

PRAYER

The Reverend Andrew Milton, Team Rector for the Huntingdon Ministry to say a prayer prior to the formal proceedings.

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 25 APRIL 2012** 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
APOLOGIES	2 minutes
CHAIRMAN'S ANNOUNCEMENTS	10 minutes
1. MINUTES (Pages 1 - 22)	2 minutes
To approve as a correct record the Minutes of the meeting held on 22nd February 2012.	
2. MEMBERS' INTERESTS	2 minutes
To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda Item. Please see Notes 1 and 2 below.	
3. LOCAL GOVERNMENT ACT 1972: SECTION 87 - EARITH WARD	2 minutes
To report that a by-election will be held in the Earith Ward following the death recently of Councillor P M D Godfrey. The by-election will be called once the appropriate requisition has been received.	
4. GENERAL POWER OF COMPETENCE AND FREEDOM TO PRAY	5 minutes
The Council will be aware that, the High Court recently issued a ruling that 'the saying of prayers as part of the formal meeting of a Council is not lawful under Section 111 of the Local Government Act 1972'.	
As a consequence of this ruling and the public response which it generated, the Secretary of State for Communities and Local Government chose to make available, with effect from 21st February 2012, to all principal local authorities in England, the general power of competence contained in the Localism Act 2011. This enables the District Council to "do anything that individuals generally may do", provided such act is not outside the law.	
The Secretary of State considers that this new flexibility could include the 'freedom to pray'. As the ruling in the case is now subject to an appeal, the Head of Legal and Democratic Services has advised that it would be prudent for the Council to consider how they would wish this matter to be dealt with at future meetings.	

The options are –

- (i) not to have prayers;
- (ii) to have prayers, but before and not as part of the formal meeting; or
- (iii) to have prayers as part of the formal meeting.

5. MEMBERS' ALLOWANCES (Pages 23 - 24) 5 minutes

To consider a report by the Head of Legal & Democratic Services.

6. "WHAT WILL LOCALISM MEAN TO OUR PARISH COUNCIL?" 60 minutes

To invite the Deputy Leader and Executive Councillor with responsibility for Localism, Councillor N J Guyatt to open the debate.

7. REPORTS OF THE CABINET, PANELS AND COMMITTEE 30 minutes

(a) Cabinet (Pages 25 - 28)

Report of the meeting to be held on 19th April 2012 - to follow.

(b) Overview and Scrutiny Panel (Economic Well-Being) (Pages 29 - 36)

(c) Overview and Scrutiny Panel (Environmental Well-Being) (Pages 37 - 40)

(d) Overview and Scrutiny Panel (Social Well-Being) (Pages 41 - 46)

(e) Development Management Panel (Pages 47 - 50)

(f) Licensing and Protection Panel (Pages 51 - 52)

(g) Corporate Governance Panel (Pages 53 - 104)

(h) Senior Officers' Panel (Pages 105 - 106)

8. ORAL QUESTIONS

In accordance with the Council Procedure Rules (Section 8.3) of the Council's Constitution, to receive oral questions from Members of the Council.

Dated this 17th day of April 2012



Head of Paid Service

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: Christine.Deller@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Council.

Agenda and enclosures can be viewed on the District Council's website –
www.huntingdonshire.gov.uk (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports
or would like a large text version or an audio version
please contact the Democratic Services Manager and
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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 22 February 2012.

PRESENT: Councillor J J Dutton – Chairman.

Councillors J D Ablewhite, S Akthar,
M G Baker, Mrs M Banerjee, I C Bates,
Mrs B E Boddington, P L E Bucknell, G J Bull,
E R Butler, S Cawley, B S Chapman,
W T Clough, S J Criswell, I J Curtis,
J W Davies, D B Dew, P J Downes,
R S Farrer, P M D Godfrey, P Godley,
J A Gray, S Greenall, N J Guyatt, A Hansard,
G J Harlock, R Harrison, D Harty, R B Howe,
C R Hyams, A R Jennings,
S M Van De Kerkhove, Mrs P J Longford,
A J Mackender-Lawrence, P G Mitchell,
P D Reeve, Mrs D C Reynolds, T V Rogers,
T D Sanderson, M F Shellens, P A Swales,
R G Tuplin, D M Tysoe, P R Ward, J S Watt,
R J West and A H Williams.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors K M Baker, K J Churchill, Mrs J A Dew, Mrs P A Jordan and P K Ursell.

52. PRAYER

Prior to commencement of the formal proceedings, the Right Reverend D Thomson, Bishop of Huntingdon invited those present to join him in Prayer.

53. CHAIRMAN'S ANNOUNCEMENTS

(a) Former Councillor J C Mugglestone

It was with great sadness that the Chairman confirmed the recent death of former Councillor J C Mugglestone who had served the Council with distinction for over 28 years as Chairman and Vice-Chairman of various Committees and of the Council.

His successor as Ward Councillor for Kimbolton and Stoneley, Councillor J A Gray paid a personal tribute to Mr Mugglestone for the help and support he had offered to him over many years and suspected that, given his love of planning, he would have welcomed the opportunity to have taken part in the debate which was to follow.

The Council stood for a few moments in silent tribute to their former colleague.

(b) **Councillor M G Baker**

On behalf of the Council, the Chairman congratulated Councillor M G Baker on his award of an MBE in the New Year's Honours.

(c) **Her Majesty The Queen's 60th Anniversary and Chairman's Grants**

The Chairman informed the Council that he had written formally to the Queen, on behalf of the Council, to congratulate her on the 60th Anniversary of her accession to the throne. He also updated Members on his decision to award grants totalling £2,500 to various local charities and organisations.

(d) **Events**

The Chairman announced that a collection at the Holocaust Memorial Service on 24th January 2012 held at St. Mary's Church, Huntingdon had raised £237 which had been donated to the Holocaust Memorial Day Trust.

Councillor Dutton looked forward to his Chairman's Reception to be held on 16th March 2012 at the Wood Green Animal Shelter and invited those Members who wished to join him on the evening to obtain their tickets soon.

(e) **Good News**

Having been reminded of the Council's involvement in RECAP, the waste partnership, the Chairman announced that a design guide produced by the Partnership had been nominated for a Royal Town Planning Institute Award.

54. MINUTES

The Minutes of the meeting of the Council held on 14th December 2011 were approved as a correct record and signed by the Chairman.

The Chairman invited the Executive Leader, Councillor J D Ablewhite to update the Council on the content of correspondence received from the Secretary of State for Communities and Local Government in response to the Motion on Council Tax carried unanimously at the last meeting.

The Executive Leader was pleased to report that the Secretary of State had accepted the view of the District Council that the current methodology for the calculation of Council Tax was too complex and inflexible for application across all Councils. Whilst it was too late to vary the approach for the forthcoming financial year, the Secretary had indicated a willingness to consider representations for future years. Councillor Ablewhite reported that the Council would continue

to lobby the Government in support of the agreed joint Motion. Whilst pleased to hear this response from the Secretary of State, Councillor P J Downes, Leader of the Opposition, requested that, as the response appeared to convey a matter of principle, the Executive Leader share the information with the Local Government Association.

55. MEMBERS' INTERESTS

Councillor P J Downes declared a personal interest in Minute No. 57 given the potential for consideration of grant funding to the voluntary sector under this item and his family relationship with an employee of the Citizens' Advice Bureau.

Councillor J J Dutton declared a personal interest in Minute No. 57 by virtue of his appointment as a Cambridgeshire County Councillor to the Board of Directors, Citizens' Advice Bureau.

56. COUNCIL DEBATE

The Chairman reminded Members of the decision by the Council to suspend Council Procedure Rule 11 (Rules of Debate) to enable headline debates and "White Paper" proposals to be discussed by Members in an open manner. The Council, therefore,

RESOLVED

that Council Procedure Rule 11 (Rules of Debate) be suspended for the duration of the discussion on Minute No. 56 during which time the Common Law Rules of Debate be observed by Members and applied by the Chairman.

The Chairman invited the Executive Councillor for Strategic Planning and Housing, Councillor N J Guyatt to open the debate by introducing Dr M Bingham, Deputy Director, Department of Communities and Local Government who was present to explain how the proposed planning system might operate in practice in Huntingdonshire.

By way of a powerpoint presentation, Dr Bingham explained that it was the Government's vision to devolve power, controls and responsibility to the lowest possible levels of authority such as Town and Parish Councils, Districts and in some instances, even individuals. It was the objective to encourage citizens to become active in driving improvements in their local areas and to generate the idea of local ownership and democratic control of communities and the life of individuals. He added that this ethos was particularly fundamental in planning as it was hoped it would deliver a plan-led system that empowered local people to shape their surroundings whilst facilitating sustainable growth and encouraging the idea that development could positively develop a community.

To secure these changes, Dr Bingham described the various forms which had been proposed by the Government. Principally these were led by the Localism Act which, in terms of planning, would abolish regional strategies, expect local authorities to address cross-boundary issues in Plans, offer Town and Parish Councils the opportunity to produce neighbourhood plans and introduce the community infrastructure levy to channel, more effectively, the

contributions received from developers towards those communities in which development might take place. In addition, the Act would place an obligation on developers to consult those most likely to be affected by way of comprehensive pre-application consultation. Decision making on major infrastructure also would be returned to Ministers.

The second major Reform would be the National Planning Policy Framework (NPPF) – which would contain streamlined and accessible national planning policy designed to promote sustainable development whilst protecting and enhancing the natural historic environment. It was the expectation that the final version of the Framework would be published at the end of March. Dr Bingham drew attention to several issues in the Framework which included the commitment to a “Town Centre First” policy, requirements for market and affordable housing, green belt protection and policies on low carbon renewable energy and development in flood risk areas. Lastly, the Council was informed that it was the Government’s intention to de-regulate and simplify the planning system by reviewing the Use Classes Order, widening permitted development rights and requiring the determination of applications within specified timescales.

In terms of the responsibility of a local planning authority, Dr Bingham reminded Members that Huntingdonshire would need to maintain an up to date local plan, which as far as possible, met the needs of the area, provided support to neighbourhood planning bodies, thought strategically about infrastructure planning and streamlined local procedures. Despite all these requirements, Dr Bingham assured the Council that the basic elements of planning remained the same and that local planning authorities remained at the heart of the planning system.

In the questions that followed, Dr Bingham confirmed, in response to a question from Councillor R J West, that the framework did not contain specific proposals to strengthen the role of the planning authority in the protection of existing heritage and conservation.

Whilst welcoming the Government’s intention to simplify the planning system, Councillor M F Shells drew attention to the continuing conflict between those who wished to protect the green belt and those who wanted to build houses. Dr Bingham suggested that whilst this would always remain a problem for planners, the Government was at least hopeful of involving communities in neighbourhood planning, establishing compulsory community engagement and providing incentives to accept development in suitable locations by the provision of CIL. Councillor J A Gray raised the issue of wind farms and his frustration at the inability to penalise retrospective planning applications. In conceding that the development of wind farms would continue to be an emotive issue, Dr Bingham could not anticipate any change in the Government’s approach to their location. He added that freedom to allow local authorities to set their own planning fees still was under consideration by Ministers although there was a general direction in place to assist local authorities in establishing strong measures to address those who choose to develop without permission.

Referring to the District Council’s aborted consultation on gypsies and

travellers, Councillor P M D Godfrey asked what the timescale would be for the issue of Government Policy in this respect given the difficulty in which the District had found itself in having to respond to applications and appeals. Dr Bingham confirmed that the Council's approach to such applications should remain un-changed at present. Whilst the Government had undertaken specific consultation on gypsies and travellers he was unable to comment on how this would be taken forward.

In response to a series of questions from Councillors Mrs M Banerjee, R S Farrer, P G Mitchell and T V Rogers, Dr Bingham replied that the position of an Inspector should be strengthened by the NPPF and the duty to publish a local plan, that the involvement of Councillors in the planning process should remain unchanged, that a local plan should continue to prescribe the design standards which a local authority might aspire to and that design briefs would continue to play an important role in this respect and that the duty to co-operate would form one of the tests of soundness for local plans as authorities would have to demonstrate that they have consulted adequately.

