</p>	<p>£8M</p> <p>£4M</p>
	<p>Limit for Non-specified investments</p> <ul style="list-style-type: none"> - £10M in time deposits more than one year - £5M in corporate bonds - £10M in any other types. - £10M Pooled Property funds e.g. CCLA - £15M in total <p>Country limits</p> <ul style="list-style-type: none"> - UK - unlimited - £5M in a country outside the EU - £10M in a country within the EU (excluding UK) - £20M in EU countries combined (excluding UK) - Country of Domicile for Money Market Funds – unlimited, providing the fund is AAA. <p>Except for Money Market Funds, no investment will be made in country with a sovereign rating of less than AA.</p> <p>These limits will be applied when considering any new investment from 24 February 2016. Lower limits may be set during the course of the year or for later years to avoid too high a proportion of the Council's funds being with any counterparty.</p> <p>Loans to Organisations No limit in value or period but will be subject to approval by Cabinet, of a detailed business case.</p> <p>Commercial Investment Strategy Investments made through the CIS will subject to the parameters and limits set out in that strategy.</p>	
Benchmark	LGC 7 day rate	

INVESTMENT LIMITS FOR BORROWING IN ADVANCE

	Level of Borrowing in Anticipation		Rating Constraints
from	£5M	£11M	
to	£10M	£20M	
BUILDING SOCIETIES			
Assets over £2bn	£5M	£5M	
Assets over £1bn	£4M	£4M	
Rest of top 25 by assets	£3M	£3M	
BANKS & OTHER INSTITUTIONS			
F2+ or legal status	£5M	£5M	AA- if more than 1 year
F2	£4M	£4M	AA- if more than 1 year
LIQUIDITY ACCOUNTS			
Limit in liquidity account	£5M	£6M	F2 or legal status
Limit with any other investments in institution	£8M	£9M	
NON-SPECIFIED INVESTMENTS			
Time Deposits over 1 year in total	£20M	£30M	
Corporate Bonds in total	£5M	£8M	Not yet determined
TERRITORIAL LIMITS			
UK	Unlimited		
EU (excluding UK)	£20M	£20M	
EU Country (other than UK)	£10M	£10M	
Any other Country	£5M	£5M	

BREAKDOWN OF BORROWING AND INVESTING FORECAST 2016/17 to 2020/21

1. COMMERCIAL INVESTMENT STRATEGY BORROWING FORECAST

Borrowing Strategy CIS	2016/ 2017 £m	2017/ 2018 £m	2018/ 2019 £m	2019/ 2020 £m	2020/ 2021 £m
Expenditure					
Capital Expenditure					
Brought Forward	0.0	(19.1)	(32.2)	(29.8)	(27.4)
Movement in Year (a)	(19.1)	(13.1)	2.4	2.4	2.4
Capital Financing Requirement	(19.1)	(32.2)	(29.8)	(27.4)	(25.0)
Fixed Term Investment (EOY)	0.0	0.0	0.0	0.0	0.0
Total Capital to be Financed	(19.1)	(32.2)	(29.8)	(27.4)	(25.0)
Financing					
Forecast long term borrowing (at 31/03/16 borrowing over MTFS)	0.0	0.0	0.0	0.0	0.0
Average Revenue Reserves	0.0	0.0	0.0	0.0	0.0
Earmarked Reserves	0.0	0.0	0.0	0.0	0.0
Total Reserves	0.0	0.0	0.0	0.0	0.0
Total Financing Available	0.0	0.0	0.0	0.0	0.0
Net Unfinanced Capital "Must Borrow"	(19.1)	(32.2)	(29.8)	(27.4)	(25.0)
If Reserves are not used to Finance Capital:					
May Borrow	(19.1)	(32.2)	(29.8)	(27.4)	(25.0)

Note: (a) These numbers represent the net for actual spend less Minimum Revenue Provision.

Cash Flow

The Council will be making investments through the CIS. Initially investments will be made using reserves, however due to the cash flow impacts of council tax and precept payments there may not be on a day to day basis, sufficient cash. In the event of this circumstance the council will look to borrow on a short-term basis.

Borrowing – Long Term

As the CIS develops and investments are made, borrowing will be required. It is expected that this will be from the Public Works Loans Board (PWLB). The type of loan is expected to be repayment, whereby repayments are made to the lender on a regular basis.

2. GENERAL CAPITAL PROGRAMME BORROWING FORECAST

Borrowing Strategy General Capital Programme	2016/ 2017 £m	2017/ 2018 £m	2018/ 2019 £m	2019/ 2020 £m	2020/ 2021 £m
Expenditure					
Capital Expenditure					
Brought Forward	(39.0)	(46.4)	(46.6)	(45.5)	(45.1)
Movement in Year	(7.4)	(0.2)	1.1	0.4	1.0
Capital Financing Requirement	(46.4)	(46.6)	(45.5)	(45.1)	(44.1)
Total Capital to be Financed	(46.4)	(46.6)	(45.5)	(45.1)	(44.1)
Financing					
Forecast long term borrowing (at 31/03/16 borrowing over MTFS)	13.4	13.2	13.1	12.9	12.7
Average Revenue Reserves	4.1	5.4	5.1	3.6	1.0
Earmarked Reserves	8.6	5.9	4.1	2.6	1.8
Total Reserves	12.7	11.3	9.2	6.2	2.8
Total Financing Available	26.1	24.5	22.3	19.1	15.5
Net Unfinanced Capital "Must Borrow"	(20.3)	(22.1)	(23.2)	(26.0)	(28.6)
If Reserves are not used to Finance Capital: "May Borrow"	(33.0)	(33.4)	(32.4)	(32.2)	(31.4)
Funding in Advance					
May Borrow a further	0.0	0.0	0.0	3.1	0.0
Need For Further Borrowing- Loans To Organisations	15.0	15.0	15.0	15.0	15.0

Cash Flow

In addition to the fundamental movements described above there are day-to-day impacts due to the flow of funds into and out of the Council. For instance, the dates on which the County Council is paid its portion of the Council Tax and Business Rate receipts will be different to the days the money is physically received from Council Tax and Business payers. These cash flows will sometimes leave the Council with several million pounds to borrow, or invest, either overnight or for a few weeks depending on the next precept date.

Authorities are permitted to borrow short term for this purpose and all borrowing decisions will be made on the most economically advantageous rates for the period that is required to be covered. If rates are particularly high on a particular day then the sum may be borrowed overnight to see if rates are lower the following day for the remainder of the period.

Loans to Organisations

The amounts shown are indicative at this stage and any such loans to organisations would be subject to separate approval by Cabinet. The number of loans of this nature are, likely to be limited as the CIS is likely to produce higher yields and a better risk profile.

Investments – High Credit Quality

The Council, following Department of Communities and Local Government (DCLG) guidance on credit worthiness of financial institutions, follows their guidance to ensure the high quality of the credit rating. The detail of this is shown in Annex A. Whilst the Council will take some account of such additional information the main criteria for judging credit quality will be:

- Short term credit ratings, and long-term credit ratings for any investment over 1 year.
- The top 25 Building Societies by asset size irrespective of any credit rating they may hold subject to the comments below.
- Credit Default Swap prices obtained from our advisors.
- Counter party list provided by Arlingclose on a monthly basis.

Investments – Risk Mitigation

Credit quality can never be absolutely guaranteed so to further mitigate risks there is a need to spread investments in a number of ways:

- By counterparty, including any institutions that are linked in the same group.
- By country.

These limits need to be a practical balance between safety and administrative efficiency and need to cope with the uncertainty of the amount of borrowing in anticipation. A schedule is therefore included in Annex B which shows the investment limits for different levels of forward borrowing.

Investments - Periods

Once a time deposit is made there is no requirement for the borrower to repay until the end of the agreed period. Thus a borrower who has a high credit rating on the investment day could be in serious financial difficulties in the future. As a result significant use is made of liquidity accounts which currently give an attractive interest rate but also allow repayment of our investment the same day.

The Council will register with a selection of money market funds with AAA ratings which also allow same-day withdrawal of funds. The domicile for some of these funds can be in a low rated country; however, as it is stipulated that the fund itself has to be AAA rated, this is acceptable.

These funds will be used as appropriate taking account of comparative security and yields. During 2015/16, the Council used the following money market funds:

- Public Sector Deposit Fund, operated by Church's, Charities and Local Authorities.
- Federated Sterling Fund, operated by Federated Investors.
- Insight Liquidity Fund, operated by Insight Liquidity Funds PLC.
- Standard Life Liquidity Fund, operated by Standard Life Investments.
- Legal and General Fund, operated by Legal and General Investment Management.
- Blackrock Sterling Liquidity Fund, operated by BlackRock Investment Management.

If during 2016/17, where it becomes advantageous, further funds may be used.

Investments - Management

Taking account of the Credit Quality and Spreading the Risk sections above, Annex B outlines the criteria and limits for making investments.

There may be limited occasions, based on detailed cash flow forecasts, where some investments of more than a year might be made that do not relate to borrowing in anticipation.

Risk of counterparty failure can also be minimised by shortening the period of any time deposit. At the current time, partly reflecting the current interest rate structure, time deposits are generally kept below one month. The criteria also differentiates the duration of investments based on credit rating e.g. the maximum duration of investments with building societies with no rating will be 1 month.

A new investment category for 2016/17 onwards is "shares-based investments". Such investments can be considered higher-risk because, as well as their performance being dependent on the companies etc. concerned, their performance is also dependent on the wider stock (or similar) market. However, they are a very liquid investment vehicle and are an option that will be considered within the CIS.

No Funding Activity

The amount of capital borrowing up until March 2016 will be dependent upon the actual levels of revenue spending which will determine the level of the Council's own reserves that can be used and the level of capital spending which will determine the total sum required. The period of borrowing will reflect the current and anticipated interest rate profile. If short term interest rates began to rise, consideration would be given to whether long term rates were attractive enough to support long term borrowing. If rates remain low it is much more difficult to justify long term borrowing.

Funding in Advance

Funding in advance would require longer term borrowing rates to be at levels that appeared to be attractive when compared with rates that were expected over the remainder of that period. It would also need to take account of the difference

between the borrowing rates and the currently, much lower, investment rates that would be received pending the use of the money for funding capital from sufficiently secure counterparties. A risk assessment will be carried out before undertaking any advance borrowing, and agreement would also be sought from the external auditors.

Profile

The Council will be balancing two different aspects when deciding on the period it will borrow for:

- **Stability.** Avoid the risk of adverse market movements affecting the cost of borrowing. To do this the logical option is to borrow the money for as long as needed.
- **Lowest Cost.** Minimise the overall cost of borrowing which, at the present time, might result in very short borrowing because of the very low interest rates available.

Any long term borrowing will tend to be from the Public Works Loans Board (PWLB) which is a Government Agency providing funds to local authorities at interest rates linked to the cost of central government borrowing rates.

**CIPFA PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES
PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT INDICATORS FOR
2016/17 AND THE COMMERCIAL INVESTMENT STRATEGY INDICATORS 2016/17.**

The relevant Prudential and Treasury Management indicators that need to reflect the potential borrowing to finance funding in advance and loans to organisations have been amended. Where no requirement is shown, the indicator only reflects what is included in the Council's Medium Term Financial Strategy.

All decisions relating to loans to organisations will be subject to approval by the Cabinet. Where these decisions will affect the relevant prudential or treasury indicators noted below, other than Item 7: "the authorised limit for external debt, retrospective approval will sought of Council at either the mid-year or full year reporting periods.

PRUDENTIAL INDICATORS

1. Actual and Estimated Capital Expenditure

		2014/15 Actual £m	2015/16 Forecast £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m
Capital Programme	Gross	7.5	9.9	10.5	3.5	2.4
	Net	3.2	6.4	9.5	2.7	1.6
CIS	Gross	0.0	10.0	20.0	15.0	0.0
	Net	0.0	0.0	20.0	15.0	0.0

1.1 Where it is determined that loans to organisations are for capital purposes, this will be treated as capital expenditure and would be in addition to the current capital programme.

1.2 The CIS estimated expenditure is subject to change, subject to further investments meeting the required rates of return.

2. The proportion of the budget financed from government grants and council tax that is spent on interest and the provision for debt repayment.

	2014/15 Actual	2015/16 Forecast	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate
Capital Programme	8.2%	10.2%	10.2%	15.4%	19.1%
CIS	n/a	0.4%	4.7%	11.3%	15.0%
Total	8.2%	10.6%	14.9%	26.7%	34.1%

2.1 Assuming no borrowing in advance.

3. The impact of schemes with capital expenditure on the level of council tax

3.1 This calculation highlights the hypothetical impact on the level of Council Tax to changes from the previously approved MTFS due to capital schemes (including their associated revenue implications). The actual change in Council Tax will be significantly different due to revenue variations, spending adjustments and the use of revenue reserves.

		2016/17 Estimate	2017/18 Estimate	2018/19 Estimate
Capital Programme	Variation	£4.48	£2.82	(£1.43)
	Cumulative	£4.48	£7.30	£5.87
CIS	Variation	(£1.04)	(£4.35)	(£9.51)
	Cumulative	(£1.04)	(£5.39)	(£14.90)

4. The capital financing requirement.

- 4.1 This represents the estimated need for the Council to borrow to finance capital expenditure less the estimated provision for redemption of debt (the Minimum Revenue Provision). The table below shows the capital financing requirement split between the capital programme and the Commercial Investment Strategy.

	31/3/15 Actual £m	2015/16 Forecast £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m	2020/21 Estimate £m
Capital Programme	35.5	39.0	46.4	46.6	45.5	45.1	44.1
CIS	0	0	19.1	32.2	29.8	27.4	25.0
Total	35.5	39.0	65.5	78.8	75.3	72.5	69.2

5. Gross debt and the capital financing requirement

- 5.1 In order to ensure that, over the medium term, net borrowing will only be for a capital purpose, the Council should make sure that net external borrowing (borrowing less investments) does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current year and any specific decisions to borrow in advance or make loans to organisations.

	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m
Borrowing - General	14.0	21.7	23.7	24.7
Borrowing - CIS	0	20.1	35.1	35.1
Total	14.0	41.8	58.8	59.8

Gross and Net Debt

- 5.2 This indicator is intended to highlight the level of advance borrowing by limiting the variation between gross debt (borrowing) and net debt (borrowing less investments). The more borrowing in advance the higher the gross debt but there is no change in net debt because the borrowed sums will be invested pending them being needed to finance capital expenditure. Thus net debt as a proportion of gross debt falls as borrowing in advance occurs. Unfortunately the position is complicated by the significant variations that the Council has to contend with relating to day-to-day cash flow which can cause major fluctuations in this proportion. To achieve the equivalent result all advance borrowing will be reported to the TCMG and highlighted in the mid-year and end of year reports.

6. The authorised limit for external debt.

- 6.1 This is the maximum limit for borrowing and is based on a worst-case scenario. It reflects borrowing to fund capital rather than using reserves and the three elements (No activity, borrowing in advance and loans) will be controlled separately.