Referring to the objective in the NPPF – Planning for People, Councillor P J Downes discussed the situation whereby there were insufficient smaller homes available in villages for elderly people and a tendency for the planning system to reject such development when it came forward. Dr Bingham suggested that key to the new system would be the opportunity for a community to realise small development through a neighbourhood plan order and the community right to build. Planning policy would not be as restrictive as previously in this respect.

In answer to a further series of questions from Councillors J D Ablewhite, S M Van De Kerkhove and P D Reeve, Dr Bingham commented that the new system presented a genuine opportunity for a community to realise a specific scheme within its area providing that such development did not depart from strategic policy, that the general provision for referendum had been deleted from the Localism Bill, that neighbourhood plans would be required to "fit" local plans and consequently accord with the national framework and that neighbourhood planning could not be used as a means to block development. Dr Bingham reaffirmed his understanding that there would be no change to the role of the Planning Inspectorate. In his view, the Inspectorate was a highly respected body with a good reputation. He added that it was important to retain an independent body to satisfy the right of an individual to a second opinion. Finally, Dr Bingham confirmed that should it be established that a statutory body had not acted reasonably in advice which may have been given to a local planning authority, that body could be made liable for costs in the event of a successful appeal.

Councillor Guyatt thanked Dr Bingham for his presentation and concluded by urging the Government to allow local authorities to set the level of Council Tax to meet the cost of necessary infrastructure that CIL alone could not provide and that such investment be directed towards the eastern region and the areas which generally are generating most growth.

57. MEDIUM TERM PLAN, BUDGET AND ASSOCIATED MATTERS

(See Minute No. 55 for Members' Interests.)

In conjunction with a report by the Head of Financial Services (a copy of which is appended in the Minute Book) and Item Nos. 56 and 57 of the Report of the Cabinet, the Executive Councillor for Resources addressed the Council on the Medium Term Plan, 2012/2013 budget and related prudential indicators contained in the Treasury Management Strategy and moved the recommendations of the Cabinet.

In accordance with Section 30 (2) of the Local Government and Finance Act 1992, the Council also considered proposals for the levels of Council Tax in 2012/2013 for various parts of the Huntingdonshire District.

In his opening remarks, Councillor Gray acknowledged the contribution made to the budgetary process by the Overview and Scrutiny Panel (Economic Well-Being) and Members of the business community. He also described the approach taken by the Cabinet towards Treasury Management which had involved a degree of risk management in seeking to achieve a balance between investment and return. He suggested that the Council continue to be prudent in the management of its borrowing and investments.

Although not wishing to repeat the points raised at the last meeting, Councillor Gray made reference to several other issues which would impact on the budget. The most significant of these related to pay and allowances, voluntary sector and disabled facilities grants and a proposed new homes bonus of £1.913m which was £37,000 greater than previously forecast. In terms of risks and reserves, Councillor Gray referred to the examples which had been used to measure the potential impact of various international financial issues on the Council's financial position and how these had been used to establish a lower end figure for inclusion in the budget as the risk provision and a higher end figure in the event that an extra level of risk might emerge. At the suggestion of the Overview and Scrutiny Panel (Economic Well-Being) and having regard to the advice contained in Annexes C and D hereto, the proposed budget was based on not allowing reserves to fall below £4.5m. With the assistance of the Panel, this position would be reviewed again in September to ensure it remained appropriate.

Having regard to Council Tax levels, the Executive Councillor for Resources advised the Council that although acutely aware of the difficulty any increase in Council Tax could present to those with limited incomes, the Cabinet had decided not to recommend acceptance of the Government's offer of a 2.5% increase in grant as this would place the Council at a clear disadvantage in the future and make it difficult to manage innovatively to preserve valued services.

Having regard to the view expressed by the Council on the draft budget and MTP at the last meeting, the Executive Councillor described the significant adjustments which had been made to the budget since then which now included a major proportion of the voluntary sector grant budget and funding for CCTV and service

centres in St. Neots and Yaxley which has specifically been highlighted to Members. Councillor Gray believed that the proposed budget had achieved a balance which protected services for residents and met the responsibilities of the Council as an employer. In commending the proposed budget and MTP to the Council, Councillor Gray reminded Members that a significant effort would be required to maintain current achievement of a balanced budget and he called on all Members to continue to work together to generate new ideas to provide a continuing sound financial basis for the future.

In response, Councillor P J Downes, on behalf of the Liberal Democrat Group indicated that it would not be his intention to propose an amendment to the budget given the opportunity offered to comment on it through the Overview and Scrutiny Panel (Economic Well-Being) and in view of the limited flexibility which remained to vary it further. Councillor Downes acknowledged that potentially, the Council's financial situation would remain uncertain for many years but he welcomed the strenuous efforts which had been made to make savings. He particularly commended the decision of staff to accept a pay freeze in 2012/2013 but suggested that next year's pay award should seek to reduce the differential between those on higher and lower grades. Whilst welcoming the re-instatement of part of the voluntary sector grants budget, Councillor Downes expressed concern at the potential impact of forthcoming changes to benefit legislation on the voluntary sector but welcomed the sensible collaboration between neighbouring authorities in the sharing of services suggesting that council tax collection could be a possible shared service in the future.

Regarding the long term structure of the Council, Councillor Downes suggested that consideration should be given to a reduction in the overall size of Council membership and the Cabinet and in the number of senior staff. In terms of the former he contended that an opportunity to review Ward boundaries in future years could reduce the number of Councillors from 52 to 39 and save an estimated £160,000 - £170,000 per annum.

Having also commended work undertaken on the proposed budget, Councillor S Greenall reiterated his concern at the cost of hire staff and consultants with the latter well in excess of the sum originally budgeted. He added that he had enjoyed his role as Vice-Chairman on the Overview and Scrutiny Panel (Economic Well-Being) and the detailed work undertaken by the Panel on One Leisure and the Document Centre which had uncovered an opportunity to save approximately £21,000 on external printing. Councillor Greenall also commended the staff employed in the document centre.

As Executive Leader, Councillor Ablewhite referred to the extensive discussions with the voluntary sector which had led to the reinstatement of grant funding. In particular, Councillor Ablewhite indicated that the Citizens Advice Bureau had received 88% of its funding from the District Council which compared very favourably with the contributions made by neighbouring authorities. Whilst lower than in previous years, the Bureau had indicated their availability to work within reduced parameters and given an assurance that voluntary groups would not suffer because of any reduction proposed.

A Motion for a recorded vote having been LOST, it was moved by Councillor J A Gray, duly seconded and

RESOLVED

- (a) that the proposed budget for 2012/2013, Medium Term Plan for 2013 – 2017 and financial plan as set out in Appendix A to the report by the Head of Financial Services now submitted be approved;
- (b) that the Treasury Management Strategy and prudential indicators as set out in Appendix B to the report by the Head of Financial Services now submitted be approved;
- (c) that a Council Tax increase of £4.34 (3.5%) representing a level of £1.28.51 for a Band D Property be approved for 2012/2013;

- (d) that the Council note the Council Tax Base for the whole Council area and individual Towns and Parishes (Annex A) as approved by the Chief Officers' Management Team on the 5 December 2011 under delegated powers.

The tax base (T) which is the amount anticipated from a District Council Tax of £1 is £60,125

- (e) that the following amounts be calculated by the Council for 2012/13 in accordance with the requirements of the Local Government Finance Act 1992 as amended by the Localism Act 2011 (the Act) :-
- | | | |
|--------|--|--------------------|
| (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
Gross revenue expenditure including benefits, Town/Parish Precepts | £86,444,605 |
| (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
Revenue income including reimbursement of benefits, specific and general grants, use of reserves and any transfers from the collection fund. | £74,010,336 |
| (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
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. | £12,434,269 |
| (iv) | the Council Tax requirement for 2012/13 divided by the tax base (T) in accordance with Section 31B (1) of the Act
District plus average Town/Parish Council Tax (item iii divided by District taxbase) | £206.81 |
| (v) | the aggregate of all "Special Items" referred to in Section 34(1) of the Act.
The total value of Parish/Town precepts included in i and iii above. | £4,707,605 |
| (vi) | the Basic Amount of Council Tax for 2012/13 being item iv less item v divided by the tax base (T) in accordance with Section 34 (2) of the Act.
The District Council's Band D Tax for 2012/13. | £128.51 |
| (vii) | the basic amounts of Council Tax for 2012/13 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 2012/13 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. | |
- (f) that the amounts of precept issued to the Council by Cambridgeshire County Council, Cambridgeshire Police Authority and Cambridgeshire & Peterborough Fire Authority for each of the categories of dwellings listed in different valuation bands in accordance with Section 40 of the Act shown in Table 1 attached be noted; and
- (g) that, having regard to the calculations above, the Council, in accordance with Section 30 (2) of the Act, hereby sets the figures shown in Table 2 as the amounts of Council Tax for 2012/13 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.**

TAXBASE 2012/13

	£
Abbotsley	249
Abbots Ripton	127
Alconbury	561
Alconbury Weston	276
Alwalton	125
Barham & Woolley	26
Bluntisham	750
Brampton	1,820
Brington & Molesworth	136
Broughton	87
Buckden	1,170
Buckworth	50
Bury	610
Bythorn & Keyston	137
Catworth	144
Chesterton	59
Colne	360
Conington	73
Covington	43
Denton & Caldecote	25
Diddington	28
Earith	580
Easton	72
Ellington	233
Elton	294
Farcet	580
Fenstanton	1,170
Folksworth & Washingley	342
Glatton	132
Godmanchester	2,455
Grafham	237
Great & Little Gidding	122
Great Gransden	458
Great Paxton	370
Great Staughton	325
Haddon	25
Hail Weston	235
Hamerton & Steeple Gidding	53
Hemingford Abbots	333
Hemingford Grey	1,195
Hilton	452
Holme	239
Holywell-cum-Needingworth	985
Houghton & Wyton	805
Huntingdon	7,465
Kimbolton & Stonely	600
Kings Ripton	83
Leighton Bromswold	85
Little Paxton	1,340
Morborne	10
Offord Cluny & Offord D'Arcy	510
Old Hurst	98
Old Weston	90
Perry	262
Pidley-cum-Fenton	152
Ramsey	2,930
St Ives	5,840
St Neots	10,820
Sawtry	1,725
Sibson-cum-Stibbington	215
Somersham	1,395
Southoe & Midloe	158
Spaldwick	235
Stilton	795

Stow Longa	64
The Stukeleys	415
Tilbrook	111
Toseland	38
Upton & Coppingford	87
Upwood & The Raveleys	430
Warboys	1,375
Waresley-cum-Tetworth	146
Water Newton	40
Winwick	40
Wistow	216
Woodhurst	152
Woodwalton	85
Wyton-on-the-Hill	425
Yaxley	3,000
Yelling	145
DISTRICT COUNCIL TOTAL	60,125