	2015/16 Limit £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m
Short term	18	22	20	18
Long term	46	47	47	46
Other long-term liabilities (leases)	5	5	6	7
Total - No Funding Activity	69	74	73	71
Long Term based on the maximum borrowing in advance	1	0	0	0
Plus long term borrowing to finance long term loans to organisations	15	15	15	15
Plus long term borrowing to finance loans for CIS investments delivering a commercial yield	60	19	32	30

7. The operational boundary for external debt.

- 7.1 This reflects a less extreme position. Although the figure can be exceeded without further approval it represents an early warning monitoring device to ensure that the authorised limit (above) is not exceeded.

	2015/16 Limit £m	2016/17 Limit £m	2017/18 Limit £m	2018/19 Limit £m
Short term	13	17	15	13
Long term	46	47	47	46
Other long-term liabilities (leases)	5	5	6	7
Total – No Funding Activity	64	69	68	66
Plus long term borrowing in advance	1	0	0	0
Plus long term borrowing to finance long term loans to organisations	15	15	15	15
Plus long term borrowing to finance loans for CIS investments delivering a commercial yield	60	19	32	30

8. Adoption of the CIPFA Code

- 8.1 The Council has adopted the 2011 edition of the CIPFA Treasury Management Code of Practice. The 2011 edition is still the latest version.

TREASURY MANAGEMENT INDICATORS

9. Exposure to interest rate risk as a proportion of net investments.

- 9.1 This indicator is set to control the Council's exposure to interest rate risk. Investments of less than 12 months count as variable rate.
- 9.2 If the Council does not borrow in advance it is quite possible that all investments will be of less than a year's duration and hence count as "variable rate".

		2016/17		2017/18		2018/19	
		Limits		Limits		Limits	
		Max	Min	Max	Min	Max	Min
Borrowing							
Longer than 1 year	Fixed	100%	75%	100%	75%	100%	75%
	Variable	25%	0%	25%	0%	25%	0%
Investments							
Longer than 1 year	Fixed	100%	100%	100%	100%	100%	100%
	Variable	0%	0%	0%	0%	0%	0%

10. Borrowing Repayment Profile

- 10.1 The proportion of borrowing in place during 2015/16 that will mature in successive periods. This indicator is set to control the Council's exposure to refinancing risk.
- 10.2 The Council has forecast £12.6m long term borrowing at the end of 2015/16, but the uncertainty on whether any forward borrowing will take place and the potential for short term borrowing to be the most attractive option results in the limits set out below.

Funding capital schemes	Upper limit	Lower limit
Under 12 months	91%	0%
12 months and within 24 months	91%	0%
24 months and within 5 years	91%	0%
5 years and within 10 years	92%	1%
10 years and above	100%	8%

- 10.3 This may be affected by any funding in advance or Loans to Organisations.

11. Investment Repayment Profile

- 11.1 Limit on the value of investments that cannot be redeemed within 364 days i.e. by the end of each financial year. The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. These limits need to allow for borrowing in advance.
- 11.2 The uncertainty about borrowing in advance results in higher limits than would otherwise be required.

	2016/17 £m	2017/18 £m	2018/19 £m
Capital Programme; Limit on investments over 364 days as at 31 March each year.	34.5	34.8	33.9

11.3 This may be affected by any changes to Funding in Advance, Loans to Organisations and the CIS.

COMMERCIAL INVESTMENT STRATEGY (CIS) SPECIFIC INDICATORS

12. Interest Cover Ratio (ICR)

12.1 This ratio determines the amount of total net income from property investments (after operating costs and any applicable taxes) compared with the interest expense of the debt. This is important so the amount of interest payable compared to income generated is proportionate.

12.2 Because debt commences later in the Phase 1 cycle, the profile of the ICR is shown below. It is suggested that these are initial indices reflecting the maximum debt interest to revenue at the commencement of the Business Plan (BP). If investments profiles change, the ICR ratio will change.

Initial Interest Cover Ratio (at start of CIS Business Plan)			
Year	Estimated		ICR
	Revenue cash flow £000	Cost of Interest £000	
2015/16	183	11	16.6
2016/17	292	55	5.3
2017/18	403	87	4.6
2018/19	463	95	4.9

12.3 The proposed range for ICR shall be between 5 and 17.

13. Loan to Value Ratio (LTV)

13.1 This ratio determines the amount of total debt (compared to the total value of the underlying property assets as valued from time to time). Debt in this respect is both internal and external debt, i.e. revenue financing and borrowing from the market that is used to finance the capital propositions. Although it is recognised that the primary form of finance for the CIS portfolio is debt, it is important to ensure that the proportion of debt to asset value is actively managed to ensure that the debt burden is within acceptable limits

13.2 In a similar way to the ICR, the LTV ratios, as shown below reflect that debt commences later in the BP cycle. It is suggested that these are initial indices reflecting the maximum debt asset value at the commencement of the BP. If investments profiles change, the ICR ratio will change.

Loan to Value Ratio (at start of CIS Business Plan)			
Year	Estimated		LTV
	Loan Value £000	Asset Value £000	
2015/16	10.0	32.9	30
2016/17	29.5	52.3	56
2017/18	43.5	69.5	63
2018/19	42.3	70.1	60

13.3 It is recognised that while the LTV is an important indices when having regard to debt repayment obligations, the ICR is the more important indices when monitoring the CIS on an on-going basis because it provides performance information that will enable the Council to determine its ability to:

- make revenue contributions that will support the delivery of Council services.
- meet its interest payments commitments on the debt within the CIS.

13.4 The proposed range for LTV shall be between 30 and 65.

14. Target Income Returns

14.1 The primary indices for measuring returns on investment is the “return on equity” (ROE) indices. This is effectively the:

Net Revenue Contribution (*1) / Equity (*2)

*1 Revenue contributions shall be calculated as net i.e. income returns after taking into account all operating and management costs, interest expense, minimum revenue provision and relevant taxes.

*2 Equity being the difference between the value of assets and borrowing.

14.2 Following extensive modelling of the proposed investment opportunities, the expected revenue contribution to the Council will be £2.5m by the end of 2018/19; this gives a ROE of 9%.

14.3 However, reflecting the income expected to be generated from the CIS will grow over time, it is best to have an ROE range for the period of the BP, this will be set between 6% and 9% per annum.

14.4 It is accepted that individual investments will contribute different levels of income return and that the target revenue contribution is an average across the CIS portfolio.

15. Portfolio & Risk Metrics

15.1 Additional indicators that would be useful to monitor the CIS, however most of these will come into play as the CIS matures. These include:

Historic and forecast income and total returns

15.2 As the CIS matures:

- It will be useful to monitor the performance of the assets to assist in informing future assets acquisitions.
- Other indices will be developed and may include:
 - Benchmarking of returns (IPD)
 - Gross & net income
 - Operating costs
 - Vacancy levels and Tenant exposures

1. Introduction

- 1.1 Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008, Councils, are in fact expected to make a prudent provision. The Local Government Act 2003 requires the Council to have regard to the Department for Communities and Local Government's Guidance on Minimum Revenue Provision (the DCLG Guidance) most recently issued in 2012.
- 1.2 The broad aim of the DCLG Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.
- 1.3 The DCLG Guidance requires the Council to approve an Annual MRP Statement, and recommends a number of options for calculating a prudent amount of MRP.

2. General MRP Policy

- 2.1 The following statement incorporates options recommended in the Guidance;
- 2.2 For capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant assets as the principal repayment on an annuity with an annual interest rate based on long-term borrowing rates, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years.
- 2.3 For assets acquired by finance leases or the Private Finance Initiative, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.
- 2.4 Capital expenditure incurred during 2016/17 will not be subject to a MRP charge until 2017/18.

3. Loans to Organisations MRP Policy

- 3.1 Where loans are made to other bodies for their capital expenditure, and the principal repayments are received at least on an annual basis, no MRP will be charged. The capital receipts generated by the annual repayments will replace the need to make a provision for MRP.
- 3.2 Capital expenditure incurred during 2016/17 will not be subject to a MRP charge until 2017/18.

4. Commercial Investment Strategy MRP Policy

- 4.1 For each capital investment undertaken under the requirements of the Councils Commercial Investment Strategy, MRP will be made that is equal to the principal repayment for any loan finance supporting the investment.

5. Capital Financing Requirement and MRP Summary

- 5.1 Based on the Council's latest estimate of its Capital Financing Requirement on 31st March 2016, the budget for MRP has been set as follows:

	31.03.2016 Estimated CFR £m	2016/17 Estimated MRP £m
Capital Expenditure	39.0	1.6
Commercial Investment Strategy	0	0.9
Total	39.0	2.5

**Budget Consultation 2015 – Headline Results: Non Business
(to support development of the 2016/17 Budget
and Medium Term Financial Strategy 2017/18 to 2020/21)**

The survey asked how strongly people agreed or disagreed with eight overarching principles which could be used to help guide us in our budget and spending plans. 383 people took part via an online survey form which had been promoted through the Council's e-newsletter sent to around 17,500 email addresses, a press release and promotion on the homepage of the Council's website.

The levels of agreement and disagreement with each statement are shown in the table below. At least 4 out of 5 respondents answering were in agreement with each of the statements.

Statement:	% agree/ agree strongly	% disagree/ disagree strongly
We will continue to provide a free of charge garden waste service (single green bin) to all.	96	4
We will support staff development to ensure that we retain a committed, highly skilled workforce to help us deliver effective services and respond to change in the public sector.	94	6
We will improve the long-term financial success of our One Leisure sites through improved marketing and customer service and by continuing to examine all operating costs in detail.	93	7
We will continue to seek efficiency savings from all services where these can be delivered without significant impact on service delivery.	92	8
We will work with partners to identify further opportunities to share services where this can reduce costs and increase resilience and performance levels.	90	10
We are committed to retaining all five of our One Leisure sports and leisure facilities, securing their future through a joined-up approach to funding sites across the district.	87	13
We will invest in commercial land/property to generate inflation-resilient income to sustain services in years to come.	85	15
We will continue to freeze Council Tax until at least 2020, provided that funding received from Central Government remains within our 'worst case' forecasts.	80	20

Full results for each statement

Statement 1: We will continue to freeze Council Tax until at least 2020, provided that funding received from Central Government remains within our 'worst case' forecasts.

Agree strongly	158	41%
Agree	148	39%
Disagree	43	11%
Disagree strongly	32	8%
Total	381	

Statement 2: We are committed to retaining all five of our One Leisure sports and leisure facilities, securing their future through a joined-up approach to funding sites across the district.

Agree strongly	197	52%
Agree	136	36%
Disagree	33	9%
Disagree strongly	16	4%

Total	382	
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Statement 3: **We will improve the long-term financial success of our One Leisure sites through improved marketing and customer service and by continuing to examine all operating costs in detail.**

Agree strongly	154	41%
Agree	198	52%
Disagree	19	5%
Disagree strongly	9	2%
Total	380	

Statement 4: **We will continue to seek efficiency savings from all services where these can be delivered without significant impact on service delivery.**

Agree strongly	175	46%
Agree	174	46%
Disagree	18	5%
Disagree strongly	13	3%
Total	380	

Statement 5: **We will continue to provide a free of charge garden waste service (single green bin) to all.**

Agree strongly	260	69%
Agree	101	27%
Disagree	11	3%
Disagree strongly	5	1%
Total	377	

Statement 6: **We will invest in commercial land/property to generate inflation-resilient income to sustain services in years to come.**

Agree strongly	91	25%
Agree	219	60%
Disagree	36	10%
Disagree strongly	18	5%
Total	364	

Statement 7: **We will support staff development to ensure that we retain a committed, highly skilled workforce to help us deliver effective services and respond to change in the public sector.**

Agree strongly	157	42%
Agree	193	52%
Disagree	21	6%
Disagree strongly	2	1%
Total	373	

Statement 8: **We will work with partners to identify further opportunities to share services where this can reduce costs and increase resilience and performance levels.**

Agree strongly	142	38%
Agree	199	53%
Disagree	27	7%
Disagree strongly	10	3%
Total	378	

Next steps:

Analysis of respondents' comments about each statement will highlight the main reasons why they were for and against them. Additional comments about the Council's budget will also be examined.

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Budget Consultation – Headline Results: Business (to support the development of the 2016/17 Budget and Medium Term Financial Strategy 2017/18 to 2020/21)

Introduction

Between 27th January and 9th February 2016 (2 weeks) 1,300 businesses (from the Economic Development database) were invited to complete a Business Community Consultation Survey (the majority of the businesses are within the Council's area).

The survey asked them:

1. In respect of a list of Council services:
 - what services they considered most and least important, and
 - what services they wanted more or less of,
2. if they supported a council tax freeze for 2016/17, and
3. if they supported a council tax freeze until 2019/20.

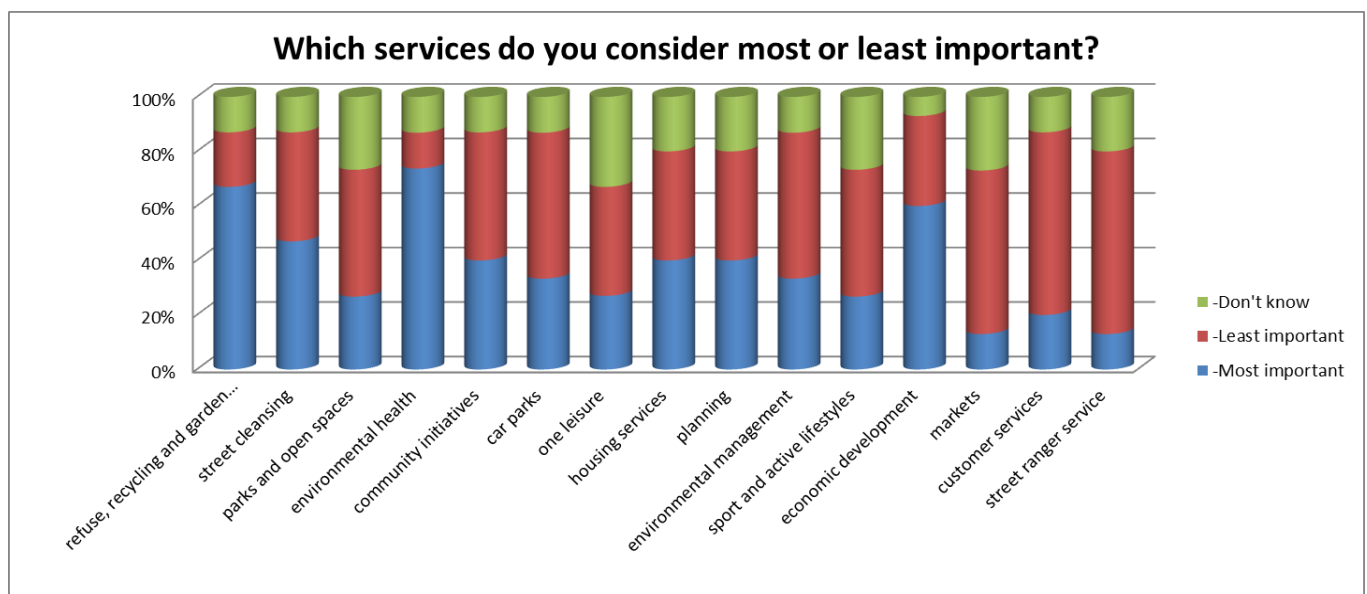
Out of the 1,300 businesses contacted, 15 businesses completed the survey.

Findings

Question 1: “which service did they consider the most or least important.”

As shown in the Graph below:

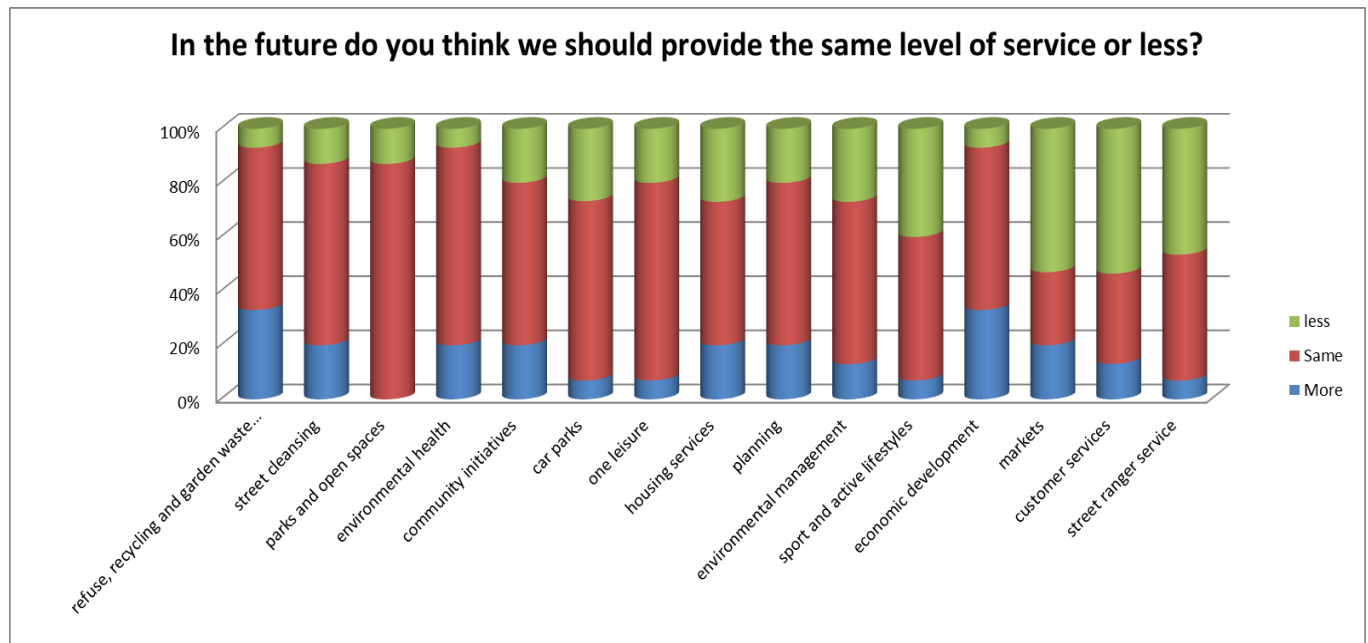
- Environmental Health was considered the most important, closely followed by Refuse Recycling & Waste service and Economic Development.
- The Street Ranger service, Customer Services and Markets were considered the least important.



Question 2: “should we provide the same level of service, or less for each of the services listed.”

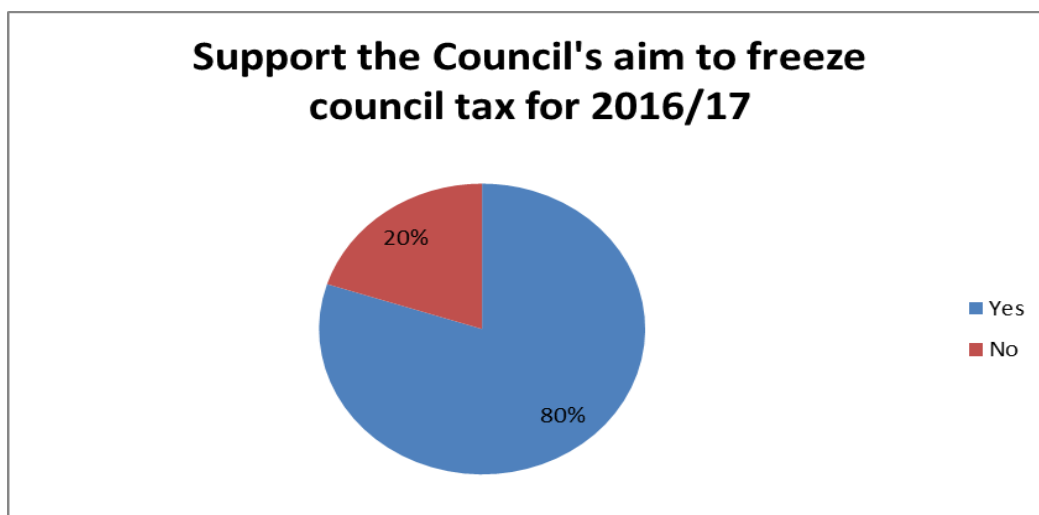
As shown in the Graph below:

- For both Refuse Recycling & Waste and Economic Development respondents wanted to see an increase in the level of service provided, and
- A decrease in the provision of Customer Services and Markets.



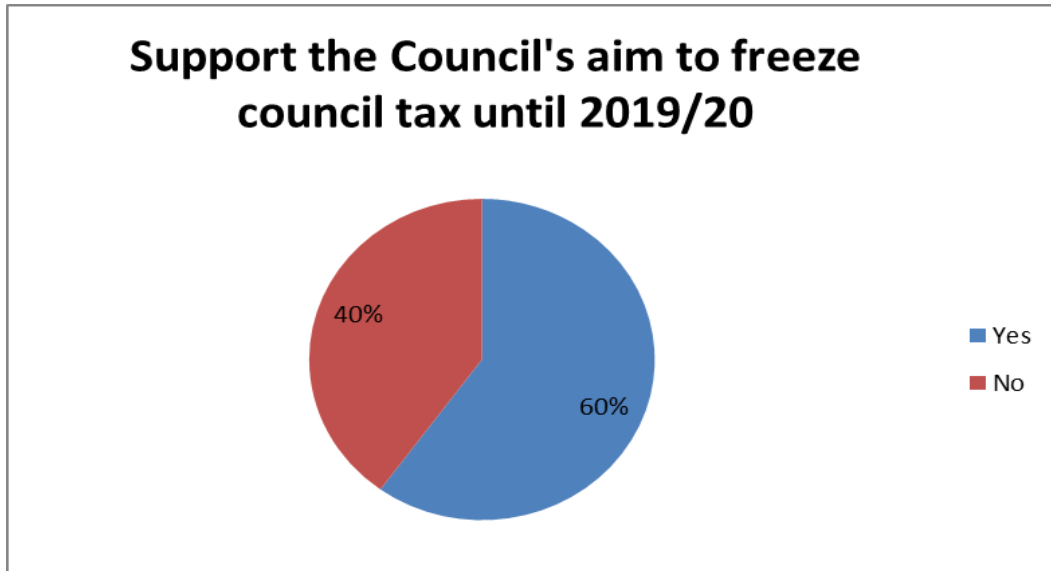
Question 3: “if they supported the Council’s aim to freeze council tax for 2016/17.”

As shown in the Graph below, 80% said that they would support the council tax freeze.



Question 4: “if they supported the Council’s aim to freeze council tax until 2019/20.”

As shown in the Graph below, 60% said that they would support the Council freezing council tax until 2019/20.



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Pay Policy Statement

Report by the Corporate Team Manager.

1. INTRODUCTION

- 1.1 The Localism Act 2011 requires each local authority to produce a Pay Policy Statement for each financial year after that. The Statement must be agreed by the Council by 31st March for the forthcoming financial year. It must set out the authority's policies relating to the remuneration of its Chief Officers, the remuneration of its lowest-paid employees and the relationship between the remuneration of Chief Officers and of other employees.
- 1.2 The Statement must include policies on Chief Officers' remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

2. PAY POLICY STATEMENT FOR 2016/17

- 2.1 The Pay Policy Statement attached sets out the Council's current policies and standard practices and should satisfy the requirements of the Localism Act 2011. Much of the information required is already published by the Council on its website.
- 2.2 Once adopted, the Pay Policy Statement will be publicised on the Council's website along with the data on senior salaries that is already published under the Code of Recommended Practice for Local Authorities on Data Transparency 2011.

3. RECOMMENDATION

- 3.1 **The Council are asked to approve the enclosed Pay Policy Statement for 2016/17**

Contact Officer: Anna Marsh, Lead HR Manager (LGSS)
☎ 01480 388482

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PAY POLICY STATEMENT 2016 - 17

This Pay Policy Statement forms part of Huntingdonshire District Council's pay and reward strategy and provides information about the Council's policies relating to the pay and reward of chief officers and other employees, as required by sections 38-43 of the Localism Act 2011.

The Statement is available on the Council's website and contains hyperlinks to associated documents. The Council's website also includes separately published data on pay and reward for senior Officers which can be accessed from this link:

<http://www.huntingdonshire.gov.uk/media/1636/statement-of-accounts-2014-15.pdf>

Terms and conditions of employment – decision making

Terms and conditions for employees are a non-executive function and responsibilities for decisions on these matters are delegated by full Council to Employment Panel and Senior Officers Panel. Information about these Panels and our staff consultative body is listed below.

Employment Panel:

The Employment Panel is a committee of Councillors appointed by Full Council to consider matters to do with the general terms and conditions of employment. Its membership is representative of the political balance of the Council. The Panel meets four times per year and is supported by the Managing Director (Head of Paid Services) and other officers as required. Full constitutional arrangements can be found in the Council's Constitution, which can be accessed from this link:

<http://www.huntingdonshire.gov.uk/council-democracy/meetings-and-decision-making/>

Senior Officers Panel:

The Senior Officers Panel is a committee of Councillors appointed by Full Council to consider matters to do with the appointment and termination of office of senior staff. The Panel meets as required and a Chair is elected during the first annual meeting of the Panel. Full constitutional arrangements can be found in the Council's Constitution.

Staff Council:

The Council places great emphasis on the value of strong employee consultation and engagement. The majority of staff are not in a trade union. The Council has established a staff consultative body which consists of up to 15 volunteer staff elected by staff – Staff Council. The Managing Director works with Staff Council representatives to address matters of staff interest and concern and to establish an agenda which is discussed during formal meetings with Members who are drawn from the Employment Panel. Staff Council is the body that undertakes collective bargaining and consultation on a formal basis. The Council also recognises that approximately 25% of the contracted workforce are members of Unison and maintains close contacts with this union as required. Terms of Reference for Staff Council can be accessed from this link:

<http://applications.huntsdc.gov.uk/moderngov/documents/s31400/Employment%20Panel%20-%2025.05.10%20->

The Council's senior managers

The Council's employees are managed by one Managing Director, two Corporate Directors, six Heads of Service and a Corporate Team Manager. The position of Head of Paid Service is held by the Managing Director. The Managing Director holds the positions of Returning Officer and Electoral Registration Officer, s151 officer role is held by the Head of Resources and the Monitoring Officer is held by the Corporate Director, Services.

For the purposes of this Statement only, the Council has determined that the definition of the term "chief officer" in section 43 of the Localism Act includes the Managing Director post, two Corporate Directors, six Heads of Service and the Corporate Team Manager who all report directly to the Managing Director or Corporate Directors.

Basic salary

The current salary scales for the Managing Director, Corporate Directors, Heads of Service and Corporate Team Manager are shown in the table below.

Table 1

Post	Grade	Minimum Grade Point (£)	Maximum Grade Point (£)
Managing Director	MD	117,500	132,500
Corporate Directors (x2)	AD	77,000	87,000
Heads of Service (x6)	SM	59,000	67,000
Corporate Team Manager (x1)	I	47,511	53,474

Payment of professional fees

Huntingdonshire District Council do not pay personal subscription fees for any professional bodies with the exception of the Section 151 Officer.

Other allowances

Standby and closed attendance allowance arrangements are utilised in some services to ensure 24/7 cover and/or to provide additional cover at particular peaks in demand and/or to undertake duties outside the agreed normal working week.

Short-term allowance payments may be made for acting up or additional duties.

Expenses

The Council's expenses rates were endorsed by Employment Panel in October 2014 and mileage costs are aligned to the HMRC benchmark rates. Employees are not entitled to reimbursement for

subsistence allowances whilst undertaking Council business, other than pre-approved overnight meal allowances

Election fees

The Managing Director holds the positions of Returning Officer and Electoral Registration Officer. Fees in respect of District Council elections are included in the salary of the Managing Director post. Additional fees may be payable for other elections, with fees for certain polls set by Statutory Instrument.

Other employees may receive additional payment for specific election duties according to scales set by the Returning Officer but derived from fees set by the Cabinet Office and other guidance.

Salaries on recruitment/appointment

As required by guidance under section 40 of the Localism Act, full Council are given the opportunity to vote before salary packages in excess of £100,000 are offered in respect of new appointments. This is likely to only apply to appointments to posts on Grade MD in the current pay structure, but will include any posts where salary packages (including salary, bonuses, fees, allowances and any benefits in kind) exceed £100,000. This £100,000 threshold will be amended if Government guidance changes.

Salaries on appointment to all posts, including senior managers, are determined in accordance with the Council's Pay Policy. The Pay Policy is attached as an appendix to this statement.

Head of Paid Service/ Managing Director

The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a panel of the Council appointed for that purpose, and before an offer of appointment is made to the selected candidate and any salary packages that exceed £100,000 are proposed. That panel must include the relevant Executive Councillor and salary will be within the pay grade MD in table 1.

Salaries on appointment to the Managing Director post is currently set within the scale for Grade MD employees. The Managing Director was appointed on a salary of £125,000.

Other Chief Officers (as defined for the purposes of this Statement only)

Salaries on appointment are made in line with pay grades shown in table 1, as appropriate to the post.

Recruitment of Chief Officers

The Council's policy and procedures with regard to recruitment of chief officers is outlined in the Employment Procedure Rules as set out in the Constitution.

Where the Council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'.

These will be sourced through the relevant procurement processes ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service.

Salary progression

A new appraisal scheme has been implemented at HDC, which provides employees with the opportunity to be advanced within their grade subject to performance. In 2015/2016 no performance increments were paid to any staff due to the introduction of the new appraisal system.

The Pay Policy framework also sets out how salaries will be determined on promotion, regrading of current post to a higher grade, transfer or acting up.