TABLE 1	BAND A £	BAND B £	BAND C £	BAND D £	BAND E £	BAND F £	BAND G £	BAND H £
Cambridgeshire County Council	719.10	838.95	958.80	1078.65	1318.35	1558.05	1797.75	2157.30
Cambridgeshire Police Authority	116.34	135.73	155.12	174.51	213.29	252.07	290.85	349.02
Huntingdonshire District Council	85.67	99.95	114.23	128.51	157.07	185.63	214.18	257.02
Cambridgeshire Fire Authority	39.54	46.13	52.72	59.31	72.49	85.67	98.85	118.62
PARISH COUNCILS :-								
Abbotsley	35.88	41.86	47.84	53.82	65.78	77.74	89.70	107.64
Abbots Ripton	49.87	58.18	66.49	74.80	91.42	108.04	124.67	149.60
Alconbury	46.54	54.30	62.05	69.81	85.32	100.84	116.35	139.62
Alconbury Weston	22.95	26.77	30.60	34.42	42.07	49.72	57.37	68.84
Alwalton	13.33	15.56	17.78	20.00	24.44	28.89	33.33	40.00
Barham & Woolley	15.39	17.95	20.52	23.08	28.21	33.34	38.47	46.16
Bluntisham	77.87	90.84	103.82	116.80	142.76	168.71	194.67	233.60
Brampton	65.80	76.77	87.73	98.70	120.63	142.57	164.50	197.40
Brington & Molesworth	18.38	21.44	24.51	27.57	33.70	39.82	45.95	55.14
Broughton	26.09	30.44	34.79	39.14	47.84	56.54	65.23	78.28
Buckden	43.53	50.79	58.04	65.30	79.81	94.32	108.83	130.60
Buckworth	33.44	39.01	44.59	50.16	61.31	72.45	83.60	100.32
Bury	30.05	35.06	40.07	45.08	55.10	65.12	75.13	90.16
Bythorn & Keyston	4.13	4.82	5.51	6.20	7.58	8.96	10.33	12.40
Catworth	35.19	41.05	46.92	52.78	64.51	76.24	87.97	105.56
Chesterton	11.30	13.18	15.07	16.95	20.72	24.48	28.25	33.90
Colne	37.04	43.21	49.39	55.56	67.91	80.25	92.60	111.12
Conington	19.63	22.91	26.18	29.45	35.99	42.54	49.08	58.90
Covington	21.71	25.32	28.94	32.56	39.80	47.03	54.27	65.12
Denton & Caldecote	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Diddington	23.81	27.77	31.74	35.71	43.65	51.58	59.52	71.42
Earith	44.83	52.30	59.77	67.24	82.18	97.12	112.07	134.48
Easton	32.41	37.81	43.21	48.61	59.41	70.21	81.02	97.22
Ellington	25.75	30.05	34.34	38.63	47.21	55.80	64.38	77.26
Elton	27.21	31.75	36.28	40.82	49.89	58.96	68.03	81.64
Farcet	66.67	77.78	88.89	100.00	122.22	144.44	166.67	200.00
Fenstanton	32.37	37.77	43.16	48.56	59.35	70.14	80.93	97.12
Folksworth & Washingley	48.73	56.86	64.98	73.10	89.34	105.59	121.83	146.20
Glatton	18.69	21.80	24.92	28.03	34.26	40.49	46.72	56.06
Godmanchester	38.99	45.48	51.98	58.48	71.48	84.47	97.47	116.96
Grafham	30.94	36.10	41.25	46.41	56.72	67.04	77.35	92.82
Great & Little Gidding	59.21	69.07	78.94	88.81	108.55	128.28	148.02	177.62
Great Gransden	31.29	36.51	41.72	46.94	57.37	67.80	78.23	93.88
Great Paxton	26.13	30.48	34.84	39.19	47.90	56.61	65.32	78.38
Great Staughton	24.61	28.72	32.82	36.92	45.12	53.33	61.53	73.84
Haddon	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hail Weston	44.33	51.71	59.10	66.49	81.27	96.04	110.82	132.98
Hamerton & Steeple Gidding	6.29	7.33	8.38	9.43	11.53	13.62	15.72	18.86

TABLE 1 Cont.	BAND A £	BAND B £	BAND C £	BAND D £	BAND E £	BAND F £	BAND G £	BAND H £
Hemingford Abbots	31.03	36.21	41.38	46.55	56.89	67.24	77.58	93.10
Hemingford Grey	46.28	53.99	61.71	69.42	84.85	100.27	115.70	138.84
Hilton	31.14	36.33	41.52	46.71	57.09	67.47	77.85	93.42
Holme	27.89	32.54	37.19	41.84	51.14	60.44	69.73	83.68
Holywell-cum-Needingworth	68.71	80.16	91.61	103.06	125.96	148.86	171.77	206.12
Houghton & Wyton	48.39	56.45	64.52	72.58	88.71	104.84	120.97	145.16
Huntingdon	73.41	85.64	97.88	110.11	134.58	159.05	183.52	220.22
Kimbolton & Stonely	56.82	66.29	75.76	85.23	104.17	123.11	142.05	170.46
Kings Ripton	32.13	37.48	42.84	48.19	58.90	69.61	80.32	96.38
Leighton Bromswold	34.90	40.72	46.53	52.35	63.98	75.62	87.25	104.70
Little Paxton	38.85	45.33	51.80	58.28	71.23	84.18	97.13	116.56
Morborne	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Offord Cluny & Offord D'Arcy	56.53	65.96	75.38	84.80	103.64	122.49	141.33	169.60
Old Hurst	32.65	38.10	43.54	48.98	59.86	70.75	81.63	97.96
Old Weston	22.22	25.92	29.63	33.33	40.74	48.14	55.55	66.66
Perry	30.53	35.62	40.71	45.80	55.98	66.16	76.33	91.60
Pidley-cum-Fenton	21.93	25.58	29.24	32.89	40.20	47.51	54.82	65.78
Ramsey	36.41	42.47	48.54	54.61	66.75	78.88	91.02	109.22
St.Ives	70.17	81.87	93.56	105.26	128.65	152.04	175.43	210.52
St.Neots	56.15	65.51	74.87	84.23	102.95	121.67	140.38	168.46
Sawtry	48.29	56.34	64.39	72.44	88.54	104.64	120.73	144.88
Sibson-cum-Stibbington	34.11	39.79	45.48	51.16	62.53	73.90	85.27	102.32
Somersham	64.99	75.83	86.66	97.49	119.15	140.82	162.48	194.98
Southoe & Midloe	50.63	59.07	67.51	75.95	92.83	109.71	126.58	151.90
Spaldwick	29.22	34.09	38.96	43.83	53.57	63.31	73.05	87.66
Stilton	44.03	51.36	58.70	66.04	80.72	95.39	110.07	132.08
Stow Longa	34.37	40.10	45.83	51.56	63.02	74.48	85.93	103.12
The Stukeleys	25.70	29.98	34.27	38.55	47.12	55.68	64.25	77.10
Tilbrook	18.02	21.02	24.03	27.03	33.04	39.04	45.05	54.06
Toseland	13.16	15.35	17.55	19.74	24.13	28.51	32.90	39.48
Upton & Coppingford	30.65	35.76	40.87	45.98	56.20	66.42	76.63	91.96
Upwood & the Raveleys	23.87	27.85	31.83	35.81	43.77	51.73	59.68	71.62
Warboys	40.49	47.23	53.98	60.73	74.23	87.72	101.22	121.46
Waresley-cum-Tetworth	15.07	17.58	20.09	22.60	27.62	32.64	37.67	45.20
Water Newton	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Winwick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wistow	30.87	36.01	41.16	46.30	56.59	66.88	77.17	92.60
Woodhurst	21.93	25.58	29.24	32.89	40.20	47.51	54.82	65.78
Woodwalton	30.00	35.00	40.00	45.00	55.00	65.00	75.00	90.00
Wyton-On-The-Hill	36.86	43.00	49.15	55.29	67.58	79.86	92.15	110.58
Yaxley	57.32	66.87	76.43	85.98	105.09	124.19	143.30	171.96
Yelling	9.19	10.73	12.26	13.79	16.85	19.92	22.98	27.58

TABLE 2	TOTAL CHARGES							
	BAND	BAND	BAND	BAND	BAND	BAND	BAND	BAND
	A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£	£
Abbotsley	996.53	1162.62	1328.71	1494.80	1826.98	2159.16	2491.33	2989.60
Abbots Ripton	1010.52	1178.94	1347.36	1515.78	1852.62	2189.46	2526.30	3031.56
Alconbury	1007.19	1175.06	1342.92	1510.79	1846.52	2182.26	2517.98	3021.58
Alconbury Weston	983.60	1147.53	1311.47	1475.40	1803.27	2131.14	2459.00	2950.80
Alwalton	973.98	1136.32	1298.65	1460.98	1785.64	2110.31	2434.96	2921.96
Barham & Woolley	976.04	1138.71	1301.39	1464.06	1789.41	2114.76	2440.10	2928.12
Bluntisham	1038.52	1211.60	1384.69	1557.78	1903.96	2250.13	2596.30	3115.56
Brampton	1026.45	1197.53	1368.60	1539.68	1881.83	2223.99	2566.13	3079.36
Brington & Molesworth	979.03	1142.20	1305.38	1468.55	1794.90	2121.24	2447.58	2937.10
Broughton	986.74	1151.20	1315.66	1480.12	1809.04	2137.96	2466.86	2960.24
Buckden	1004.18	1171.55	1338.91	1506.28	1841.01	2175.74	2510.46	3012.56
Buckworth	994.09	1159.77	1325.46	1491.14	1822.51	2153.87	2485.23	2982.28
Bury	990.70	1155.82	1320.94	1486.06	1816.30	2146.54	2476.76	2972.12
Bythorn & Keyston	964.78	1125.58	1286.38	1447.18	1768.78	2090.38	2411.96	2894.36
Catworth	995.84	1161.81	1327.79	1493.76	1825.71	2157.66	2489.60	2987.52
Chesterton	971.95	1133.94	1295.94	1457.93	1781.92	2105.90	2429.88	2915.86
Colne	997.69	1163.97	1330.26	1496.54	1829.11	2161.67	2494.23	2993.08
Conington	980.28	1143.67	1307.05	1470.43	1797.19	2123.96	2450.71	2940.86
Covington	982.36	1146.08	1309.81	1473.54	1801.00	2128.45	2455.90	2947.08
Denton & Caldecote	960.65	1120.76	1280.87	1440.98	1761.20	2081.42	2401.63	2881.96
Diddington	984.46	1148.53	1312.61	1476.69	1804.85	2133.00	2461.15	2953.38
Earith	1005.48	1173.06	1340.64	1508.22	1843.38	2178.54	2513.70	3016.44
Easton	993.06	1158.57	1324.08	1489.59	1820.61	2151.63	2482.65	2979.18
Ellington	986.40	1150.81	1315.21	1479.61	1808.41	2137.22	2466.01	2959.22
Elton	987.86	1152.51	1317.15	1481.80	1811.09	2140.38	2469.66	2963.60
Farcet	1027.32	1198.54	1369.76	1540.98	1883.42	2225.86	2568.30	3081.96
Fenstanton	993.02	1158.53	1324.03	1489.54	1820.55	2151.56	2482.56	2979.08
Folksworth & Washingley	1009.38	1177.62	1345.85	1514.08	1850.54	2187.01	2523.46	3028.16
Glatton	979.34	1142.56	1305.79	1469.01	1795.46	2121.91	2448.35	2938.02
Godmanchester	999.64	1166.24	1332.85	1499.46	1832.68	2165.89	2499.10	2998.92
Grafham	991.59	1156.86	1322.12	1487.39	1817.92	2148.46	2478.98	2974.78
Great & Little Gidding	1019.86	1189.83	1359.81	1529.79	1869.75	2209.70	2549.65	3059.58
Great Gransden	991.94	1157.27	1322.59	1487.92	1818.57	2149.22	2479.86	2975.84
Great Paxton	986.78	1151.24	1315.71	1480.17	1809.10	2138.03	2466.95	2960.34
Great Staughton	985.26	1149.48	1313.69	1477.90	1806.32	2134.75	2463.16	2955.80
Haddon	960.65	1120.76	1280.87	1440.98	1761.20	2081.42	2401.63	2881.96
Hail Weston	1004.98	1172.47	1339.97	1507.47	1842.47	2177.46	2512.45	3014.94
Hamerton & Steeple Gidding	966.94	1128.09	1289.25	1450.41	1772.73	2095.04	2417.35	2900.82
Hemingford Abbots	991.68	1156.97	1322.25	1487.53	1818.09	2148.66	2479.21	2975.06
Hemingford Grey	1006.93	1174.75	1342.58	1510.40	1846.05	2181.69	2517.33	3020.80
Hilton	991.79	1157.09	1322.39	1487.69	1818.29	2148.89	2479.48	2975.38

TABLE 2 <i>Cont.</i>	TOTAL CHARGES							
	BAND	BAND	BAND	BAND	BAND	BAND	BAND	BAND
	A £	B £	C £	D £	E £	F £	G £	H £
Holme	988.54	1153.30	1318.06	1482.82	1812.34	2141.86	2471.36	2965.64
Holywell-cum-Needingworth	1029.36	1200.92	1372.48	1544.04	1887.16	2230.28	2573.40	3088.08
Houghton & Wyton	1009.04	1177.21	1345.39	1513.56	1849.91	2186.26	2522.60	3027.12
Huntingdon	1034.06	1206.40	1378.75	1551.09	1895.78	2240.47	2585.15	3102.18
Kimbolton & Stonely	1017.47	1187.05	1356.63	1526.21	1865.37	2204.53	2543.68	3052.42
Kings Ripton	992.78	1158.24	1323.71	1489.17	1820.10	2151.03	2481.95	2978.34
Leighton Bromswold	995.55	1161.48	1327.40	1493.33	1825.18	2157.04	2488.88	2986.66
Little Paxton	999.50	1166.09	1332.67	1499.26	1832.43	2165.60	2498.76	2998.52
Morborne	960.65	1120.76	1280.87	1440.98	1761.20	2081.42	2401.63	2881.96
Offord Cluny & Offord D'Arcy	1017.18	1186.72	1356.25	1525.78	1864.84	2203.91	2542.96	3051.56
Old Hurst	993.30	1158.86	1324.41	1489.96	1821.06	2152.17	2483.26	2979.92
Old Weston	982.87	1146.68	1310.50	1474.31	1801.94	2129.56	2457.18	2948.62
Perry	991.18	1156.38	1321.58	1486.78	1817.18	2147.58	2477.96	2973.56
Pidley-cum-Fenton	982.58	1146.34	1310.11	1473.87	1801.40	2128.93	2456.45	2947.74
Ramsey	997.06	1163.23	1329.41	1495.59	1827.95	2160.30	2492.65	2991.18
St.Ives	1030.82	1202.63	1374.43	1546.24	1889.85	2233.46	2577.06	3092.48
St.Neots	1016.80	1186.27	1355.74	1525.21	1864.15	2203.09	2542.01	3050.42
Sawtry	1008.94	1177.10	1345.26	1513.42	1849.74	2186.06	2522.36	3026.84
Sibson-cum-Stibbington	994.76	1160.55	1326.35	1492.14	1823.73	2155.32	2486.90	2984.28
Somersham	1025.64	1196.59	1367.53	1538.47	1880.35	2222.24	2564.11	3076.94
Southoe & Midloe	1011.28	1179.83	1348.38	1516.93	1854.03	2191.13	2528.21	3033.86
Spaldwick	989.87	1154.85	1319.83	1484.81	1814.77	2144.73	2474.68	2969.62
Stilton	1004.68	1172.12	1339.57	1507.02	1841.92	2176.81	2511.70	3014.04
Stow Longa	995.02	1160.86	1326.70	1492.54	1824.22	2155.90	2487.56	2985.08
The Stukeleys	986.35	1150.74	1315.14	1479.53	1808.32	2137.10	2465.88	2959.06
Tilbrook	978.67	1141.78	1304.90	1468.01	1794.24	2120.46	2446.68	2936.02
Toseland	973.81	1136.11	1298.42	1460.72	1785.33	2109.93	2434.53	2921.44
Upton & Coppingford	991.30	1156.52	1321.74	1486.96	1817.40	2147.84	2478.26	2973.92
Upwood & the Raveleys	984.52	1148.61	1312.70	1476.79	1804.97	2133.15	2461.31	2953.58
Warboys	1001.14	1167.99	1334.85	1501.71	1835.43	2169.14	2502.85	3003.42
Waresley-cum-Tetworth	975.72	1138.34	1300.96	1463.58	1788.82	2114.06	2439.30	2927.16
Water Newton	960.65	1120.76	1280.87	1440.98	1761.20	2081.42	2401.63	2881.96
Winwick	960.65	1120.76	1280.87	1440.98	1761.20	2081.42	2401.63	2881.96
Wistow	991.52	1156.77	1322.03	1487.28	1817.79	2148.30	2478.80	2974.56
Woodhurst	982.58	1146.34	1310.11	1473.87	1801.40	2128.93	2456.45	2947.74
Woodwalton	990.65	1155.76	1320.87	1485.98	1816.20	2146.42	2476.63	2971.96
Wyton-On-The-Hill	997.51	1163.76	1330.02	1496.27	1828.78	2161.28	2493.78	2992.54
Yaxley	1017.97	1187.63	1357.30	1526.96	1866.29	2205.61	2544.93	3053.92
Yelling	969.84	1131.49	1293.13	1454.77	1778.05	2101.34	2424.61	2909.54

58. PAY POLICY STATEMENT

In compliance with the requirements of Section 38 of the Localism Act 2011, the Deputy Executive Leader, Councillor N J Guyatt presented a report by the Corporate Team Manager (a copy of which is appended in the Minute Book) to which was attached the District Council's pay policy statement for 2012/2013. The statement, which was required to be approved by the Council by 31st March 2012, would now be produced annually and would detail the Council's policies relating to officer remuneration.

Having reported that the Returning Officer had waived his entitlement to an election fee and that the post had responsibility for District Council elections only, it was MOVED by Councillor Guyatt, duly seconded and

RESOLVED

that the pay policy statement for 2012/2013 be approved.

59. REPORTS OF THE CABINET, PANELS AND COMMITTEE

(a) **Cabinet**

Councillor J D Ablewhite, Executive Leader of the Council and Chairman of the Cabinet presented the Report of the meetings of the Cabinet held on 19th January and 16th February 2012.

.....

In connection with Item No. 56, it was noted that the recommendations had been considered previously under Minute No. 57.

.....

In connection with Item No. 57, it was noted that the recommendations had been considered previously under Minute No. 57.

.....

Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meetings of the Cabinet held on 19th January and 16th February 2012 be received and adopted.

(b) **Overview and Scrutiny Panel (Economic Well-Being)**

Councillor T V Rogers presented the Report of the meetings of the Overview and Scrutiny Panel (Economic Well-Being) held on 5th January and 2nd February 2012.

.....
In connection with Item No. 39 and in response to a question from Councillor Greenall, Councillor T V Rogers concurred with the suggestion that those voluntary organisations that currently had service level agreements with the Council should receive guidance from the Council for financial planning purposes, in the event that they do not continue to benefit from the same level of funding in the future.

.....
In connection with Item No. 40 and in response to a question from Councillor P J Downes, Councillor T V Rogers confirmed that he also had concerns regarding the potential impact on Huntingdonshire of changes to the Housing Benefits system but that the Panel had been advised that in the absence of any accurate estimate of any impact, it was not practical to make provision in the 2012/2013 budget for any increase in homelessness that might result.

.....
In connection with Item No. 46, Councillor T V Rogers announced that the District Council's Call Centre had recently been commended by external assessment and would be used as a model to illustrate excellent practice to other authorities. Councillor Rogers congratulated staff on this achievement.

.....
Whereupon, it was

RESOLVED

that the Report of the meetings of the Overview and Scrutiny Panel (Economic Well-Being) held on 5th January and 2nd February 2012 be received and adopted.

(c) **Overview and Scrutiny Panel (Environmental Well-Being)**

Councillor P M D Godfrey presented the Report of the meetings of the Overview and Scrutiny Panel (Environmental Well-Being) held on 10th January and 9th February 2012.

.....
Whereupon, it was

RESOLVED

that the Report of the meetings of the Overview and Scrutiny Panel (Environmental Well-Being) held on 10th January and 9th February 2012 be received and adopted.

(d) **Overview and Scrutiny Panel (Social Well-Being)**

Councillor S J Criswell presented the Report of the meetings

of the Overview and Scrutiny Panel (Social Well-Being) held on 3rd January and 7th February 2012.

.....

In connection with Item No. 48 and in response to a question from Councillor P J Downes, Councillor Criswell reported that he would expect to receive an announcement shortly on the proposed future for the Mental Health facility in Acer Ward at Hinchingsbrooke Hospital.

.....

Whereupon, it was

RESOLVED

that the Report of the meetings of the Overview and Scrutiny Panel (Social Well-Being) held on 3rd January and 7th February 2012 be received and adopted.

(e) **Development Management Panel**

Councillor D B Dew presented the Report of the meetings of the Development Management Panel held on 19th December 2011 and 16th January 2012.

.....

Whereupon, it was

RESOLVED

that the Report of the meetings of the Development Management Panel held on 19th December 2011 and 16th January 2012 be received and adopted .

(f) **Licensing and Protection Panel**

Councillor J W Davies presented the Report of the meeting of the Licensing and Protection Panel held on 25th January 2012.

.....

Whereupon, it was

RESOLVED

that the Report of the meeting of the Licensing and Protection Panel held on 25th January 2012 be received and adopted.

(g) **Employment Panel**

Councillor P A Swales presented the Report of the meeting of the Employment Panel held on 8th February 2012.

.....

Councillor Swales asked the Council to join him in congratulating Mr T Newland on his 22 years of service in local government and in sending best wishes to him for his retirement.

.....

Whereupon, it was

RESOLVED

that the Report of the meeting of the Employment Panel held on 8th February 2012 be received and adopted.

60. EXCLUSION OF THE PRESS AND PUBLIC

As the Council wished to discuss items which were confidential, it was

RESOLVED

that the press and public be excluded from the meeting as the business to be transacted contained exempt information under paragraphs 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972.

(Councillor C R Hyams declared a personal interest in the following Item by virtue of his membership of Huntingdon Town Council.)

In connection with Item No. 43 of the Report of the Cabinet and in response to a question from Councillor P D Reeve, Councillor Ablewhite advised Members that the Council continued to provide a CCTV service to the market towns but such provision could be enhanced should the Town Councils wish to contribute towards the cost. He confirmed that Ramsey Town Council had acknowledged the requirement for a higher level of provision and thus had contributed to a continued CCTV service in the Town.

On the same subject and in response to a question from Councillor C R Hyams regarding the current position on the possibility of Cambridgeshire Constabulary contributing towards the cost of the CCTV service, the Executive Councillor for Healthy & Active Communities, Councillor T D Sanderson confirmed that currently the Police did not contribute to the cost of the service, that charges would be imposed for use and that a PCSO supervised the control room when no District Council staff were available.

.....

In connection with Item No. 18 of the Report of the Employment Panel and in response to a question from Councillor P J Downes, Councillor Ablewhite acknowledged the contribution made to the Authority by its staff and assured the Council that the new approach to sickness absence reporting would ensure that any new employment policies in this respect in the future would be based upon accurate and meaningful information.

.....

On the conclusion of questions on those items considered to be confidential, it was

RESOLVED

that the press and public be re-admitted to the meeting.

61. ORAL QUESTIONS

In accordance with the Council Procedure Rules (paragraph 8.3 of the Rules), the Chairman proceeded to conduct a period of oral questions addressed to Executive Councillors and Panel Chairmen as follows:-

Question from Councillor R Harrison to the Executive Leader, Councillor J D Ablewhite

In response to a question regarding the progress of the Armed Forces Community Covenant, Councillor Ablewhite advised Members that Cambridgeshire County Council, as Lead Authority, had set up a Working Group to consider practical ways in which to support the covenant and that he understood from his discussions with the Deputy Leader of the County Council that consultation on the way forward would begin shortly.

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Question from Councillor C R Hyams to the Executive Leader, Councillor J D Ablewhite

Following a question regarding support for Huntingdon Community Radio and a suggestion that the station might be broadcast in the Leisure Centres and other appropriate places, Councillor Ablewhite asked the Executive Councillor for Healthy and Active Communities, Councillor T D Sanderson to look into this possibility.

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Question from Councillor M F Shellens to the Executive Leader, Councillor J D Ablewhite

In response to a question which highlighted that visitor displays had not been updated to reflect recent changes in Huntingdon Town Centre, Councillor Ablewhite commented that this only served to illustrate how much the District Council had committed to the Town over the year in terms of new and planned development. Whilst it was disappointing that the Town had lost certain retail chains, he was aware that the Town Centre Manager worked hard to ensure all shop units remained full.