Annual Pay Award

There is no automatic cost of living increase. The Council has local arrangements for negotiating the cost of living pay award with relevant parties, including Staff Council. For 2016/17 the cost of living award, if any, has not yet been determined.

Pension and pension entitlements

The employees within the scope of this Statement are entitled to join the Local Government Pension Scheme (LGPS). Employees contribute between 5.5% and 12.5% of their salary while the Council currently contributes 17.8% in respect of ongoing service.

Relationship to lowest paid employees

This Statement defines lowest-paid employees as those on the bottom of Grade A (spinal point 1).

The current highest total salary paid by the Council including allowances is £125,000 to the Managing Director. The maximum basic salary that could be paid is £132,500 at spinal column point 56 on the MD grade.

The Hutton Review of Fair Pay in the Public Sector recommends that public sector organisations should publish pay multiples which should be calculated on the basis of all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind. Pay multiples comparing the current highest total salary and the maximum total salary against mean, median and lowest salaries are listed on the next page.

The mean basic FTE salary paid by the Council for posts filled by contracted employees at 1st April 2015 is £25,778.00.

The ratio between the mean FTE salary and the current highest total salary is 1:4.8. The ratio between the mean FTE salary and the maximum possible basic salary is 1:5.1

The median basic FTE salary is £20,854.00.

The ratio between the median basic FTE salary and the current highest total salary is 1:6. The ratio between the median basic FTE salary and the maximum possible basic salary is 1:6.4.

The lowest pay point on our new salary scales for contracted employees is currently £13,029.00, which is the minimum FTE starting salary for employees on spinal column point 1 (within Grade A).

The ratio between the lowest salary and the current highest salary is 1:9.6. The ratio between the lowest salary and the maximum possible salary is 1:10.2

The Hutton Review of Fair Pay in the public sector analysed whether a 1 to 20 pay multiple might be justified as promoting fairness in public sector pay. Hutton's Final Report concluded that this was not justified but that all public service organisations should publish their top to median pay multiples each year to allow the public to hold them to account. The Government has agreed with this type of approach.

In line with Hutton's recommendations, the Council does not have a policy to maintain or achieve a specific pay ratio between the highest and lowest paid employees but it will publish its pay multiples each year.

Re-engagement of ex Huntingdonshire District Council staff

All permanent or fixed term posts are advertised in accordance with the Council's recruitment policies and appointment is made on merit.

Interim management appointments are made in accordance with the Council's procurement policies and the provisions for services. The Council will not engage an ex chief officer of Huntingdonshire District Council (as defined in this Statement) outside of these arrangements and the Council will not usually re-employ or re-engage a person who has been made redundant into a similar role any time in the future. In exceptional circumstances re-engagement to a significantly different role with different responsibilities may be possible.

Employment of those in receipt of an LGPS pension

When a Local Government Pension Scheme pensioner is re-employed within the local government sector and combined earnings and pension exceeds final salary in the original employment when adjusted for inflation, the pension will be abated.

Receipt of Local Government Pension Scheme pension while employed

Employees aged 55 or over who are members of the Local Government Pension Scheme may apply to take flexible retirement where working hours or pay grade are reduced and pension benefits accrued prior to this point may be drawn down. Applications from all officers, including chief officers, will be considered on merit and only agreed where there is no detrimental effect on the service. It is the Council's policy not to accept any such applications if there is a cost to the Council unless a business case can be made on economic grounds.

Severance payments

Severance payments are made in accordance with the Council's Redundancy Policy as approved by Employment Panel in August 2014 and are the same for all staff.

Employees with more than two years' service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where the employee is entitled to a redundancy payment, the calculation is based on the employee's actual weekly pay.

Settlement agreements will only be used in exceptional circumstances where they represent best value for the Council.

Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each financial year. If it should be necessary to amend this 2016/17 Statement during the year that it applies, an appropriate resolution will be made by Full Council. This statement will be submitted to Full Council for approval by 31st March 2016.

January 2016

Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: St Neots Neighbourhood Plan

Meeting/Date: Council 24th February 2016

Executive Portfolio: Strategic Planning and Housing

Report by: Planning Policy Team Leader

Ward(s) affected: St Neots - Eaton Ford, St Neots - Eaton Socon, St Neots – Eynesbury and St Neots – Priory Park

Executive Summary:

The Referendum on the St Neots Neighbourhood Plan resulted in a 93% 'Yes' vote in support of making the Neighbourhood Plan part of the statutory development plan. As this exceeds the threshold of 50% of votes cast the Council is required to formally 'make' the St Neots Neighbourhood Plan unless the Council considers that it would be incompatible with any EU or human rights obligation. This means that it will be used to help decide planning applications in the neighbourhood area.

It is not considered that doing so would be incompatible with any EU or human rights obligation and the Plan must therefore be 'made'.

Recommendation(s):

To make the St Neots Neighbourhood Plan in the form attached as Appendix 1 with immediate effect such that it becomes part of the statutory development plan for Huntingdonshire

1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The purpose of this report is to consider whether the St Neots Neighbourhood Plan should be officially 'made', so that it becomes part of the statutory development plan for Huntingdonshire.

2. WHY IS THIS REPORT NECESSARY/ BACKGROUND

- 2.1 The St Neots neighbourhood area was formally designated on 17th October 2013. Statutory consultation on the submission neighbourhood plan ran from 29th July – 9th September 2014. An independent examination took place from 12th January – 28th February 2015 which recommended that the St Neots Neighbourhood Plan move forward to referendum subject to modifications and confirmed that it complied with the specified basic conditions, was properly prepared by the qualifying body, covered the designated plan area, did not contain any excluded development and contained policies that related to the development and use of land. The examiner's report also confirmed that there was nothing in the St Neots Neighbourhood Plan that led her to conclude there is any breach of the European Convention on Human Rights. She also confirmed that the St Neots Neighbourhood Plan is not incompatible with EU obligations arising from the Habitats Regulations Assessments and other directives.
- 2.2 The process for agreeing post-examination modifications to a neighbourhood plan was agreed at Cabinet on 19th November 2015. At the same time approval was gained for the proposed modifications for the St Neots Neighbourhood Plan to ensure that it met the statutory basic conditions which allowed it to progress to referendum. Appendix 1 contains a copy of the St Neots Neighbourhood Plan, as prepared by St Neots Town Council for use in the Referendum is attached. This is supplemented by a short errata list to correct 3 minor issues.

3. ANALYSIS

- 3.1 A referendum was held on the St Neots Neighbourhood Plan on Thursday 4th February 2016 where the statutorily set question was posed asking residents of the designated neighbourhood area: "Do you want Huntingdonshire District Council to use the Neighbourhood Plan for St Neots to help it decide planning applications in the neighbourhood area?"
- 3.2 A total of 23,884 persons were entitled to vote in the referendum; 5,217 ballot papers were issued for the referendum representing a turnout of 21.8%. The number of votes cast in favour of a 'Yes' was 4,850, the number of votes cast in favour of a 'No' was 357 and 10 ballot papers were rejected. This indicated a very clear majority of 93% voting in favour of using the St Neots Neighbourhood Plan to help decide planning applications within the designated neighbourhood area.
- 3.3 As the St Neots Neighbourhood Plan was endorsed by more than the required threshold of 50% of those voting the Council must now 'make' the Neighbourhood Plan such that it becomes part of the statutory development plan for Huntingdonshire unless the Council considers that doing so would be incompatible with any EU or human rights obligation. It is not considered that doing so would be incompatible with any EU or human rights obligation and the Plan must therefore be 'made'.

4. KEY IMPACTS

- 4.1 The key impacts of this are the reiteration of the importance of the plan-led system with town and parish councils and residents of the neighbourhood plan area having the opportunity to positively influence how their community grows in the future.
- 4.2 Successful 'making' of a Neighbourhood Plan entitles St Neots Town Council to an increased proportion of CIL receipts from development within the neighbourhood area, up from 15% to 25%.

5. LINK TO THE CORPORATE PLAN

- 5.1 'Making' the St Neots Neighbourhood Plan will help to deliver the Corporate Plan objective of 'Working with our Communities', with particular regard to 'Empower local communities'.

6. LEGAL IMPLICATIONS

- 6.1 Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to 'make' the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour. The Council is content that the St Neots Neighbourhood Plan meets the specified basic conditions, does not breach the European Convention on Human Rights and is not incompatible with EU obligations arising from the Habitats Regulations Assessments and other directives.

7. RESOURCE IMPLICATIONS

- 7.1 An additional 10% of CIL receipts within the neighbourhood area will be passed over to St Neots Town Council. This may have implications on resource availability for infrastructure projects provided by this Council. Additional support, both financial and partnership working, may be sought to help deliver some of the projects identified in Section 2 of the St Neots Neighbourhood Plan relating to non-planning issues.

8. OTHER IMPLICATIONS

- 8.1 The main implications of 'making' the St Neots Neighbourhood Plan should be positive as the policies look to promote good design of new development, protect green spaces which can assist physical and mental health and promote sustainable growth. The policies within St Neots Neighbourhood Plan will be used by Development Management to help determine planning applications within St Neots. As part of the basic conditions the St Neots Neighbourhood Plan has been prepared in conformity with the Core Strategy (2009) and has also had regard to the emerging Local Plan to 2036. Any conflict in policy should be resolved in accordance with the most recently adopted element of the development plan. The St Neots Neighbourhood Plan also contains a substantial section concerned with non-planning issues which does not form part of the statutory development plan. This reflects non-planning issues of importance to the local community and identifies a list of projects St Neots Town Council would like to pursue which would involve a range of delivery partners including this Council.

9 REASONS FOR THE RECOMMENDED DECISIONS

- 9.1 The Council has a statutory obligation to 'make' the St Neots Neighbourhood Plan now that it has successfully passed the referendum stage.

10. LIST OF APPENDICES INCLUDED

Appendix 1 – St Neots Neighbourhood Plan and errata sheet

BACKGROUND PAPERS

St Neots Neighbourhood Plan (referendum version)
Cabinet reports 19th November 2015 on post examination processes and St Neots Neighbourhood Plan examination outcome.

CONTACT OFFICER

Clare Bond, Planning Policy Team Leader
Tel No. 01480 388435

Cabinet

Report of the meetings held on 21st January and 11th February 2016.

Matters for Decision

49. **FINAL 2016/17 REVENUE BUDGET AND MEDIUM TERM FINANCIAL STRATEGY (2017/18 TO 2020/21)**

By way of a report from the Head of Resources (this item appears separately on the Council Agenda as an item for decision, Item No. 4(a) refers), the Cabinet has considered the final budget for 2016/17, detail of the draft service budgets and the Medium Term Financial Strategy (MTFS) for the period 2017/18 to 2020/21.

At the meeting of the Cabinet in January 2016 (see Item No.56 of this report) the Cabinet approved the draft budget and MTFS. Since then there has been significant changes. The One Leisure draft income budgets have been re-profiled and reduced over the period of the MTFS in order to better reflect the service demands, the impact across the MTFS being a reduction in income of £0.9m. The revenue projections, the cost base and capital investment levels beyond 2016/17 are estimates pending the publication of the 2016-2021 Strategic Plan in February 2016.

Following a detailed analysis of the draft Local Government Settlement issued by the Department for Communities and Local Government (DCLG) in December the Revenue Support Grant (RSG) has been increased by £0.4m over the MTFS period.

The Local Government Finance Settlement in respect of the Non-Domestic Rates (NDR) Base Line indicated an increase of 2.1% in 2017/18 rising to 3.5% by 2019/20. As a consequence of the appeals the Council receives regarding NDR, this growth is considered overly optimistic. Therefore in the final 2016/17 budget and MTFS, the NDR income remains as reported in the draft budget of a 1% growth each year, on the basis that business rates are still proving to be volatile and a more prudent view of NDR income is appropriate.

Regarding the Revenue Support Grant (RSG) the Local Government Finance Settlement has confirmed the decisions made by the Council were correct when setting the 2015/16 budget and MTFS as RSG will be removed as core funding by 2019/20. However, the profile of decline in RSG is less than the Council has modelled in the draft 2016/17 budget and MTFS. Therefore the amounts shown in the Local

Government four year settlement are included in the final 2016/17 budget and MTFS.

One other significant change from the draft budget is that the Voluntary Sector Grant budget has been reduced over the four years from 2016/17 to 2019/20 by £0.2m following the decision of the Cabinet at its meeting in January 2016.

The net impact of these changes is that by 2020/21 additional contributions of £0.4m are required from the General Reserves.

The report has also provided the Cabinet with the risks associated with the budget. Table 5 of the Officer's report reflects the final budget and MTFS including the freezing of Council Tax.

In the 2016/17 budget there is a surplus of £2.3m. However, by 2018/19 there is a funding gap £0.8m which increases to £3.5m by 2020/21. Table 6 of the Officer's report illustrates that the funding gap for 2018/19 and 2019/20 can be met from the estimated General Fund Reserve. However, by 2020/21 the Council is forecasting a negative balance on the General Fund which shows that the current budget is unsustainable over the medium-term.

To address the funding gap the Cabinet at its meeting in January agreed that the Council will continue to investment in the Commercial Investment Strategy (CIS), including the £6.8m transfer from the General Fund Reserve; continue to use the Zero Based Budgeting principles and to develop the actions and programmes as set out in the 'Plan on a Page' to find further savings and efficiencies in order to maintain a prudent level of reserves throughout the MTFS.

When the Council set its MTFS for 2016/17 to 2019/20 it adopted a strategy referred to as the 'Plan on a Page' that reflects the various approaches being taken to identify the required savings. The aim of the 'Plan-on-a-Page' is for the Council to be financially independent by the end of 2019/20. Table 7 of the Officer's report that illustrates that the Council has made good progress against the 2015/16 'Plan-on-a-Page' savings target by reducing the 2019/20 budget gap by £4.7m (22%). The 'Plan on a Page' has been modified to detail the revised savings over the period of the new MTFS (2017/18 to 2020/21) of £3.5m. The revised budget targets are listed within Table 8 of the Officer's report.

Fees and Charges are a key income stream for local government and it is only discretionary services that can be subject to a Council levied fee or charge.

The fees and charges, as appended to the Officer's report, have to be reviewed each year to ensure that they are at the correct level to both maximise income generation and achieve the policy objectives required.

The Council's Responsible Financial Officer (Section 151) is required to make a statutory statement in respect of the budget and reserves.

The Cabinet has been informed that the 2016/17 estimated reserves provision is satisfactory. However, by the end of the MTFs period reserves will reduce to a negative balance of (£0.8m), £3.5m below the minimum level of reserves. The Cabinet has been informed that this differs to that contained within the Officer's report, (£1.2m) and £3.8m respectively refer.

Tabled at the meeting were amendments to Section 6 – Formal 2016/17 Council Tax Resolutions. These are required to account for the additional One Leisure income of £25,000 (following the re-profiling of the budgets) and Barham and Woolley Parish having notified the Council that they are increasing their original 2016/17 precept from £600 to £800.

The Cabinet has been provided with the results of Business Community Consultation for the Budget 2016/17 and MTFs. By law the Council is required to consult its businesses. Two consultations have taken place, one in the summer and one in January 2016. In total 1,300 businesses were invited to complete the recent Business Community Consultation Survey and in total fifteen responses were received, which is an increase of four from the previous year.

Although there is a slight increase in the number of responses to the survey the Cabinet were disappointed with the response rate and agrees that further work is required to engage with the business community.

The Cabinet has agreed that a robust budget has been developed that is a credit to the authority and to the officers that have worked to develop a sound budget in times where local government funding is volatile.

The Cabinet has been informed that the Council has received confirmation from the Better Care Fund that the amount of Disable Facility Grant (DFG) it will receive is double than expected. Having referred to Table G in the budget the Cabinet has agreed that the gross amount in the budget regarding DFG is to remain the same and the 'Grants and Contributions' and 'Internal Borrowing' be amended. It has been noted to the Cabinet that this will also have a minor impact on the Treasury Management Strategy.

The Cabinet were sceptical that a better response rate to the Business Community Consultation will provide a different outcome as businesses were being asked about Council Tax which is not applicable to businesses. The Cabinet has accepted that it is a statutory responsibility for the Council to consult its businesses, but in doing so it also needs to consider value for money.

Having considered the comments of the Overview and Scrutiny Panel (Finance and Performance) (Item No. 4 of their Report refers) the Cabinet has agreed that it is imperative for Cambridgeshire County Council to review its budgets and managerial structures before the District Council considers subsidising any County Council services and in conclusion the Cabinet,

RECOMMENDS

that the Council approve:

- i. the budget for 2016/17 and MTFS 2017/18 to 2020/21 (this includes Revenue at Section 2 and the Capital Programme at Section 3 of Appendix 1 of the submitted report) subject to the following amendments;

- a. Section 3 – Capital - Table G

Regarding the Disabled Facility Grant that the gross amount in the budget remains the same and the ‘Grants and Contributions’ and ‘Internal Borrowing’ amended to reflect the additional £0.5m in Disabled Facility Grant that has been awarded to the Council for 2016/17.

- b. Section 6 - Formal 2016/17 Council Tax Resolution (as tabled at the meeting)

6.1 .b (i)	£82,326,188
6.1.b (ii)	£68,949,819
6.1.b (iii)	£13,376,369
6.1.b (v)	£5,471,086

- ii. fees and charges for 2016/17 (Appendix 1, Section 7 and Annex A of the submitted report);
 - iii. freezing of the Council Tax for 2016/17 at £133.18 at Band D; and
 - iv. new ‘Plan-on-a-Page’ financial savings targets.

50. 2016/17 TREASURY MANAGEMENT STRATEGY

By way of a report from the Head of Resources (this item appears separately on the Council Agenda as an item for decision, Item No. 4(a) refers), the Cabinet has been presented with the Treasury Management Strategy (TMS).

The Council is required by law to approve, on an annual basis a Treasury Management Strategy. This requirement is enshrined within relevant Codes of Practice issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and other guidance issued by central government.

The aim of the TMS is to manage the Council's investments, cash flows, banking, money market and capital market transactions, loans and borrowings within the requirements of an effective control environment but coupling this with the pursuit of optimum performance and yield and at the same time managing the portfolio's risk profile.

The Treasury Management Strategy also takes into account the Commercial Investment Strategy (CIS) Business Plan that has been approved by Cabinet at its meeting in December 2015.

The Cabinet were reminded that following confirmation of the Disable Facility Grant the Council will receive from the Better Care Fund, that the Treasury Management Strategy will require slight amendments.

The Cabinet has been informed of progress regarding investments as part of the CIS.

Having considered the comments of the Overview and Scrutiny Panel (Finance and Performance) (Item No. 5 of their Report refers) the Cabinet has concurred that it does not support the suggestion of suspending investment in the CIS to address the £3.5m funding gap. The Cabinet has agreed that investments made via the CIS will generate income to assist in achieving the funding gap. Whereby the Cabinet,

RECOMMENDS

that the Council approve:

- i. the Treasury Management Policy, Appendix 2 of the submitted report;**
- ii. the Treasury Management Strategy, Appendix 3 of the submitted report (subject to the amendments required to reflect the additional Disabled Facility Grant that has been awarded to the Council);**
- iii. the Prudential, Treasury Management and CIS Indicators, Appendix 4 of the submitted report; and**
- iv. the Annual Minimum Revenue Provision Policy 2016/17, Appendix 5 of the submitted report.**

Matters for Information

51. APPOINTMENTS TO VARIOUS JOINT GROUP/ADVISORY GROUPS

The Cabinet has varied the Membership of the following:

Hinchingbrooke Country Park Joint Group	Councillors R C Carter, T F Hayward, T D Sanderson and R J West.
Development Plan Policy Advisory Group	Councillors Mrs B E Boddington, P L E Bucknell, E R Butler, Mrs S J Conboy, D B Dew, Mrs L A Duffy and J M Palmer.

Safety Advisory Group	Councillors Mrs B Boddington, J W Davies, A Hansard, B Hyland and Mrs P A Jordan
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52. **OXMOOR ACTION PLAN FOR OPEN SPACE – TREATMENT OF SECTION 106 MONIES**

Having considered the comments of the Overview and Scrutiny Panel (Finance and Performance) (Item No.2 of their Report refers) the Cabinet has received a report regarding the treatment of Section 106 monies received from the sale of land for housing development at California Road.

In order to seek an agreement with Huntingdon Town Council (HTC) regarding the treatment of Section 106 monies and to ensure the remaining monies are targeted as clearly identified priorities from the Needs Analysis of Open Space and Play in Huntingdon, the Cabinet has approved in principle the way forward to enable the conclusion of the matter with HTC, as detailed in Section 3 of the Officer's report, and that negotiation with HTC is delegated to the Managing Director in consultation with the Executive Councillors for Operations and Environment and Commercial Activities.

The Council has received £1.405m in Section 106 payments from the sale of the Cambridgeshire County Council land at California Road and it is agreed that monies should be allocated as follows:

	Supplementary Planning Agreement Commitment (£)	Allocation to HDC (£)	Allocation to HTC (£)	Total (£)
Construction of Coneygear Park	410,000	823,000	0	823,000
Maintenance of Coneygear Park	501,000	200,000	282,000	482,000
Doorstep Greens & Neighbourhood Gardens	100,000	100,000	0	100,000
Total (£)	1,011,000	1,123,000	282,000	1,405,000

Regarding the allocations, Huntingdon District Council (HDC) is apportioned £823k to meet the costs incurred on the construction of Coneygear Park subject to auditable records of expenditure. HDC is allocated £100k in accordance with the Supplementary Planning Agreement to work with HTC to create neighbourhood gardens that have been identified as a priority in the Needs Analysis of Open Space and Play for Huntingdon. The balance from the Section 106 monies realised (£482k) is allocated £200k to HDC to support the continued employment of a Ranger approved as part of the January 2003 Cabinet report and £282k to HTC for the ongoing maintenance of

Coneygear Park. The reduced sum from maintenance of Coneygear Park is proposed on the basis that £413k of additional resources have been invested in creation of the park.

The proposal provides HTC with a sum for the on-going maintenance of Coneygear Park and also enables HDC to recover the upfront construction costs for Coneygear Park that have been incurred; and the costs for the Ranger post in accordance with the Cabinet report of January 2003.

53. **STREET CLEANSING - SERVICE SPECIFICATION**

Having considered the comments of the Overview and Scrutiny Panel (Economy and Growth) (Item No.4 of their Report refers) the Cabinet has approved the Street Cleansing Service Specification and the publishing of core information regarding the service on the Council's website. The future service specification will be subject to review against the results of the NI 195 auditing of the service.

The active independent monitoring of the street cleansing service being introduced (NI 195 auditing) is to a prescribed format and the results are benchmarked nationally. The auditing will test if the frequencies are correct and it is highly likely some will be amended, with both increases and decreases in cleansing frequencies.

The Street Cleansing Service Specification has been developed to better direct the street cleansing activities delivered by the Operations Service and to make cleansing frequencies and standards more transparent for residents.

The service availability detail and the cleansing zones will be published on the Council's Website to enable residents to have immediate access to the core information regarding the street cleansing service provided by the Council.

54. **OPEN SPACES WATER SAFETY POLICY**

Having considered the comments of the Overview and Scrutiny Panel (Economy and Growth) (Item No.3 of their Report refers) the Cabinet has approved the Open Spaces Water Safety Policy to enable the Council to better ensure the safety of users of public open space including the proposed programme of site specific risk assessments.

An open water area within public open space that could present a real danger to users if it is not well managed and the Policy establishes the direction for the future management of Council owned open water.

The water safety policy has been designed and developed based on advice and guidance from the Royal Society for the Prevention of Accidents (RoSPA) 'Safety in Inland Water Sites - Operational Guidelines'. Over the next 12 months RoSPA will train staff to conduct site specific risk assessments resulting in the Council being self-sufficient in the future to create sustainable arrangements for managing open water areas.

In accordance with best practice the management measures that will be adopted following the site specific risk assessments will include:

- provision of off-site safety information predominantly via the Council's Website such as information regarding swimming lessons;
- when confirmed as required by the site specific risk assessments provision of onsite signage that details the key dangers and safety arrangements;
- site rescue equipment to be provided if confirmed by the site specific risk assessments;
- edge protection, particularly the removal of dense vegetation at the appropriate time of year if confirmed as required by the site specific risk assessments;
- in the design of future new sites that contain open water, RoSPA design guidance will be followed.

55. VOLUNTARY SECTOR GRANT FUNDING 2016/17 – 2019/20

The Council's grant funding agreements for the voluntary sector expire on 31st March 2016 and therefore the Cabinet has considered a report on how, or if, the Council should continue to grant fund the voluntary sector over another four year term.

For the last three years the Council has operated a Voluntary Sector Grant fund. In 2015/16, the budget for the grants was £248,700 from which the following organisations were funded:

Rural Cambridgeshire Citizens Advice Bureau;
Disability Information Services Huntingdonshire;
Hunts Forum for Voluntary Organisations;
Care Network;
Huntingdon Volunteer Centres; and
Huntingdon Shopmobility.

The Councils current financial objective is to reduce all budgets by 38% by March 2020 and Government guidelines state that 'voluntary sector organisations in receipt of public finances should not be treated disproportionately to those services directly provided by statutory authorities'. On this basis the Cabinet has expressed a preference for Option 2 as detailed in the Officer's report, that the Voluntary Sector Grant Fund Budget should be reduced equally over the term of the current Medium Term Financial Strategy by 38% by 2019/2020.

Having considered the various options for the future funding of voluntary sector grants between 2016/17 and 2019/20 as detailed within the Officer's report, the Cabinet has resolved that funding cease to the Huntingdon Shop Mobility scheme with no further grant award for 2016/17 on the basis that it has not met the performance conditions within the existing grant award in not achieving additional matched external funding; and it is not a service that the Council provides across its other major towns.

Having considered the comments of the Overview and Scrutiny Panel (Communities and Customers) (Item No.2 of their Report refers) the Cabinet has agreed that the Council continue to fund the remaining five organisations for the financial year 2016/17 at the same existing grant level subject to confirmation and funding evidence from each organisation of its continued financial/operational viability (including identification of other funding streams which it is dependent upon); and notification of a fundamental review of HDC Voluntary Sector Grant Funding system during 2016/17.

The Cabinet agreed that the criteria that organisations must meet in order to receive funding requires significant review and therefore it has been agreed that a District Council led Working Group of appropriate Members and Officers of both the District and County Councils be established to review the Voluntary Sector Grant Funding system, on the principles of:

- a) tapering funding from 2016/17 in line with the District Councils overall Medium Term Financial Strategy and as detailed in Paragraph 3.1.3 Option 2 of the Officer's report;
- b) a commissioning and outcomes model with funding focused upon infrastructure organisations, taking due account of the National Association for Voluntary and Community Action (NAVCA) 'Change for Good' report and in particular Recommendation 14 of that report as expressed at Paragraph 3.2.2 Option B of the Officer's report;
- c) the Working Group to conclude its recommendations direct to the Cabinet no later than end July 2016.

The Cabinet were mindful that not all voluntary organisations have the expertise to undertake an efficiency review of their individual businesses. However, on the principle of needing to secure proper value for money and real community outcomes from the effective use of public funds the Cabinet has further agreed that the Council expects funded organisations to undertake an efficiency review of their individual business on a 'Lean' or Zero Based Budgeting concept approach, which the Council could assist with and for which support should be sought from the NAVCA and from the Hunts Forum as representative of voluntary sector organisations.

56. **DRAFT 2016/17 REVENUE BUDGET AND MEDIUM TERM FINANCIAL STRATEGY (2017/18 TO 2020/21)**

The Cabinet has been provided with the detail of the draft budget preparations to date. The 2016/17 budget and Medium Term Financial Strategy (MTFS) have been set following agreed policies and the completion of the Zero Based Budget (ZBB) exercise that started in the autumn of 2014. All departments within the Council have now received a fundamental review of the service and the resources required to deliver those services. Tranche 1 savings from the ZBB programme delivered in December 2014 were built into the 2015/16 budget. Tranches 2 and 3 have taken place during the current financial year and have been incorporated within the draft budget for 2016/17 and the MTFS 2016/17 to 2020/21.

In addition, the draft budget and MTFFS has also taken into account the following:

- conclusions of ZBB Light reviews;
- revenue implications of the draft capital programme;
- grant settlement relating to New Homes Bonus and Council Tax Freeze Grant and Funding Estimates for Revenue Support Grant and New Homes Bonus; and
- the draft capital programme 2016/17 to 2020/21

The Cabinet congratulated Members and Officers for the achievements to date and noted that the next stage in the savings process was transformation and delivery. The Council also needed to address the sickness absence levels as this was a cost to the Council.

Having considered the comments of the Overview and Scrutiny Panel (Economic Well-Being) (Item No.1 of their Report refers) the Cabinet has:

- approved the freezing of Council Tax for 2016/17;
- approved the removal of the savings proposal to charge a bus departure levy within the District;
- approved the draft capital programme 2016/17 to 2020/21;
- approved the overall draft budget 2016/17 and Medium Term Financial Strategy (MTFS) 2017/18 to 2020/21;
- considered the current MTFFS position with regards to the General Fund Reserve and agreed to continue the use of the Zero Based Budgeting principles and commits to continue to develop the actions and programmes as set out in the 'Plan on a Page' to find further savings and efficiencies in order to maintain a prudent level of reserves throughout the MTFFS;
- approved the Council Tax Base 2016/17;
- considered the offer by Government to all Councils of a four-year financial settlement and agreed that if the deadline for submission of an efficiency plan is before the February Cabinet meeting, that delegated authority is given to the Head of Resources to approve the plan subject to agreement by the Executive Councillor Resources.
- following the resolution regarding Voluntary Sector Grant Funding 2016/17 – 2019/20 (Minute No. 77) that the changes be reflected in the Voluntary Sector Grants budget for 2016/17 and over the MTFFS period.