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Question from Councillor Mrs M Banerjee to the Executive Councillor for Customer Services, Councillor B S Chapman

In response to a question regarding staffing issues at the Yaxley Community Information Centre, Councillor Chapman confirmed that a new member of staff had been appointed and it was expected that the Centre in Yaxley would operate from the beginning of April on Wednesday and Friday between 9.00am – 4.30pm and on Tuesday

and Thursday in Ramsey. The Centres would be closed over lunch from 12 – 1pm. Councillor Chapman undertook to respond to the questioner in writing on the savings which had been achieved from the reduction in the service.

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Question from Councillor M F Shellens to the Executive Leader, Councillor J D Ablewhite

In response to a question regarding the future of the development of Huntingdon Town Centre in the event that Churchmanor Estates chose to withdraw its support for the scheme, Councillor Ablewhite assured the Council that the benefits of the project overwhelmingly outweighed the minimal risk associated with the scheme, that he was confident that pro-active investment in the Town Centres would bring longevity and generate increased business and that the relocation of Sainsburys and improvements to the Huntingdon link road were key to encouraging other development to take place.

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Question from Councillor M G Baker to the Deputy Executive Leader and Executive Councillor for Strategic Planning and Housing, Councillor N J Guyatt

In response to a question regarding the potential for land in Brinton and Bythorn to be used as an alternative location for former residents of Dale Farm, Councillor Guyatt assured the questioner that the Enforcement Section in the Planning Division would monitor the sites in question to ensure that no unauthorised occupation would occur and that in the absence of new National Planning Guidance on Gypsies and Travellers any applications for the extension of temporary or permanent positions would be determined by the District Council in the light of current District Council policy and Planning Regulations.

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Question from Councillor R J West to the Executive Councillor for Customer Services, Councillor B S Chapman

In response to a question regarding the intention of the District Council to develop a protocol for the distribution of the new homes bonus, Councillor Chapman replied that he was aware that one District Council had embarked upon a consultation process with Parish Councils whereby such authorities could apply to them for a percentage of the new homes bonus for use towards infrastructure in their communities but that other authorities appeared to have adopted the same practice as Huntingdonshire and were using funds for the benefit of the District as a whole. Councillor Chapman was of the view that the model used was not one that Huntingdonshire should follow.

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Question from Councillor P D Reeve to the Executive Leader,

Councillor J D Ablewhite

In response to a question regarding the improvement of communications with Members, Councillor Ablewhite reported that, whilst there were many opportunities for Members to access information, it was the role of the new Corporate Team to improve communications with local Members.

Question from Councillor R S Farrer to the Executive Leader, Councillor J D Ablewhite

Further to an earlier question, Councillor Ablewhite undertook to discuss the possibility of District Council support for local radio stations.

The meeting ended at 10.05pm.

Chairman

Members' Allowances

Report by the Head of Legal and Democratic Services

1. INTRODUCTION

- 1.1 The Independent Remuneration Panel in their review of the Members' Allowances Scheme in 2010 recommended – 'that Basic and Special Responsibility Allowances should be adjusted annually with effect from the date of the Annual Council Meeting commencing in 2012 to reflect any increase in inflation using as an automatic index mechanism the percentage change for spinal column point 33 approved by the National Joint Council for Local Government Staff services and negotiated as the pay award for Local Government employees.'
- 1.2 Such mechanism should be applied until 30th April 2015 or until such time as the Independent Remuneration Panel recommends otherwise.
- 1.3 This recommendation was approved by the Council at their meeting held on 15th December 2010.

2. 2012/13 NJC PAY AWARD

- 2.1 Having considered a claim from the National Joint Council Trade Unions (the Employees), the NJC for Local Government Services (the Employers' Side) have decided that they will not offer a pay award in 2012/13. Subsequently, the National Employers also have indicated that they are unwilling to refer the matter to arbitration.
- 2.2 The National Employers have invited the NJC Trade Unions to commence discussions immediately on a range of related issues including pay, terms and conditions and reform of the national negotiating machinery with a view to reaching agreement for implementation on 1st April 2013.

3. CONCLUSION

- 3.1 In view of the decision of the NJC for Local Government Staff Services not to offer local government employees a pay award in 2012 and given that this is the mechanism used to adjust Member Allowances annually, the Council is formally requested to note that there will be no increase in Members' Allowances with effect from 16th May 2012 ie. the date of the Annual Council Meeting.

**Contact Officer: Christine Deller, Democratic Services Manager
01480 388007**

BACKGROUND PAPERS

District Council Constitution 2012

**Letters from the Local Government Association dated 23rd and 28th
February 2012.**

Cabinet

Report of the meeting held on 28th February and 22nd March 2012

Matters for Information

**60. CASTLE HILL HOUSE – FORMER DISTRICT COUNCIL OFFICES,
HIGH STREET, HUNTINGDON**

(The following item was considered as a confidential item under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.)

Further to Item No. 59 of their Report to the meeting of the Council held on 16th February 2012 and having considered the views of the Overview and Scrutiny Panel (Economic Well-Being), the Cabinet has discussed a range of options for the future of Castle Hill House, Huntingdon.

In considering details of an offer received for the building, the Cabinet has requested the Managing Director (Resources) to instruct the Council's Agents to contact the potential purchaser and to advise them that the Council will accept an offer of £625,000 for Castle Hill House but that this offer would exclude the hardstanding area of land east of the property. Should this figure be unacceptable, the Cabinet has agreed that the Council's Agents should continue to market the house with the aim of attracting potential interest locally and from outside the area.

Having discussed the potential to convert the building to residential use, the Cabinet has requested the Managing Director (Resources) to instruct another agent to market the property as a residential dwelling.

61. OFFICER EMPLOYMENT PROCEDURE RULES

(The following item was considered as a confidential item under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.)

Having been acquainted with the requirements of paragraph 4(e) of the Officer Employment Procedure Rules, contained in the Council's Constitution, the Cabinet has confirmed that there was no material or well-founded objection to the Senior Officers' Panel's decision to make the post of Head of Housing Services redundant and the consequential deletion of the post from the establishment.

62. CAMBRIDGESHIRE RENEWABLES INFRASTRUCTURE FRAMEWORK (CRIF) AND CAMBRIDGESHIRE COMMUNITY ENERGY FUND (CEF)

Further to Item No.49 of the Report of the Overview and Scrutiny Panel (Environmental Well-Being) the Cabinet has supported the future approach to energy and renewables as outlined in the Cambridgeshire Renewables Infrastructure Framework (CRIF) and the Cambridgeshire Community Energy Fund (CEF).

Executive Councillors have been advised that the CRIF project aims to provide a robust evidence base to promote and increase the implementation of renewable energy projects for the benefit of the public sector, community and business. It has been developed to help Cambridgeshire meet carbon and climate change targets by maximising energy opportunities enabling the County to deliver 28% of its energy from onshore renewables by 2030.

In considering the key elements of the CEF project, a mechanism to support developers to achieve their zero carbon obligations, Members have noted that it allows developers to offset the balance of their emissions by contributing into a fund. The money is then invested into low carbon infrastructure projects to deliver carbon emissions savings.

On the subject of wind farms, the Cabinet has concurred with the view of the Scrutiny Panel, that the Council should try to influence the positioning of wind turbines given that some wind farms work better in some locations than in others. Furthermore, Executive Councillors have emphasised that the delivery of wind farms should not be restricted to private developers and that CRIF should recognise the commercial opportunities for public sector organisations. With this in mind, the Cabinet has stressed the need to ensure that CEF income is retained locally through appropriate planning policy provision. With this caveat, the Cabinet has authorised the Managing Directors (Communities, Partnerships and Projects) and (Resources), after consultation with the Executive Councillor for Environment, to carry forward work on energy and renewables in the District and to deliver the best possible outcomes for businesses, the community and the public sector within the CRIF Framework. The Cabinet also has requested Officers to consider the merits of setting up a CEF.

63. GREATER CAMBRIDGE – GREATER PETERBOROUGH LOCAL ENTERPRISE PARTNERSHIP: INCORPORATION AS A COMPANY LIMITED BY GUARANTEE

The Cabinet has supported the incorporation of the Greater Cambridge – Greater Peterborough Local Enterprise Partnership (LEP) as a Company Limited by Guarantee.

Executive Councillors were advised that corporate membership allows for the expansion of the Board's remit and enables it to enter into contracts. The LEP Board has 13 Local Authorities in its area all of which have been invited to become corporate members. Having

noted that this will not involve any additional financial commitment to the authority and in supporting the Council's involvement, the Cabinet has authorised the Managing Director (Communities, Partnerships and Projects) and the Head of Legal and Democratic Services to complete the appropriate legal documentation and processes.

64. BUSINESS IMPROVEMENT DISTRICT – HUNTINGDON

Further to Item No 53 of the Report of the Overview and Scrutiny Panel (Economic Well-Being) the Cabinet has authorised the Head of Customer Services to enter into a Business Improvement District (BID) Levy Operating Agreement for Huntingdon Town Centre as required under the Local Government Act 2003.

Executive Councillors were advised that the BID area proposed for Huntingdon focused on the town centre and was essentially the area circumscribed by the ring road covering 369 businesses across the retail and office sectors. Those businesses within the defined area will be balloted on whether they will be prepared to pay an additional levy to fund improvements within that area. In order for a BID to be successful the agreement of a majority of those businesses affected must be received by number and rateable value. Executive Councillors have noted that a suggested bid levy of 1.5% of the rateable value of the businesses will raise approximately £200,000 per annum. Under this rate the Council will be subject to an annual levy of £11,320 for the 14 premises/areas under its ownership that fall within the BID boundary. With regard to the votes that will be allotted to these premises, the Cabinet has authorised the Managing Director (Communities, Partnerships and Projects) to cast these votes after consultation with the Executive Leader.

The Cabinet was conscious of the potential impact an additional cost will have on small businesses and charities. Members understand that, subject to the agreement of those liable, the BID Regulations 2004 will allow for these vulnerable groups to be excluded from the charge.

65. LOCATION OF THE CALL CENTRE

(The following item was considered as a confidential item under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.)

In conjunction with the Overview and Scrutiny Panel (Economic Well-Being), the Cabinet has considered a range of options for the future location of the District Council's Call Centre. In concurring with the Panel that the Call Centre worked well and that there were no apparent advantages to changing the current arrangements, the Cabinet has agreed that it be retained at Speke House. The Cabinet also has authorised the Managing Director (Communities, Partnerships and Projects) to negotiate the best terms available for a new lease for Speke House, before its expiry in June 2013. J D Ablewhite

Chairman

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Overview & Scrutiny Panel (Economic Well-Being)

**Report of the meetings held on 28th February, 8th
March and 5th April 2012**

Matters for Information

**51. CASTLE HILL HOUSE – FORMER HUNTINGDONSHIRE DISTRICT
COUNCIL OFFICES – HIGH STREET, HUNTINGDON**

(The following item was considered as a confidential item under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.)

In conjunction with the Cabinet (Item No.60 of their Report refers), the Panel has reviewed the options that the Council has previously considered for Castle Hill House, High Street, Huntingdon and considered details of an offer which had been received for the property. In so doing, the Panel has been advised of the financial implications for the Council and the Medium Term Plan of the offer and Barker Storey Matthews' assessment of the local property market and the prospects for change.

The Panel has discussed a range of issues including the terms of the current offer, changes in property values and the cost of refurbishing the building. Members have also queried the difference between the offer and the figures included in the MTP for the sale of Castle Hill House and the timing of the decision to put the building on the market. Having also considered other uses of the building, on the grounds that it would be used constructively and that it would encourage the local economy, the Panel has recommended that the Cabinet should accept the offer for Castle Hill House.

The outcome of the Cabinet's deliberations has been reported to the Panel at its meeting on 8th March 2012. At the meeting the Chairman has also reported that he has raised the principle of items being submitted to the Cabinet at short notice with the Executive Leader.

52. LOCATION OF THE CALL CENTRE

(The following item was considered as a confidential item under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.)

Further to Item No. 10 of its Report to the meeting of the Council on 28th September 2011, the Panel has considered options for the future location of the District Council's Call Centre and the key developments that had taken place since their previous deliberations on this subject. Members are pleased to note that the Council has now reached a licence agreement to let part of the Civic Suite to another public sector organisation which has enabled the Council to meet a target in the Medium Term Plan.