57. **ANNUAL EQUALITY PROGRESS REPORT 2015**

Having considered the comments of the Overview and Scrutiny Panel (Economic Well-Being) (Item No.3 of their Report refers) the Cabinet has been updated on progress with the Council's equality objectives and has resolved to adopt equality objectives and actions that are more relevant and Huntingdonshire focused.

The Single Equality Scheme (SES) 2010-2013 and annual Human Resources Employee Equality Monitoring Report demonstrates how the Council meets its statutory responsibilities, in particular how the Council takes account of the Public Sector Equality Duties (PSED) as set out in the Equality Act 2010; and achievement against the Equality Framework for Local Government (EFLG).

It was noted that the Council's report template should incorporate reference to PSED to ensure it is considering equality issues as part of the decision making process.

58. **FUTURE SERVICE PROVISION**

(The following item was considered as an exempt item under paragraphs 1 - 4 of Part 1 of Schedule 12A of the Local Government Act 1972).

Having considered the comments of the Overview and Scrutiny Panel (Finance and Performance) (Item No.3 of their Report refers) the Cabinet has agreed the recommendations as detailed within the Officer's report.

59. **INTEGRATED PERFORMANCE REPORT 2015/16
QUARTER 3**

Having considered the comments of the Overview and Scrutiny Panel (Finance and Performance) (Item No. 6 of their Report refers), the Cabinet has considered and commented on progress against the Key Activities and Corporate Indicators listed in the Council's Corporate Plan for 2015/16 for the period 1st October to 31st December 2015 and progress on the current projects being undertaken at the Council.

The Cabinet has been informed that three of the four Key Actions with a red status, meaning the action was behind schedule, were soon to be assigned an amber status meaning that progress is within an acceptable variance.

The Cabinet has also considered and commented on the Council's financial performance on revenue and capital spend as at the end of December 2015.

The Cabinet has retrospectively approved the establishment of the Budget Surplus Earmarked Reserve.

In acknowledging that the Council's forecast net revenue position is £18.1m, which is £1.0m ahead of the updated budget, the Cabinet has noted that the number of appeals regarding Non Domestic Rates (NDR) has reduced the NDR income. The position in respect of appeals is unpredictable and further appeals could result in a reduced forecast. The uncertainty as to when new premises will come into valuation further increases this volatility.

In addition the Cabinet has noted that there is a national issue of the NHS refusing that it should pay NDR on the basis it is a Trust. Dependant on the outcome this could have a significant impact on the budget.

Performance management information was initially devised to monitor the performance of the Corporate Plan and the Cabinet has agreed that this is now well established. The Council has undertaken various processes to identify savings and efficiencies such as 'Facing the Future', Zero Based Budgeting and Lean thinking. Going forward the Cabinet has agreed that the report should capture measurement criteria for Lean activities as these must be embedded into the organisation.

The Cabinet has agreed that the 'Facing the Future' document, which was the initial work completed to identify savings, remains a live and valuable document that could be used if the Council is required to promptly identify further savings.

One of the three red indications refers to developing a Market Town Centre Improvement Strategy and Action Plan for St Neots. The Cabinet has been informed that prioritisation of other Planning Policy work meant that work has not commenced on this. However, now the St Neots Neighbourhood Plan Referendum has concluded the purpose of a Strategy and Plan will be reviewed.

Regarding two further red indicators being the 'Buildings at Risk' Register and the Design Guide, the Cabinet were informed that these have not been updated as other urgent matters, particularly enforcement matters, have meant resources have been deployed elsewhere. Consultation on the Design Guide document is anticipated to commence in the next reporting quarter.

J D Ablewhite
Chairman

Employment Panel

Report of the meeting held on 3rd February 2016.

Matters for Information

14. STAFF COUNCIL

The Staff Council has informed the Panel of changes in its membership following the election in January 2016. Out of the total of eleven, six are new members. The induction process has already commenced and training will be provided as appropriate.

15. WORKFORCE INFORMATION REPORT (QUARTER 3)

The Panel has received a quarterly report on Human Resource matters impacting on the performance of the organisation during the period 1st October to 31st December 2015. The report includes the latest position and trends relating to:

- employee numbers;
- salary costs; and
- sickness absence reporting.

In reviewing the workforce information, the Panel has been informed that the workforce headcount has increased slightly since the last quarter as a result of staff joining the Council through the new Shared Service arrangements. Similarly, the monthly salary cost during the quarter increased but this does not take into account the fact that budgets associated with the Shared Services also have transferred to the Council. To accommodate such changes associated with Shared Services, the reporting format will be revised for the future.

Members have been advised that the number of sickness days has increased by 354 days when compared to the previous quarter. The total days lost in the Quarter is the highest absence rate ever recorded. This is mainly owing to a very high level of long-term sickness. In the circumstances Members have questioned what the causes of the reported trends are and what is being done about them. In response, they have been informed that it is largely an inherited position and the Executive Councillor for Organisational Change and Development has developed proposals, which are expected to show an improving trend in the next quarter.

A key change to reduce sickness levels is the adoption of a more consistent approach by management. In addition, there are a range of measures in place in relation to stress. With regard to the latter, the Panel has emphasised the need to identify stress as early as possible. More generally, they also have drawn attention to the fact that the

Council has an ageing workforce, which is likely to result in higher levels of absence through sickness.

Four employees have retired from the Council's service who had a combined length of service of 44 years. Members have placed on record their recognition of, and gratitude for, the excellent contributions the individuals have made during their employment in the local government service.

16. LGSS QUARTERLY PERFORMANCE AND MONITORING REPORT (QUARTER 3)

The Panel has received data on the performance of LGSS Human Resources, Payroll and Organisational Workforce Development services across the key service measures agreed under the current contract during the period 1st October to 31st December 2015.

LGSS' performance is measured in four areas, namely:

- General Service Standards;
- HR Strategic and Advisory;
- Recruitment and Payroll; and
- Organisational Workforce Development.

The Panel has paid particular attention to the arrangements for training. The Council has centralised the coordination of training and there has been a consequential change in the requirements of LGSS in this respect. Discussions are taking place to ensure resources are available to meet the training requirements identified in service plans. LGSS have indicated they are prepared to be flexible and, as far as is reasonably possible, to accommodate changes to the training provided. In order to make the best use of the contract, the take-up profile of training is likely to be very different next year.

17. EMPLOYMENT MATTERS WITHIN SECTIONS

In order to focus on the Key Metrics contained in the Workforce Development Strategy Plan on a Page, the Panel has introduced regular attendance at its meetings by Heads of Service. The purpose of this is to update Members on their service areas in relation to appropriate Key Metrics. It will also ensure significant issues are addressed and challenged where necessary.

Mr A Merrick, Interim Head of Operations, has informed Members that he has been tasked with introducing into Operations a new operating model centred on the customer. This has involved becoming more strategically driven with a greater focus on priorities. It also has been necessary to establish a new management structure and restructure the workforce. The latter has resulted in increases in employees' motivation and direction. An Operations forum is to be introduced shortly to obtain employees' views. In addition, sickness levels are being tackled by requiring teams to carry out their own sickness monitoring and holding weekly meetings with LGSS. Furthermore, advice on healthy lifestyles is provided.

Mr C Stopford, Head of Community Services, also has addressed the Panel. He has referred to the key issues facing his section, which include sickness, restructuring of elements of the section, professional development and other training and staff turnover.

The Panel will next receive presentations from the Heads of Customer Services and of Development.

18. WORKFORCE DEVELOPMENT STRATEGY ON A PAGE

The Panel has been acquainted with the progress that has been made relating to the Workforce Development Strategy and with the Workforce Development Strategy Plan on a Page, which has been produced to give staff and Members an overview of the full Strategy.

Various pieces of work to drive forward change and improvement have been completed, including:

- the introduction of a new appraisal process;
- centralised coordination of training;
- more robust management of the LGSS contract;
- all services now have a service plan with clear links to the Corporate Plan and the Customer Service Strategy;
- improved Council-wide communications;
- full staff access to the HDC network is now available at partner sites; and
- analysis has been undertaken of all employees' working patterns in order to facilitate further hot-desking opportunities and generate income from space utilisation.

Having examined the purpose of the introduction of Net Promoter Scores, which involves asking the same questions of employees at regular intervals to gauge trends, the Panel has endorsed the Workforce Development Strategy Plan on a Page.

19. PAY POLICY STATEMENT 2016/17

With the assistance of a report by LGSS (the report is reproduced as Item No. 4(b) on the Council Agenda) the Panel has endorsed for submission to the Council, the content of a proposed Statement of Pay Policy for 2016/17. The Pay Policy Statement provides information about the Council's policies relating to the pay and reward of Chief Officers and other employees, as required by Sections 38-43 of the Localism Act and Government guidance. The Statement will be published on the Council's website together with data on senior salaries required by the Code of Recommended Practice for Local Authorities on Data Transparency.

20. EMPLOYEE OPINION SURVEY ACTION PLAN

The Panel has been updated on progress with the development of an Action Plan in response to the results of the Employee Opinion Survey. The Action Plan has been drafted following consultation with staff. A focus group has subsequently been held with a cross-section of employees from across the organisation, including a representative

from the Staff Council, where many of the proposals have been discussed and additional suggestions put forward. The Corporate Management Team has reviewed the actions and agreed responsibilities and timescales for them.

Having concurred with the view that delivering the actions contained in the Plan will contribute towards the continuing improvement in morale and help further to improve the working environment for employees in all services, the Panel has endorsed the terms of the Employee Opinion Survey Action Plan.

21. GRIEVANCE POLICY AND PROCEDURE

The Panel has considered and endorsed a revised Grievance Policy and associated procedure, which has been streamlined and clarified. What cannot be raised as a grievance has been defined to avoid misuse of the Policy and it makes clear that financial compensation will not be one of the potential outcomes. Furthermore, it places greater emphasis on resolving grievances quickly and effectively through more use of informal mechanisms, by specifying that grievances cannot relate to incidents more than 12 months old and through the removal of the second stage of appeal.

Other changes include:

- grievances will be raised through management rather than through HR;
- the stages of the procedure have been revised and are clearly stated;
- mediation can be used at any stage; and
- the Council is not obliged to hear grievances from former employees.

Finally, the links to the Disciplinary procedure are stated. This applies where an employee raises a grievance as a direct result of disciplinary action being taken against him/her, where an employee raises a grievance at the same time misconduct is alleged against him/her or where the disciplinary procedure is invoked against another employee following investigation of a grievance.

22. DISCIPLINARY POLICY AND PROCEDURE

The Panel also has reviewed and endorsed the contents of a revised Disciplinary Policy and procedure. The purpose and when it applies have been clarified and its scope remains the same. The changes include:

- greater clarity on the right to be accompanied at different stages of the procedure;
- there are now only four levels of disciplinary actions; and
- there is now no second right of appeal but the right of appeal to a higher authority remains.

The documents contain new sections on special circumstances to be taken into account, on links to other procedures and on advice and support.

J W Davies
Chairman

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Development Management Panel

Report of the meeting held on 18th January 2016.

Matters for Information

15. DEVELOPMENT APPLICATIONS

The Development Management Panel has considered ten applications for planning permission. Of these, six have been approved, two refused and two deferred. One of the items has been deferred to allow further work to be undertaken on the potential implications of the application and engagement with interested parties to take place and the other deferment is to allow the applicant to continue discussions with planning officers ultimately to ensure accurate drawings are submitted to the Planning Department that reflect the true situation on site and, once accurate drawings have been provided to officers and provided officers are satisfied with all aspects of the development, final determination of the application has been delegated to the Planning Service Manager. One of the decisions to grant planning permission was contrary to the Officer's recommendation.

Other Matter of Interest

16. APPEAL DECISIONS

The Development Management Panel has been acquainted with recent decisions by the Planning Inspectorate. Two appeals recently have been heard, two of which have been allowed.

Mrs B E Boddington
Chairman

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Overview and Scrutiny Panel (Finance and Performance)

Report of the meetings held on 7th January and 4th February 2016.

Matters for Information

1. UPDATE ON 2016/17 DRAFT BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

At the meeting of the Panel in January 2016, Members have reviewed the Budget for 2016/17 and the Medium Term Financial Strategy (MTFS). Members have been informed that savings of £2.2m have been found through the Zero Based Budgeting (ZBB) process and this is expected to rise to nearly £4m by 2021.

Members have noted that the budget for 2016/17 and MTFS has been based upon a Council Tax freeze over the period of the MTFS. As the Government has indicated that they would like local authorities to be self-financing the Council is expected to see a reduction in the number of grants received.

A cause for concern was highlighted in respect of the anticipated deficit of £637k the General Fund would have by the end of 2021. This would be as a result of a reduction in Government funding and contributions from the reserve towards the budget over the life of the MTFS. As such Members have been advised that budget savings of £3m would need to be identified by 2021.

The Panel has been acquainted with three options the Council has to consider in order to ensure it is budgeting in a sustainable manner both in terms of on-going revenue and funding and its reserves. The options are:

- 1) Option 1 - Maintain the current level of reserves and Commercial Investment Strategy (CIS) investments and continue the programme of ZBB reviews in order to find the necessary savings to bring the General Fund reserve back to prudent recommended levels.
- 2) Option 2 - The decision to transfer £6.8m from the General Fund reserve to the CIS earmarked reserve is reversed. As a result the approved CIS business case will need to be reviewed.
- 3) Option 2 - Take a less aggressive view on the reduction of Government funded New Homes Bonus and therefore

anticipate higher levels of government grant in future years or growth in business rates.

Following a question regarding business rates, the Panel has been informed that the current situation is that local authorities will keep 100% of additional business rate growth however this would become 100% of all business rates at a future date. Although the Government had not stipulated how business rates would be distributed between the local authorities.

Members have discussed the possible introduction of the Bus Departure Levy. The Levy has been suggested as part of the ZBB process however it has been decided by the Head of Service and Executive Member responsible that it would not be implemented. The proposal was that at the Council owned Huntingdon and St Ives Bus Stations the bus companies would be charged 50p for each bus that departs from those locations. It has been estimated that the Levy could raise an estimated £75k per annum.

The Panel has noted that resources would have to be invested in the bus stations so that bus departures could be effectively monitored. This could mean that as a result of the Levy the bus companies may reduce the service they provide. However Members have been keen that the option of the Bus Departure Levy should be explored further.

Following a question by a Member with regard to the Council Tax freeze, the Panel has been informed that the MTFs has been based upon a Council Tax freeze for the life of the plan however the Government would be removing the incentive for freezing Council Tax. In light of this information, the Panel has indicated that it is an admirable aspiration to freeze Council Tax although if Council Tax needs to rise as a result of changing circumstances then Members would be amenable to this rise. Members have noted that a 1% increase in Council Tax would raise additional £80k revenue.