The Panel has discussed the results of investigations into whether there might be any benefits from co-locating the District Council's Call with the Huntingdonshire Customer Service Centre. Members have questioned the validity of the methodology that has been employed and suggested that other approaches would have better facilitated this decision. The Panel has also discussed whether savings might be achieved by co-locating services but it is difficult to determine whether savings might be achieved by co-locating services when the option of multi-skilling existing employees has not been included in the appraisal. However, Members have been advised that significant savings have already been achieved by combining the service's management arrangements and that benchmarking of the service is undertaken on a regular basis.

The Panel has welcomed the decision to prioritise improving the Council's resilience and has suggested that as a professional exercise has established the necessity to locate the call centre in a separate urban area to ensure the disaster recovery arrangements are effective, the Council should seek to improve resilience at Pathfinder House. In this respect, the Panel has received an update on the work which is being undertaken to review the Council's existing Business Continuity Strategy. The Chairman will discuss with the Chairman of the Corporate Governance Panel, the best way for the Economic Well-Being Panel to contribute to the review.

Members are of the view that customer service quality is of paramount importance. It is held that the call centre works extremely well and that there are no apparent advantages to changing the current arrangements. With this in mind, the Panel has congratulated the Head of Customer Services on the achievement of a Customer Service Excellence award and has recommended that the Council should seek to negotiate a new lease for Speke House for up to 5 years with a break after 3 years.

53. BUSINESS IMPROVEMENT DISTRICT – HUNTINGDON

In conjunction with the Cabinet (Item No. 63 of their Report refers), the Panel has considered a proposal to establish a Business Improvement District (BID) for Huntingdon. Subject to their agreement through a ballot, local businesses will pay an additional charge on their business rates to fund improvements to enhance their trading environment. The Huntingdon BID will focus on the town centre and is essentially the area circumscribed by the ring road which covers 369 businesses across the retail and office sectors.

The Panel has discussed the collection of the BID levy and how its success will be measured. With regard to the latter, Members have noted that if the Business Plan is not convincing, this will be reflected in the outcome of the BID ballot. In addition, all projects will have their own critical success factors and it will be possible to dissolve the BID at any time if local businesses do not consider that it is delivering the anticipated outcomes.

Huntingdon Town Partnership has evolved to such an extent that District Council funding only amounts to 40% of its overall budget. Of the District's Town Partnerships, Huntingdon is best placed to become a Business Improvement District. The District Council has provided additional funding to assist with meeting the cost of the development phase of the BID. It is unlikely that the District's other towns will be in a position to adopt a similar approach.

Members have commented on the changing face of high street shopping and the likelihood that town centres will become more leisure orientated and a focal point for the community in future years. On the question of car parking being identified as a key priority area for BID activities, Members have been advised that it is possible for the BID to use its funding to reimburse the local authority for providing free car parking; however, in other areas this had been considered but not pursued.

The Panel has recommended the Cabinet to authorise:

- ❖ the Head of Customer Service to enter into the BID Levy Operating Agreement required in order to meet the Council's obligations under the Local Government Act 2003; and
- ❖ the Managing Director, Communities, Partnerships and Project to cast any votes to which the District Council is entitled after consultation with the Executive Leader.

54. DEVELOPMENT OF ONE LEISURE, ST IVES

(The following item was considered as a confidential item under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.)

The Panel has reviewed the project to develop One Leisure, St Ives following the receipt of tenders to carry out the works. Members have discussed the merits of compiling a full breakdown of One Leisure's financial position including a business plan and details of all recharges and capital and maintenance costs before a decision is taken on whether to proceed. It has, however, been pointed out that the capital implications of the development have been included in the project appraisal. Furthermore, it has been argued that the case for proceeding with the project is not solely justified on economic grounds. Members are, therefore, of the view that the development project should not be delayed while a business plan is completed.

The Panel has indicated that it would have been helpful if the cost of the Council's contribution to obtain the social benefits that the development will provide had been identified. The One Leisure Finance Working Group is currently working on a methodology through which such costs might be calculated. The Panel has suggested that the Working Group should identify how far the Council should proceed with projects that have a social impact for a relatively small return.

The Panel has discussed whether market conditions are such that the development should continue at present. Attendance figures for some activities at leisure centres have declined in the last year and it has been held that work should not commence until the leisure market begins to improve. However, attendances at St Neots and Huntingdon are higher now than they were before improvements were carried out. In addition, maintenance works will be required any way and the development will enable the works to be completed at a lower cost than would otherwise have been the case. Moreover, the money spent on the development will help the local economy.

The tender which is recommended for acceptance is the lowest one that has been received. Members have been assured that the bidder's standards of work have been examined and are considered to be satisfactory.

Having supported the recommendation that the development should proceed, Members have further recommended that, in the context of budget reductions elsewhere and an increase in Council Tax, the Council should develop a strategy to manage its communications on this subject.

With regard to a letter by the St Ives District Rifle and Pistol Club requesting assistance to move to alternative premises, the Panel has suggested that the Cabinet should invite the Club to provide a business plan and, subject to the information provided, the Council should consider providing the Club with an interest charged loan.

At the conclusion of its discussions, the Panel has recommended the Cabinet to grant permission for the development, permit the General Manager, One Leisure to let the contract and authorise the development to proceed.

55. REVIEW OF HR SERVICE

(The following item was considered as a confidential item under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.)

The Panel has discussed options for the future provision of the internal Human Resources (HR) service. It is recognised that there are advantages to employing a HR Manager directly such as guaranteeing that the Council will obtain the service it wants and other informal benefits from having in-house expertise. However, Members' overriding view is that a shared service is the preferred option.

The Council needs to develop shared services to safeguard its financial viability. Although negotiations have taken place concerning other services, none has to date resulted in a shared service. This opportunity should be accepted as it demonstrates the Council's commitments to shared services. This could lead also to savings in other areas in the future.

It is necessary for the Council to provide a high quality service for its employees and assurances have been received that the required quality of service can be obtained through this kind of arrangement. However, the current cost of the service might be too high, so the Panel is of the view that the Council ought to benchmark the service to ensure that the cost is in-line with the market. The outcome of this process might be used during the negotiations to achieve a price reduction. It is generally accepted that the Council should not undertake a full market testing exercise at this stage.

When the terms of any agreement are being analysed, the Council should take into account the cost of and practical arrangements for contract management and monitoring and ensuring the terms of the agreement are complied with. The Panel supports the view that a shared service will improve the resilience of the service.

If the Council decides to proceed with a shared service, Members recommend that efforts should be put into managing the change process as it will present considerable difficulties and challenges for employees. It is, however, felt that such a change could provide affected employees with career opportunities.

There is some urgency to finalise an agreement as this will obviate the requirement to meet the current cost associated with managing the service. The Panel has suggested that employee side representatives should address the Cabinet when this matter is considered.

The Panel has recommended the Cabinet to:

- pursue a shared service agreement to provide a full HR service to the Council including the TUPE transfer of the current Council staff;
- benchmark the agreement with the private sector to ensure it represents good value for money;
- include the cost of contract management and monitoring and ensuring the terms of the agreement are complied with in the appraisal of the agreement;
- make clear that the Council will withdraw from the agreement if it does not receive the level of service it expects, and
- authorise the Managing Director, Resources to deliver the agreement after consultation with the appropriate Executive Member and Executive Leader.

56. ONE LEISURE WORKING GROUP

The Panel has received an update on the progress of the One Leisure Working Group. The Cabinet has asked the Working Group to:-

- investigate possible alternative business models One Leisure might employ, and compare them with the present one; and
- assist the Executive Councillor for Healthy and Active Communities with the development of a methodology for the quantification of “social value”.

To enable them to undertake this work, the Working Group has decided to divide its Membership into two sub-groups. The sub-group looking at the business model has decided to co-opt another Member who has experience of outsourced or managed services to assist them with its work and Councillor A Mackender-Lawrence has been appointed for this purpose.

57. BUDGET 2012/13 AND MTP – FEEDBACK

The Panel has received and noted a report from the Cabinet on its response to their comments on the Budget 2012/13 and the Medium Term Plan. Members are pleased to note that the Cabinet has accepted their recommendations.

Other Matters of Interest

58. WORK PLAN STUDIES

The Panel has received details of studies being undertaken by the other Overview and Scrutiny Panels. An update has been received on developments relating to travellers' sites and on the review of the Neighbourhood Forums. Having noted the progress which has been made with the study on design principles for future developments, it has been suggested that St Neots Town Council should be invited to contribute to this work.

59. OVERVIEW AND SCRUTINY (ECONOMIC WELL-BEING) – PROGRESS

The Panel has reviewed its ongoing studies at each of its meetings. An update has been provided on the activities of the working group which had been established to review the District Council's Document Centre. Members have also requested that a presentation is made to the whole Council on developments relating to the A14 at the appropriate time.

At the suggestion of Councillor M F Shellens, the Panel has agreed to discuss the Council's approach to its financial reserves at a future meeting. Councillors R B Howe, P G Mitchell and M F Shellens have been invited to prepare a short introduction to facilitate the discussion.

Consideration will be given to whether studies need to be undertaken into the impact of development at Northstowe on the District's market towns and the implications of planning social housing requirements on Community Infrastructure Levy income and the housing waiting list.

60. LOCAL GOVERNMENT ACT 2000 – FORWARD PLAN

The Panel has been acquainted with details of the current Forward Plan of Key Decisions at each of its meetings. In so doing, Members have noted those items which will be presented to future meetings.

61. SCRUTINY

The Panel has considered the latest editions of the Decision Digest and discussed matters contained therein.

T V Rogers
Chairman

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Overview & Scrutiny Panel (Environmental Well-Being)

**Report of the meetings held on 13th March and 10th
April 2012**

Matters for Information

**49. CAMBRIDGESHIRE RENEWABLES INFRASTRUCTURE
FRAMEWORK (CRIF) AND CAMBRIDGESHIRE COMMUNITY
ENERGY FUND (CEF)**

The Panel has received a presentation from the Head of Environmental Management on the Cambridgeshire Renewables Infrastructure Framework (CRIF) and the Cambridgeshire Community Energy Fund (CEF). He has presented the case for the development of a framework for delivering action on the renewable and low carbon agenda in Cambridgeshire. Having outlined the environmental targets the County will have to meet by 2038 and the potential economic benefits of the CRIF project, Members have been informed of the project's aims and objectives, the current position with regard to renewable sources of energy and the level of changes that will be required to achieve various scenarios. They have been advised that the CRIF provides a robust evidence base which will promote and deliver the right projects in the right places. They also have been acquainted with the investment opportunities that the project presents and the ways in which communities will be involved.

The CEF presents commercial opportunities both for public sector organisations and for commercial businesses. Members have welcomed the news that solar panels have been installed at Eastfield House. These will provide the Council with electricity for its own use and a significant return on its investment.

The Panel has been informed how the CEF will channel funds from development projects into low carbon infrastructure and carbon emission reduction projects. Members have noted the potential benefits of establishing a CEF, the framework within which it will operate, the timescale for its introduction, how it will be collected and spent and the kind of projects that might be delivered. It is recognised that developers are likely to challenge the inclusion of renewable energy policies in the Local Plan. It is, however, accepted that the Council needs to have in place policy provisions to ensure that CEF income is retained locally.

With specific reference to wind power, it is suggested that the Council should try to influence where wind turbines are located as it is

acknowledged that wind farms work better in some locations than others. Under the new National Planning Policy Framework the Council should be able to specify the area where wind farms are more suitable. In making this recommendation it is recognised there is no upper limit that can be imposed on the amount of wind turbines in an area. Huntingdonshire, at present, is dependent on wind and photovoltaic power for its renewable sources of energy. It will be necessary to make use of the full range of other options and renewables to fill the gaps. Having recently visited Waterbeach Management Park, the Panel has recommended that the options should include deriving energy from waste.