In summary, the Panel has:

- recommended that the Cabinet should make it clear that freezing Council Tax is an aspiration and not a commitment (Councillor M F Shellens did not support this recommendation);
- expressed that the option of a Bus Departure Levy should be explored;
- recommended that the Cabinet adopts Option 1 for dealing with the potential deficit in reserves (Councillor M F Shellens did not support this recommendation);
- endorsed the Council Tax base calculations for 2016/17; and
- noted the four-year financial settlement however have withheld any comments until the Panel has seen the details.

2. OXMOOR ACTION PLAN FOR OPEN SPACE – TREATMENT OF SECTION 106 MONIES

(The following item was considered as an exempt item under paragraphs 1-5 of Part 1 of Schedule 12A of the Local Government Act 1972).

The Panel has received a report regarding the Oxmoor Action Plan for Open Space and the Treatment of Section 106 Monies. On the understanding that report on the progress of the Action Plan and Treatment of Section 106 Monies were submitted to Overview and Scrutiny, the Panel has recommended the Cabinet approve in principle the proposed way forward as detailed within the report. In addition the Panel has indicated that they would like to receive a report showing all the remaining Section 106 monies and when they expire.

3. FUTURE SERVICE PROVISION

(The following item was considered as an exempt item under paragraphs 1-5 of Part 1 of Schedule 12A of the Local Government Act 1972).

The Panel has received a report regarding Future Service Provision. Members have indicated their support of the content and have recommended that the Cabinet approves the recommendations contained therein.

4. FINAL REVENUE AND CAPITAL BUDGETS 2016/17 AND MEDIUM TERM FINANCIAL STRATEGY

At the meeting of the Panel in February 2016, the Panel has received the Revenue and Capital Budgets 2016/17 and the Medium Term Financial Strategy (MTFS). Members have been advised of two significant changes since the report was presented at the January 2016 meeting. They are:

- the One Leisure draft income budget has been re-profiled and reduced over the period of the MTFS in order to better reflect the demands on the service. As such there has been a reduction in income of £0.9m across the MTFS period; and
- following a detailed analysis of the draft Local Government Settlement, an increased Revenue Support Grant (RSG) has been used in the MTFS. This equates to an additional £0.4m over the MTFS period.

This has had an impact upon the predicted deficit position in 2020/21 with the deficit increasing from £637k to £837k. Since the last meeting of the Panel the Cabinet has decided to continue with the Commercial Investment Strategy (CIS) and Zero Based Budgeting (ZBB) exercise. ZBB has analysed services bottom up but will now analyse across all services.

Following a question regarding the One Leisure income re-profiling, the Panel has been advised that the projected income streams of One Leisure have been reduced as the original profiling does not reflect corresponding increases in costs

In response to a concern over the MTFS, Members have been informed that although they still have to consider the MTFS the more pressing issue is the setting of the budget for 2016/17.

Councillor M F Shellens has addressed the Panel with a statement which outlined the problems the County Council has been facing in respect of the adult, children and families budget. Councillor Shellens has proposed that the Council raises Council Tax by 2% so that the voluntary sector could provide adult and social services which may help to alleviate the County Council's budget shortfall and assist the more vulnerable residents of the District. In addition Councillor Shellens has proposed that Members could surrender a proportion of their car allowance in order to give the savings to the voluntary sector.

Members have sympathy for the issues raised by Councillor Shellens however believe that it would be better if the Council did not interfere and allow the County Council to manage their own budget. The Panel has been advised that as not all Members claim car allowance the suggestion of surrendering a proportion would not yield the desired savings.

The Executive Councillor for Resources has informed the Panel that he did not believe that raising Council Tax to increase voluntary sector funding was the most prudent action to take, as the voluntary sector is required to make more efficiency savings.

5. TREASURY MANAGEMENT STRATEGY 2016/17

The Panel has received the Treasury Management Strategy 2016/17 report. The Finance Manager has introduced the report and has advised Members that the report separates the Council's main budget from the Commercial Investment Strategy (CIS).

Following a question on how quickly the Council would be able to secure a low cost loan the Panel has been informed that it could happen swiftly. Members have been advised that in the past the Council has acted to secure loans at favourable market rates.

In response to a suggestion to suspend the transfer of funds from reserves to the CIS in order to prevent a deficit position during 2020/21, the Panel has been informed that the Cabinet does not support that position as they view it as crucial to make commercial investments for the resilience of the authority.

6. INTEGRATED PERFORMANCE MANAGEMENT 2015/16 QUARTER 3

The Panel has received a report on the Integrated Performance Management 2015/16 Quarter 3. By way of introduction the Panel has been advised that Appendix A and Appendix B of the report related to the Key Actions and Corporate Indicators for 2015/16, Appendix C is the Project Management report and Appendix D is the Financial Performance Monitoring.

A query has been raised on the key action of the effectiveness of the fast track pre-application advice as to why the Planning department has not received any enquiries and could the service be marketed better. In response Members have been informed that the service is being marketed however, despite being aware, developers and applicants are not taking up the service.

In response to a Member raising a perceived problem with Building Control Shared Service, the Panel has been reminded that as Building Control only entered into shared service four months earlier, it is deemed too early to analyse the benefits or problems with the service.

When reviewing the Corporate Performance Indicators, a Member has raised a concern that the target for Business Rates collected has been omitted. The Panel has been informed that the reason for this is that there is a delay due to monthly enforcement and liability order hearings as well as avoidance tactics. In response to a question as to whether the target should be revisited, Members have been advised that the target is set for the year however the Department is confident of reaching the target by the end of quarter four.

The Panel has been advised that although currently the Council are not achieving the target for percentage of green bin debt outstanding after three months, there is confidence that the target would be met at year end.

In response to a concern that the progress for the implement action plan to adopt the Local Plan to 2036 is taking longer than anticipated, the Panel has been informed that the Council currently have a Local Plan up to 2026 however the new Local Plan is expected in early 2017. The progress is being delayed as the Council are currently awaiting the County Council to produce the sub regional transport model.

The Corporate Performance Indicators of developing a Market Town Centre Strategy for St Neots, update the 'Buildings at Risk' register and the completion of the updated Design Guide all have a 'red' status. Although the Panel have recognised that individually it is not an issue, when considering the indicators as a collective there is concern. Members have been informed that the indicators represent projects that are nice to have and are not currently a priority.

Concerns have been raised with regard to the number of affordable homes delivered, as a Member has considered that the performance is not up to standard despite receiving a green performance indicator status. In response the Panel has been advised that the affordable homes indicator is worked out as an average over the Local Plan period.

In reviewing Project Performance, the Chairman has reminded Members that the subject will be covered in greater detail at the next meeting of the Panel in March 2016. Members requested that the values of the projects could be included within the performance report.

The Panel has recommended that Cabinet should retrospectively approve the establishment of the Budget Surplus Earmarked Reserve.

Other Matters of Interest

7. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has been acquainted with the contents of the Notice of Key Executive Decisions, which has been prepared by the Executive Leader.

8. WORKPLAN STUDIES

The Panel has received details of the studies being undertaken by the other Overview and Scrutiny Panels.

9. OVERVIEW AND SCRUTINY PANEL (FINANCE AND PERFORMANCE) – PROGRESS

The Panel has reviewed its programme of studies.

G Bull
Chairman

Overview and Scrutiny Panel (Communities and Customers)

Report of the meetings held on 5th January and 2nd February 2016.

Matters for Information

1. HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP'S PERFORMANCE 2014/15

Chief Inspector Laura Hunt, Cambridgeshire Constabulary, has given the Panel a presentation on the Huntingdonshire Community Safety Partnership's Performance and the crime statistics for Huntingdonshire.

The Panel has been informed that Cambridgeshire Constabulary now have a responsibility to record all reported crime regardless of whether there is any evidence that the crime has taken place.

Members have been advised that overall crime in Huntingdonshire has reduced however has been an increase in the reporting of particular crimes. One trend that has been identified is the increase in violent crime, including crime not causing injury, which has been linked with domestic abuse crime.

The Panel has been acquainted with Cambridgeshire Constabulary's five priority areas which are:

- Dwelling Crime;
- Child Sexual Exploitation;
- Domestic Abuse;
- Serious Sexual Offences; and
- Emergency Response.

In response to questions submitted by Members regarding grooming and the Police response time, Chief Inspector Hunt informed the Panel that the Constabulary has carried out training and refocused their priorities in order to tackle grooming and Child Sexual Exploitation (CSE).

Following a question regarding drugs, the Panel has been informed that there is a problem with drug suppliers from the cities, in particular London, coming to the District and using the homes of vulnerable drug users. Chief Inspector Hunt has informed Members that this is an issue which the Constabulary are working to resolve.

The Panel has noted that despite the complexities of telephone and internet fraud, action can be taken at local level to assist in the prevention of fraud. Awareness raising and education is key to ensure that people do not fall victim to fraud.

Concern was raised in connection with the lack of Police response to incidents in St Ives as a result of the night time economy. In particular advice has been given to licence holders that the Police do not want incidents to be reported as it is unlikely that there would be a response. Chief Inspector Hunt has stated that the advice given has been incorrect and it is important that all incidents are reported.

In response to a question regarding dispersal orders and individuals carrying weapons in a public place, Members have been informed that dispersal orders would not be used for such incidents and that stop and searches should be used instead.

2. VOLUNTARY SECTOR GRANT FUNDING 2016/17 TO 2019/20

The Panel has received a report on the Voluntary Sector Grant Funding 2016/17 to 2019/20. Members have been informed that the Council's three year funding arrangement with the voluntary sector is ending on 31st March 2016 and the report sought the views of Members to inform a future funding arrangement.

The Panel has been presented with five options for future voluntary sector funding budgets, which are:

- Option 1 – make no change to the level of funding, currently at around £236k, allocated by the Council to the voluntary sector;
- Option 2 – reduce the budget over the term of the Medium Term Financial Strategy (MTFS), such that in year 4 the reduction of 38% is achieved;
- Option 3 – reduce the budget in year 1 but then provide an equal annual payment equivalent to the same total amount of spend as Option 2;
- Option 4 – reduce the budget to the value of the MTFS in year 4 with immediate effect; or
- Option 5 – stop funding the Voluntary Sector with immediate effect.

Members have noted that for the three years up 2015/16 the Council have provided grants to the following voluntary sector organisations:

- Rural Cambridgeshire Citizens Advice Bureau;
- Disability Information Services Huntingdonshire;
- Hunts Forum for Voluntary Organisations;
- Care Network;
- Huntingdon Volunteer Centres; and
- Huntingdon Shopmobility.

The Panel has been advised of three options with regards to the allocation of funding for the voluntary sector.

- Option A is the continued funding to all the organisations that the Council funds;
- Option B seeks to reduce the number of organisations funding directly by the Council and engage with umbrella organisations that through their funding supports others; or
- Option C is to develop a joint commissioning approach for voluntary sector services at a District level with Cambridgeshire County Council.

The Panel has expressed their concern with the timing of the options report as it has not given Members the requisite time to fully consider the options available. Members have further highlighted concerns that the report does not detail the effects a reduction of funding would have upon organisations or the advantages the work of the organisations have upon the District.

In addition the Panel has outlined their concerns that the Voluntary Sector will only be given one month's notice before a potential reduction in funding following consideration of the budget in February 2016.

Whilst the Panel has not supported the recommendations of the report they have supported the continued funding of voluntary sector organisations at the current level for 2016/17 whilst a Working Group investigates future funding options.

3. ANNUAL EQUALITY PROGRESS REPORT 2015

The Annual Equality Progress Report 2015 has been presented to the Panel. Members have been informed that the Council are looking to introduce a more proportionate and effective response to the Council's Public Sector Equality Duty.

The Panel has been advised that it would be up to individual managers to ensure equality compliance. This is seen as a more efficient use of time and resource compared to the model of monitoring equality compliance from a central location.

In response to a question regarding equality, the Panel has been informed that the Equality Duty consists of a general duty and several specific duties, which are intended to help public bodies meet the general duty. The general duty requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

4. RESPONSE TO RECOMMENDATIONS OF AFFORDABLE HOUSING WORKING GROUP

The Panel has received a response from the Cabinet to findings and recommendations of the Affordable Housing Working Group. Members have been informed that the recommendations of the Affordable Housing Working Group have been fully considered and endorsed by the Cabinet. In addition the Cabinet has agreed that the Council should take legal advice to explore the options to protect local houses for local people on rural development schemes.

5. HINCHINGBROOKE HOSPITAL IMPROVEMENT PLAN UPDATE AND COLLABORATION WITH PETERBOROUGH

The Panel has received a presentation from Lance McCarthy, Chief Executive Officer of Hinchingsbrooke Health Care NHS Trust on the Hinchingsbrooke Hospital Improvement Plan update and collaboration with Peterborough.

The Panel has been informed that the hospital had been inspected by the Care Quality Commission (CQC) in October 2015. The Hospital's rating has been raised from 'Inadequate' to 'Requires Improvement', but remains in special measures as the new governance structures have not had sufficient time to bed in. The CQC will be inspecting the hospital again on 10th - 12th May 2016. During the inspection the CQC has stated they have seen material improvements since their last inspection.

Members have noted that Cambridgeshire and Peterborough have one of the most financially challenged health economies in England. In order to face the challenge, the System Transformation Programme led by Cambridgeshire and Peterborough Clinical Commissioning Group has been set up. The System Transformation Programme will be scrutinised by the regulator in June 2016.

The Panel has been informed of Hinchingsbrooke's collaboration work with Peterborough and Stamford Hospital Foundation Trust and the timetables for the completion of work. The two hospitals have agreed to work collaboratively to reduce duplication and the cost of back office functions and support the future sustainability of services. In addition the regulator has asked the hospitals to review the potential organisational form.

Following a question regarding the collaboration with Peterborough, Mr McCarthy has informed Members that the collaboration could involve the migration of staff at times of necessity in order to increase resilience and maintain service levels. In addition back office functions will be rationalised.

Members have expressed concern that reducing back office functions could have an impact upon patients and have been informed that with every single cost improvement scheme there is an assessment which analyses the risks. Mr McCarthy has advised the Panel of the findings of a recent assessment of back office functions which show that

Hinchingbrooke Hospital's administration costs are 40% higher than expected and that the total cost of back office functions could be reduced by 15-20%.

The Chairman has emphasised the importance of retaining a sustainable hospital at Hinchingbrooke to serve residents of the District. Mr McCarthy has outlined the four options for collaboration which are: do nothing; remain independent but collaborate with back office functions; maximise collaboration but remain independent; or merger. However before a merger could commence, both hospital boards would have to agree before the idea goes to the regulator.

Members have queried whether there would be a public consultation for the possible merger, as it was noted that technically it would be an acquisition of Hinchingbrooke, as Peterborough and Stamford Hospitals are a Trust and Hinchingbrooke is not; therefore not requiring a public consultation.

In response Mr McCarthy has explained that all options are still being considered and no decisions have been made. He stated that in the event of an acquisition there would be public engagement but not a formal public consultation. The Panel has been reassured that Hinchingbrooke would not be acquired without justifying the decision to the public.