It is significantly cheaper to install renewable measures during construction than retrofit existing properties. Having discussed developer contribution rates, it has been suggested that they should not be set at such a level that developers only provide onsite renewable measures. Given that Huntingdonshire has the greatest renewable potential in Cambridgeshire, it is possible that the District could be a net beneficiary of CEF funds. However, there is the possibility that the CEF could require considerable management and monitoring. The Panel has recommended that the Cabinet should exert control over the arrangements that are put in place for these purposes to ensure they do not proliferate.

As the CRIF and CEF is a complex, technical subject, the Panel has strongly recommended that a clear communication strategy is developed for it. This should comprise simplified messages and stress the cost savings that can be obtained from renewables rather than carbon emissions. It might also make reference to energy conservation as this appears to be missing from current documents.

The Panel has recommended the Cabinet to –

- ◆ note the work undertaken, formally sign off the CRIF/CEF projects and to endorse the future approach to energy and renewables;
- ◆ delegate authority to the Managing Directors to carry forward work on energy and renewables in the District, to deliver the best possible outcomes for business, the community and public sector, within the framework of the CRIF; and
- ◆ note that the Managing Directors will consider the merits of setting up a CEF.

50. SUSTAINABILITY APPRAISAL SCOPING REPORT

The Panel has reviewed the draft Sustainability Appraisal Scoping Report. Having been informed of the Sustainability Appraisal process and the legal background to it, Members have noted that Planning Officers have received dedicated training to enable them to carry out much of the work that will be required. Once completed, the Sustainability Appraisal will be examined by the Council's Legal Team to ensure that it is fit for purpose and to safeguard the Council from legal challenges.

The Panel has recommended the Cabinet to authorise the Head of Planning Services, after consultation with the Executive Councillor for Strategic Planning and Housing, to finalise and approve the Sustainability Appraisal Scoping Report.

51. STATEMENT OF COMMUNITY INVOLVEMENT

The Panel has considered the outcome of consultation on the draft Statement of Community Involvement. Having been advised that any interested party may register with the Council to be consulted on planning policies, Members have recommended the Cabinet to authorise the Head of Planning Services, after consultation with the Executive Councillor for Strategic Planning and Housing and the Chairman of the Development Management Panel, to finalise and approve the Statement of Community Involvement.

52. CAMBRIDGESHIRE FUTURE TRANSPORT STUDY

The Panel has appointed Councillor Mrs M Banerjee to a joint scrutiny review of the Cambridgeshire Future Transport Initiative. The Initiative has been established to find solutions to Cambridgeshire's transport and accessibility challenges.

Other Matters of Interest

53. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) - PROGRESS

The Panel has reviewed its programme of studies at each of its meetings. An update has been received on the ongoing drainage issues in Yaxley at each meeting. An on-site meeting has been held and the Council's Project and Assets Manager has subsequently alerted Anglian Water to the fact that there is a problem with the surface and foul sewerage system. Having expressed concern over the long running nature of the problem, the Panel has again considered asking the Environment Agency to take enforcement action. Having received a further update at the April meeting, the Panel has accepted a suggestion that a working group is established to look into this matter in detail. Members will be appointed at the next meeting for this purpose.

The Working Group looking at land use for agricultural purposes in the context of planning policies and agriculture's contribution to the local economy is progressing well. Following his attendance at a Working Group meeting, Dave Felce, the local Linking Environment and Farming representative, has extended an invitation to the Panel to visit his farm.

54. WORK PLAN STUDIES

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

55. LOCAL GOVERNMENT ACT 2000 – FORWARD PLAN

The Panel has been acquainted with the current Forward Plan of Key Decisions at each of its meetings.

56. SCRUTINY

The Panel has considered the latest editions of the Decision Digest and discussed matters contained therein. Further information has been requested on the Call Centre and on proposals for the Neighbourhood Forums.

D Harty
Vice-Chairman

Overview and Scrutiny Panel (Social Well-Being)

Report of the meetings held on 6th March and 3rd April 2012

Matters for Information

61. CONSULTATION PROCESSES – AN UPDATE

The Panel has received an update on progress on its completed study on the Council's consultation and engagement processes. Members are encouraged that Officers are now effectively utilising the Consultation and Engagement Calendar and Database and that a Consultation Forward Plan has been established in July 2011. The Panel will appoint Members to assist with a review of the Council's Consultation and Engagement Strategy at its June 2012 meeting.

62. VOLUNTARY SECTOR FUNDING

At the request of the Overview and Scrutiny Panel (Economic Well-Being) the Panel has agreed to examine the proposed future relationship between the Council and the Voluntary Sector. Of particular interest to the Economic Well-Being Panel is the potential resource implications associated with administering the scheme and the decision making process that will be employed to determine future applications for funding. Members of the Social Well-Being Panel will seek to ensure that sound governance arrangements are in place throughout the process, particularly during the determination of applications.

Members of the Working Group who had investigated the social value of the functions performed by the voluntary organisations with Service Level Agreements with the Council have welcomed the opportunity to comment on the grant process to be employed by the Council in the future. Panel Members will decide how to undertake their investigations in June when they receive a report by the Head of Environmental and Community Health Services on voluntary sector funding.

63. POLICE AND CRIME COMMISSIONERS

At its meeting in March, the Panel has received information about the role and responsibilities of the Police and Crime Commissioner who will be elected on 15th November 2012. The Commissioner will be responsible overall for crime and disorder matters across the Cambridgeshire area.

A Police and Crime Panel will be established to scrutinise the role and performance of the Commissioner, the composition of which will be determined locally. It is intended that the Police and Crime Panels will, as far as is reasonably practicable, be representative of the political make-up of the area, whilst also having the skills, knowledge and experience to undertake its role. Discussions have commenced between the Police Authority and Cambridgeshire County and Peterborough City Councils on the establishment of the Panel. Members have expressed strong concerns that Scrutiny Members are not being kept informed of these meetings particularly as a number of matters such as membership, rules of procedure and meeting arrangements, are currently under discussion. The Panel is further of the view that representation on the Police and Crime Panel should be drawn from Overview and Scrutiny Members.

The Head of Environmental and Community Health Services has attended the Panel's April meeting to respond to the Panel's concerns. It has been confirmed that all authorities in a police force's area have a statutory duty to collaborate on the establishment of a Police and Crime Panel. Peterborough City Council has agreed to host the Panel and consideration is currently being given to whether representation from each authority should be an Executive or Overview and Scrutiny Member. Members of the Social Well-Being Panel have reiterated the view that representation should be drawn from the latter.

64. NEIGHBOURHOOD FORUMS WORKING GROUP

The outcome of a recent meeting of the Neighbourhood Forums Working Group has been reported to Members. The Panel has endorsed the Working Group's proposals in respect of revised boundaries, composition, voting and constitutional terms for new Local Joint Committees. The proposed Constitution is intended to be flexible enough to enable each area to act in accordance with local need. Subject to approval by Executive Members, a consultation exercise will be undertaken with Town and Parish Councils, partners and other interested parties.

65. ONE LEISURE WORKING GROUP

The Panel has been updated on the outcome of a meeting of the One Leisure Working Group. The Working Group has split into two Sub-Groups. The Sub-Group comprising Social Well-Being Panel Members will investigate the development of a methodology for the quantification of social value and the Sub-Group of Economic Well-Being Panel Members will investigate the business model One Leisure should employ.

66. MANAGEMENT OF HINCHINGBROOKE HOSPITAL

The Panel has received a presentation from representatives of Circle Healthcare and Hinchingbrooke Hospital on the Hospital's Business Plan for 2012/13. The Plan has been developed because, with effect

from 1st February 2012, Circle has taken over responsibility for the operation of the Hospital through a ten year franchise agreement.

The Head of Business Development for Circle has outlined the activities undertaken by Circle to engage with Hospital staff, GPs and other stakeholders which have helped to inform the Business Plan. The views obtained from staff have also influenced the decision to restructure the Hospital into autonomous clinical units led by Senior Clinicians with administrative, management and nursing support. The Business Plan's aim is for Hinchingsbrooke to become one of the top ten District General Hospitals in the Country. This will be achieved by focussing on objectives relating to patient safety, patient experience, staff engagement and value for money. Each objective is supported by four key initiatives which will lead to their achievement. It is expected that the Business Plan will result in changes that lead Hinchingsbrooke becoming the Hospital of choice for patients inside and beyond its immediate catchment area, whilst also becoming a more attractive place for staff to work. Importantly, the Business Plan addresses the Hospital's historic financial deficit of £40m. £9.2m of efficiency savings have already been identified for 2012/13 and it is hoped that total savings of £10m will have been achieved by the end of the financial year.

The Panel has discussed a number of matters and received a response to each of the questions that have been raised. The matters that have been discussed include the process by which patients are referred between specialists within the Hospital, whether there will be any further loss of services provided following the closure of Acer Ward, when infrastructure works are planned to improve the efficiency of the Hospital's buildings, accident and emergency waiting times, car parking charges, information technology investments and information sharing practices employed between Hospitals. Further questions have been asked on the food provided to patients, improving access to consultants for family members and the means by which Circle's performance will be monitored.

At the conclusion of the Panel's discussions, Councillor S J Criswell posed a question which had previously been raised at full Council concerning Circle's ability to meet the financial demands arising from the Private Finance Initiative Agreement undertaken to provide for the construction of the Hospital's treatment centre. The Head of Business Development has confirmed that this has been included within Circle's financial plans.

67. HUNTINGDONSHIRE COMMUNITY SAFETY PARTNERSHIP ANNUAL REVIEW

Under the Police and Criminal Justice Act 2006, the Panel is required to scrutinise the work of the Huntingdonshire Community Safety Partnership. For this purpose, Members have examined the Huntingdonshire Community Safety Plan 2011-2014, the Strategic Assessment of community safety issues 2011 and the Crime Update for Quarter 3 of 2011-2012.

Members' attention has been drawn to the level of funding awarded to the Partnership for the 2012/13 financial year which, at £29,000, represents a significant reduction compared to previous years. The funding will assist with sustaining the Community Safety Team which, with effect from 1st April 2012, has been transformed into a multi-disciplinary team and now includes three members of staff from Cambridgeshire Constabulary: a Police Constable and two PCSOs. This arrangement is unique and it is hoped that it will attract future funding. This change has been made in advance of the election of the Police and Crime Commissioner on 15th November 2012. The Commissioner will be responsible for the overall budgets relating to the Police and anti-social behaviour with effect from the 2013/14 financial year. This means that the Partnership will have to bid for future funding to the Commissioner.

The Panel has acknowledged the complexity of the way in which the Partnership is required to operate to meet the challenges faced by the District and has concluded that, on the basis of the data presented in the Strategic Assessment, it is effective in its work. The Strategic Assessment is conducted each year to inform the priorities that are included within the Community Safety Plan. This is an independent assessment undertaken by the Research and Performance Team of Local Government Shared Services. The Panel is satisfied that the priorities identified for 2012/13 are appropriate given the level of funding it has been awarded and its likely future financial constraints. In addition to the annual Strategic Assessment, a monitoring report analysing the Partnership's performance against its priorities is submitted to the Partnership on a quarterly basis.

Members have discussed a number of matters including the means by which the Partnership monitors the recording of accident and emergency data for alcohol related admissions at Hinchingbrooke Hospital, trends in crime data, correlations between domestic violence and other types of anti-social behaviour, the benefits of establishing a multi-disciplinary Community Safety Team and various projects/initiatives such as the Nightwatch and Pubwatch schemes and the Huntingdonshire Diversity Forum. Other matters discussed include partner interventions in cases of perpetrators of crime who have been diagnosed with mental health disorders and the activities of the Rural Crime Action Team. Officers have been requested to make enquiries into the status of the latter to confirm whether the Team is operational.

In concluding their discussions, the Panel has supported the priorities contained in the Huntingdonshire Community Safety Plan 2011-2014 and has expressed its satisfaction that the Partnership has appropriate monitoring and accountability mechanisms in place.