Following a concern from Members regarding the special measures status of Hinchingbrooke Hospital, Mr McCarthy has stated that the management have been disappointed that the Hospital remains in special measures. The CQC are returning in May 2016 and the management are confident that the hospital will improve upon their status.

6. ONE LEISURE STRATEGIC PLAN SCOPING REPORT

The Panel has received the One Leisure Strategic Plan scoping report. Members have been reminded of the background to the Strategic Plan at One Leisure. The Panel has been advised that the service aims to produce a commercial return by 2019/20.

Following a question regarding the innovation of One Leisure, Members have been advised that One Leisure does not have unlimited resources and therefore are unable to offer everything to everyone. Instead the service will focus upon particular markets for sustainability and growth. The Panel has been informed that currently One Leisure hold a 60-70% market share of the leisure market within Huntingdonshire.

In response to a question on running fitness classes within old peoples' homes and schools, Members have been informed that classes have already taken place and that the service is looking at expanding this provision. With regards to schools, there has been a decline in the number of pupils taking part in physical activity however the service is working with the schools to get pupils more involved.

Following queries with regard to achieving a commercial return and the £2m loss, the Panel has been informed that the £2m loss is historical and the service is forecast to return a surplus of £350k in this financial year. Members have been advised that the meaning of commercial return is that the service would have surplus funds to reinvest. It does not mean that admission prices will rise to unacceptable levels.

The Panel has requested that their thanks be recorded to Councillor R B Howe and the management of One Leisure for their hard work with improving the service.

7. SPORTS FACILITIES STRATEGY FOR HUNTINGDONSHIRE 2016-2021 SCOPING REPORT

The Panel has received the Sports Facilities Strategy For Huntingdonshire 2016-2021 scoping report. Members have been advised that the Strategy has an inventory of all the sports and leisure facilities within the District and not just Council owned facilities.

The Panel has been informed that following the expiry of the previous Strategy in 2014, the new Strategy has been updated and refreshed. The Strategy will assist with Officer's requests for contributions from developers when they submit planning applications as the Strategy would list the facility deficiency within the District.

The Panel has suggested that there may be higher rates of participation with the swimming pools if the pools were warmer. The Panel has been advised that the problem with the suggestion was that One Leisure swimming pools cater for both competitive and recreational swimmers who prefer different temperatures to each other therefore the decision was taken to retain the temperature at 29°C.

Following a question with regard to public rights of way and why they have not been included within the Strategy, Members have been informed that the Strategy has covered built sports facilities however public rights of way would be considered for future inclusion.

Other Matters of Interest

8. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has been acquainted with the contents of the Notice of Key Executive Decisions which has been prepared by the Executive Leader.

9. WORKPLAN STUDIES

The Panel has received details of the studies being undertaken by the other Overview and Scrutiny Panels.

10. OVERVIEW AND SCRUTINY PANEL (COMMUNITIES AND CUSTOMERS) – PROGRESS

The Panel has reviewed its programme of studies at each of its meetings as well as having received the opportunity to discuss issues arising from the Decision Digest. Members have been informed that the Review of Elderly Care at Hinchingsbrooke Hospital Working Group would re-start in the near future.

The Panel has been informed that the Chairman of the Cambridgeshire County Council Budget Scrutiny Working Group has signed off a note on the findings of the Group. There has been a suggestion that time will be set aside at the beginning of the Municipal Year 2016/17 to scrutinise next year's County Council's budget. It has been confirmed that the Notes will be circulated to the Members of the Working Group.

S J Criswell
Chairman

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Overview and Scrutiny Panel (Economy and Growth)

Report of the meetings held on 12th January and 9th February 2016.

Matters for Information

1. OVERVIEW OF INTERNAL DRAINAGE BOARDS

The Panel has received a presentation from the Project and Assets Manager on Internal Drainage Boards (IDBs). The key points are as follows:

- an IDB is a local public authority that manages water levels and are usually found within areas of special drainage need;
- there are 120 IDBs in England, of which 15 are located within the District;
- the Council pay IDBs around £394k in drainage rates each year;
- the IDB Board consists of elected Members from the ratepayers and Council nominations. They tend to be volunteers so costs are kept to a minimum; and
- the advantage of IDBs are that they are managed by local people who know the area, the problems and want the best solutions.

Following a question regarding dredging and when it is carried out, the Panel has been advised that dredging is the responsibility of each individual IDB and, as they are proactive, dredging would be carried out when it is essential.

The Panel has received clarity on the issue of flooding. IDBs want to restrict flooding on farm land to a minimum, however rivers, such as the Ouse, have large flood plains which are designed to flood when they burst their banks.

In response to the presentation, the Panel has discussed the merits of the Flood Prevention Working Group after which it has been decided that the Group will be disbanded with the Panel scrutinising flooding documents when it is deemed necessary.

2. PROGRESS ON THE IMPLEMENTATION OF THE MARKETING STRATEGY (SIX MONTHLY REPORT)

The Panel has received progress on the implementation of the Marketing Strategy. In addition to the report, Members have received a brief history of the Marketing Strategy.

Members have been informed that the success of the implementation plan would be measured against three key outputs, which are:

- successful launch of website and initial promotional materials;
- increasing volumes of website traffic; and
- increasing numbers of newsletter subscriptions.

A concern has been raised by a Member that contrary to encouraging workers into the area the District is becoming a commuter area. In response Members have been advised that recruiters have stated that they have vacancies which they are struggling to fill. In addition the Council are working with partners EDGE in order to try and convince commuters to remain in the area and take advantage of the employment opportunities.

In response to a question about apprenticeships and how the Council are promoting them, the Panel has been informed that there has been a careers fair in December 2015 with 88 exhibitors. Furthermore there are business breakfasts where the Council promotes apprenticeships.

Arising from a question regarding where the Local Enterprise Partnership (LEP) fit into the establishment, Members have been advised that the LEP is a business led organisation for a large area. The Government requires local authorities to consult with the LEP on economic development projects.

3. OPEN SPACES WATER SAFETY POLICY

The report on Open Spaces Water Safety Policy has been endorsed by the Panel. Members have been advised that as part of the Policy all open water sites will be risk assessed according to the Royal Society for the Prevention of Accidents (RoSPA) guidance. It has been recommended that RoSPA should train staff within the Environmental Services Section to carry out risk assessments as this was seen as a more sustainable approach to managing the risk of open water sites.

The Panel has noted that it is proposed the Council proactively manage the risk of open water sites by using RoSPA's publication 'Safety in Inland Water Sites' as design guidance so that developers will consider the risks of open water sites when designing and constructing developments.

In response to a question regarding reassessing the risk, the Panel has noted that the Council will assess high risk open water sites each year and low risk open water sites every three years. Members have been advised that legislation places the emphasis on local authorities

to assess the risk of open water sites and how often those areas should be reassessed.

Concerns have been raised with regard to open water sites within the District where there are not safety measures and it is not clear who is responsible for the maintenance. Members have noted that the Policy lists the locations of Council owned outdoor open water sites and that £30k will be allocated to provide equipment and signage as necessary from the site specific risk assessments.

The Panel have expressed support for the Policy as it shows the Council are taking water safety seriously and have indicated that they would like to review the Policy at a meeting of the Panel in 12 months' time.

4. STREET CLEANSING – SERVICE SPECIFICATION

The Panel has endorsed the Street Cleansing Service Specification. Members have been advised that the specification has been developed to be compliant with the Environmental Protection Act 1990.

The Panel has noted that in order to assist the prioritisation of street cleansing, the District has been zoned from one to four and the response times vary according to the zone. If there is a fall in standard from grade A to grade B within zone 1 then the Council will rectify the standard within five hours however if the standard drops from grade A to grade D then the Council will rectify the standard within one hour. Members have been advised that maps will be produced in order to clarify the zones and in particular the Town Centre areas.

Following a request that the Council should remove all graffiti and not just offensive graffiti, Members have been advised that the specification makes reference to offensive graffiti as there is a legislative requirement to remove offensive graffiti. The Panel has recognised that although ideally all graffiti should be removed there are different scales of graffiti and it is important that, with the limited resources available, the Council prioritises its response.

After a discussion concerning the enforcement of dog fouling and littering, Members have discussed the possibility of forming a Working Group to investigate developing an awareness campaign or targeted enforcement work such as littering from cars.

The Panel has expressed their support for the specification and have requested regular updates at future meetings of the Panel.

5. EARITH, SAWTRY AND STILTON NEEDS ANALYSIS OF OPEN SPACE AND PLAY FACILITIES

The Panel has received the Earith, Sawtry and Stilton Needs Analysis of Open Space and Play Functions. The Panel has been advised that Earith has limited green space provision and, as such, it is recommended that any future housing development of over 10 houses should include open space provision on site, or a contribution to open

space provision off site. Play provision is deemed to be adequate for Earith.

Members have noted that the Sawtry Needs Analysis has been carried out upon request of a Member. Sawtry has sufficient green space provision and is well distributed throughout the village. The Panel has been advised that open space provision for Sawtry does not need prioritising at the current time. However, against the policy benchmark for provision there is a deficiency in play provision across parts of Sawtry but by upgrading St Judith Field will create an adequate level of play provision.

The Panel has been informed that the Stilton Needs Analysis has been carried out as a Member has requested whether the Council could provide some open space for parking provision. Green space provision in Stilton is limited and it has been recommended that any future housing development of over 10 houses should include open space provision on site or make a contribution to open space off site. The village has some play provision and it has been further recommended that any future housing development should include appropriate play facilities.

6. UPDATE ON GREEN SPACE PROVISION

The Panel has received an update on Green Space Provision. Members have been informed that the Council has the Supplementary Planning Document 'Huntingdonshire Local Development Framework Developer Contributions Supplementary Planning Document 2011' which governs Open Space Policy.

The Panel has been informed that the Policy states that new open space and/or facilities on-site must be offered to local Town and Parish Councils for adoption in the first instance and then to the District Council. Should the District Council not be a position to adopt such provision then developers must submit a proposal detailing how a Trust will manage the open spaces.

Members have been advised that in respect of Section 106 (S106) money the Council needs to be proactive and set out its priorities. The needs analysis work for future open space and play facilities across the District has highlighted the current deficiencies, therefore the Council are now able to identify the priorities.

The Panel has agreed with Town and Parish Councils taking responsibility for the open spaces. In addition, Members have highlighted the importance for the Council to be proactive and set its priorities in order to make Huntingdonshire a place where residents want to live.

Following a question on how a Trust works, the Panel has been informed that Trusts encourage communities to become more involved with their open spaces and facilities as residents are required to contribute to the management and maintenance of open spaces and facilities.

A concern has been raised in connection with the maintenance costs differing dependent upon the size and shape of open spaces. Whereby, Members have been informed that the Council would work with developers to ensure that size and shape of open spaces are to a standard which does not adversely affect the maintenance cost of the open space.

7. EVENTS POLICY FOR PARKS AND OPEN SPACES

The Panel has received the Events Policy for Parks and Open Spaces. Members have been informed that the Policy sets out a framework for the consideration, programming and operation for a variety of events in parks and open space.

The Policy highlights the five types of events that could be staged in the Council's parks and open spaces, which are:

- events by registered charities;
- events organised by voluntary groups or organisations;
- commercial events;
- events and activities that enhance the environment; and
- civic events.

Furthermore the Policy has a proposed schedule of charges, however discretion has been given to the Executive Councillor for Operations and the Environment to ensure that Charities, Voluntary Groups, Town and Parish Council are not disadvantaged by the Policy.

In response to a concern regarding prohibited groups, the Panel has been advised that it is not possible to have a complete exhaustive list of prohibited groups and that the Policy outlines the criteria for prohibited events to which an event could be measured against.

Members have indicated they would like to see two sets of commercial fees to distinguish between local businesses and larger nationwide businesses. In addition the Panel have requested a distinction to be made between national and local charities, as a local charity does not have the resources available similar to a national charity.

8. ANNUAL MANAGEMENT PLANS FOR COUNTRYSIDE ASSETS

The Panel has received the Annual Management Plans for Countryside Assets. The report assesses the amenity and wildlife value of all the Countryside Service's assets as well as what Department or Agency is best placed to manage those assets.

Members have expressed support for the report as it clearly zones the areas and identifies the Department responsible for the maintenance of the assets. The Panel has requested that in future could site plans be included within future updates of the report.

The Panel has requested to receive an update on the Management Plans in June 2016 with the inclusion of site plans and the assets ranked in the order of amenity and wildlife value.

9. GROUNDS MAINTENANCE – SERVICE SPECIFICATION

The Panel has received the Grounds Maintenance Service Specification. The Service Specification has consolidated the existing Service Strategy with the aim of better directing the Grounds Maintenance activities delivered by the Operations Service.

Arising from a question regarding the maintenance of open space at Loves Farm, St Neots, the Panel has been advised that the land is owned by Cambridgeshire County Council and that their own service specification for Grounds Maintenance differ to the Council's.

Members have been informed that the Grounds Maintenance Service will be audited to ensure that maintenance frequencies are correct with those incorrect frequencies amended accordingly.

The Panel has been advised that there will be regular feedback on Grounds Maintenance with further reports at meetings of the Panel each quarter.

10. REVIEW OF WASTE POLICIES

The Panel has received the Review of Waste Policies which considers the following policies: lane end collection arrangements; rejections policy in respect of repeated contamination of bins; options for reducing the bin capacity on domestic collection (grey bins) to reduce the waste produced by households; and options for charging for replacement bins that have been damaged, lost or stolen.

Members have been informed that despite the awareness campaign the Council are still receiving contaminated waste. Where it is possible to identify the resident responsible the Council will visit the resident to re-educate and ensure contamination does not occur in the future. As a last resort consideration would be given to removing the bin from the resident.

In respect of damaged, lost or stolen bins, the Panel has been informed that bins that have been damaged by the refuse collection crews will be replaced free of charge. As the bins have a life expectancy of 10 years, so long as the resident has not had a replacement bin within that period then the resident would not be charged for the replacement.

In terms of the three options for reducing the bin capacity, the Panel has been informed that all three options would go out to consultation. Members have expressed that the preferred option is to issue 140 litre bins to all new properties unless they have been built to accommodate six or more residents but providing an additional 240 litre blue bin for

recyclates on request; and providing 140 litre bins to any property requesting a replacement bin.

Other Matters of Interest

11. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has been acquainted with the contents of the Notices of Key Executive Decisions which has been prepared by the Executive Leader.

12. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) – PROGRESS

The Panel has reviewed its programme of studies. Members have been informed that a Working Group on Public Open Spaces is being considered and that a scoping paper will be presented to a future meeting of the Panel.

13. WORKPLAN STUDIES

The Panel has received details of the studies being undertaken by the other Overview and Scrutiny Panels. At the meeting of the Panel in January, Members have been advised that a date for the Impact of Cambridgeshire County Council Budget Proposals on Huntingdonshire and the residents Task and Finish Group will be set in the near future and that Members of the Group will be informed in due course.

T D Sanderson
Chairman

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