68. FUTURE OF HOUSING SERVICES

Arising from a request by Members for information on the future delivery of housing services following the retirement of the Head of Housing Services, and the subsequent restructure of the service, the Managing Director (Communities, Partnerships and Projects) has

attended the Panel's April meeting to explain the changes that will be made. He has reminded Members that the Council's Medium Term Plan identifies savings through a reduction in the Council's senior management structure. Following a period of consultation with staff within Housing Services, a decision has been made by the Senior Officers' Panel to make the post of Head of Housing Services redundant. Given the underlying synergies that exist, different aspects of the service will in future report to the Heads of Planning Services and of Customer Services. Assurances have been delivered to the Panel that the changes will not have an impact upon the delivery of front line services.

Members have expressed the view that they should have been informed of the proposed changes and consulted before a decision was made.

69. CAMBRIDGESHIRE ADULTS WELLBEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE

The Panel has been informed of the matters discussed at recent meetings of the Cambridgeshire Adults Wellbeing and Health Overview and Scrutiny Committee. They include the budget for Adult Social Care in the County Council's Integrated Plan for 2012/13, Hinchingsbrooke Hospital's Business Plan 2012/13, the Shadow Health and Wellbeing Board's Joint Strategic Needs Assessment on the Health and Wellbeing Strategy and membership of the proposed Regional Joint Overview and Scrutiny Committee on liver metastases. The Committee has also established a Working Group to investigate early discharges and delayed discharges at Hinchingsbrooke Hospital. The investigations will commence in May 2012.

Other Matters of Interest

70. OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS

The Panel has reviewed its programme of studies at each of its meetings.

71. WORK PLAN STUDIES

The Panel has received details of studies being undertaken by the other Overview and Scrutiny Panels. In particular, an update has been delivered on the outcome of a recent site visit by the Environmental Well-Being Panel's Design Principles for Future Developments Working Group at Loves Farm, St Neots.

72. LOCAL GOVERNMENT ACT 2000 – FORWARD PLAN

The Panel has been acquainted with the current Forward Plan of Key Decisions at each of its meetings. Members have been invited to attend the April meeting of the Economic Well-Being Panel when

consideration is given to a report on the Outcome of a Tender Exercise for One Leisure, St Ives.

73. SCRUTINY

The Panel has considered the latest editions of the Decision Digest and discussed matters contained therein.

S J Criswell
Chairman

Development Management Panel

Report of the meetings held on 27th February, 19th March and 16th April 2012

Matters for Information

16. ANNUAL ENFORCEMENT REPORT

An update on the extent and variety of enforcement activity undertaken by the Enforcement Team in the Planning Division during 2011 has been presented to the Panel. Progress achieved in respect of objectives identified for the service in 2010 and proposed priorities for 2012 also have been reported.

Importance is now placed upon making an initial visit shortly after a complaint has been made. This has resulted in an increase, to 92% in 2011, of recorded site visits carried out within ten working days. This practice ensures that cases are able to be dealt with in a manner proportionate to their harm and in a consistent and expedient way.

In terms of the priorities for 2012, the Panel has noted that the two key objectives for the Enforcement Service will remain un-changed as follows:-

- ◆ to focus on quality and outcomes where unacceptable breaches are identified; and
- ◆ to maximise the efficiency of the Enforcement Service.

Having commended the efforts of the Team in what is considered to be a difficult area of work, the Panel has been made aware of the impact of the Localism Act on enforcement provisions but has been assured that these would not affect either the 2012 priorities or case workloads.

17. STATEMENT OF COMMUNITY INVOLVEMENT

As a consultee in the planning policy process, the Panel has recommended the Cabinet to authorise the Head of Planning Services, after consultation with the Executive Councillor for Strategic Planning and Housing and the Chairman to finalise and approve a new Statement of Community Involvement.

The Statement (SCI) is a requirement of the Planning & Compulsory Purchase Act 2004 and sets out clearly how the District Council intends to undertake public consultation on planning matters. The

Inspector who examines the Council's new Local Plan will consider whether the Plan has been prepared in accordance with the SCI.

18. NATIONAL PLANNING POLICY FRAMEWORK

The Panel has been advised that the final National Planning Policy Framework was published at the end of March. This replaces all former Planning Policy Guidance and Statements. In addition to the Framework, technical policy guidance has been issued on flood risk, minerals and travellers sites. The NPPF is now considered to be a material consideration in the determination of future development applications.

19. DEVELOPMENT MANAGEMENT PROGRESS REPORT: 1ST OCTOBER – 31ST DECEMBER 2011

The Panel has undertaken its regular review of the activities of Development Management Service over the period 1st October – 31st December 2011 in comparison with the preceding quarter and the corresponding period in 2010.

20. DEVELOPMENT APPLICATIONS

Over three meetings the Panel has considered a total of 35 applications and of these 21 have been approved and 13 refused. The Head of Planning Services has been authorised to determine an application for the delivery of a primary healthcare facility on land west of Windsor Road, Sawtry after consultation with the Executive Councillor for Strategic Planning and Housing and the Chairman and Vice Chairman of the Panel on the timescale for the delivery of the facility given local concerns regarding the proposed temporary access to the new building from Windsor Road.

Consideration has been given to several proposals for development which may be of wider interest to the Council. The Panel has given consent to enabling works for the Alconbury Enterprise Zone which will prepare part of the Zone for future employment development and has approved a scheme which will result in a minor re-structuring and extension of One Leisure in St. Ives and provide a new entrance, party room, office, restaurant and fitness suite. The development also will result in the creation of other new facilities including a ten pin bowling alley and enhanced changing rooms for all indoor activities.

Residential development at Houghton Grange, Houghton and on land north of Cambridge Road, St. Neots also has been approved subject to completion of Section 106 Agreements in each case.

21. APPEAL DECISIONS

The Panel regularly monitors the outcome of appeals received by the Planning Inspectorate against refusal of planning permission by the District Council. On this occasion, the Panel has noted the decision of the Inspector to dismiss, for a variety of reasons, an application for the development of 4 wind turbines on land west of Bicton Industrial

Estate, Kimbolton due principally to their location in the Kym Valley and the harm that would occur to the nearby heritage assets.

D B Dew
Chairman

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Licensing and Protection Panel

Report of the meeting held on 22nd February 2012

Matter for Information

16. FEES AND CHARGES

The Panel has noted a revised schedule of fees and charges for licences administered by the Council for the period 1st April 2012 to 31st March 2013. The charges will increase by 7.5% in order to cover the costs of the service with the exception of the street trading licence which has been increased by 2.5% in view of the current level of fees.

J W Davies
Chairman

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Corporate Governance Panel

Report of the meeting held on 28th March 2012

Matter for Decision

20. COUNCIL CONSTITUTION – FURTHER UPDATE

By reference to a joint report by the Heads of Legal & Democratic and Financial Services (a copy of which is reproduced as an Appendix hereto) consideration was given to proposed amendments to the Codes of Financial Management and Procurement, together with a number of other constitutional issues relating to Council Procedure Rules and the Terms of Reference for the Corporate Governance Panel.

Having regard to the Code of Procurement, Members considered a proposal to change the procurement thresholds but unanimously agreed that they should remain as they are at present. The report reproduced hereto has been amended to reflect the Panel's views with the relevant section now omitted from the report. It was felt that reducing the thresholds will result in an increase in Officer time obtaining three quotes for any goods/services procured between the value of £1,001 and £5,000.

In respect of the proposed changes relating to public speaking at Development Management Panel, Members discussed the last sentence of the proposed wording of Annex (iii) to the Council Procedure Rules (Standing Orders). The Panel has agreed that it should be at the discretion of the Chairman of the Development Management Panel whether County Councillors should be entitled to speak.

Following a review of the Panel's own effectiveness held on 29th February 2012 (Item No. 30 of the Report refers) the Terms of Reference for the Panel was reviewed by Members at an informal meeting held on 7th March 2012. Panel Members felt that clarity was needed on their role.

Finally, the Panel considered whether the Council should retain provision for a State of the District Debate in the Council Procedure Rules. Members agreed that this provision should remain within the Constitution.

Given that the changes require amendments to be made to the Council's Constitution, the Panel

RECOMMEND

that the Council

- (a) endorse the amendments to the Codes of Financial Management and Procurement as appended at Annexes A and B to the report attached;**
- (b) approve amendments to Annex (iii) to the Council Procedure Rules (Standing Orders) as indicated in paragraph 3.6 of the report appended hereto subject to the inclusion of the words “and County Council Members” after the words “Other Members” in the third bullet point and by deleting the final sentence of paragraph 3.6;**
- (c) adopt the revised Terms of Reference for the Corporate Governance Panel as set out in Annex C to the report now submitted; and**
- (d) retain provision for a State of the District Debate in the Council Procedure Rules.**

Matters for Information

21. NEIGHBOURHOOD FORUMS WORKING GROUP

A presentation was delivered by Councillor S J Criswell, Chairman of the Overview and Scrutiny Panel (Social Well-Being) on the investigations undertaken by the Working Group appointed by the Panel to undertake a review of the Neighbourhood Forums in Huntingdonshire.

The Corporate Governance Panel welcomed the work undertaken by the Overview and Scrutiny Panel (Social Well-Being) and made a number of minor suggestions to the draft Constitution for the proposed Local Joint Committees (LJC). The suggestions proposed intend to provide clarification on the membership of the LJCs and the terms of Town and Parish Council representation at meetings.

Members of the Panel questioned a number of matters including the proposals for “twin hatters” to have two votes each and the level of public attendance hoped to be generated at meetings. The Panel also expressed some reservations over the likely take up of Town and Parish Councils assisting with the servicing of LJC meetings and made comment that the setting of policing priorities should remain at these meetings.

Subject to these comments, the Panel has endorsed the Overview and Scrutiny Panel's (Social Well-Being) proposals in respect of revised boundaries, composition, voting and constitutional terms for the proposed LJsCs. It is intended that a consultation exercise will commence with the Town and Parish Councils and Partners, once Cabinet have had sight of the proposals thus far.

22. TOWN AND PARISH COUNCIL CHARTER

The Panel received an update on the development of a Town and Parish Council Charter, which is being developed in conjunction with Cambridgeshire County Council. The purpose of the Charter is to encourage Town and Parish Councils to become more active participants in localism and sets out how the three tiers of local government can work together on various issues. The Charter also explains what to expect from each authority and identifies what support and assistance will be provided to one another. Details of the "Community Right to Challenge" and the "Community Right to Bid" will be included within the document, together with the procedure for dealing with complaints about Town and Parish Councillors, the management of Community Infrastructure Levy contributions and how to deal with conflict resolution. An event was held in January 2012 to elicit the views of Town and Parish Councils. Those in attendance unanimously expressed their support for the development of a Charter.

The Panel has received assurances that all Members will be involved in the process before the Charter is approved by the District and County Council Cabinet at their meetings in September 2012. It was also confirmed that the Cambridgeshire and Peterborough Association of Local Councils are playing an active part in the process.

23. GRANT CERTIFICATION 2010/11

The Panel has received and noted a report from the external auditor detailing the certification of specific grants received by the Council in 2010/11. Having had their attention drawn to three areas of concern relating to the processing of benefits claims, which primarily related to administrative errors, the Panel has questioned whether the audit had demonstrated value for money, given the scale of the fees charged by the auditors in comparison to the value of errors identified. The auditor reported that audit practices are tightly prescribed and that they were unable to exercise discretion in such cases.

24. UPDATE ON 2010/11 FINAL ACCOUNTS

The Managing Director (Resources) delivered an update on the 2010/11 accounts which were yet to be approved for publication. Daily meetings are being held with the Head of Financial Services and Accountancy Manager. A Financial Accounts Specialist has been employed to assist with the finalisation process. Panel Members are expecting to have sight of the accounts in May 2012 and delegated

authority has been given to the Chairman of the Panel to sign off the accounts. An explanation was delivered on the reasons for the delay and a number of lessons have been learnt from the process which will be taken into account when finalising the following year's financial statements.

The Panel expressed strong concerns over the delay in the publication of the accounts. It was confirmed that there will be no fine imposed upon the Council for the lateness, but that discussions are ongoing with the auditors about their fees for undertaking this additional work. The Panel questioned the level of additional costs incurred by the Council for completing the process, particularly now that a Financial Accounts Specialist has been employed to assist with the process.

25. ANNUAL GOVERNANCE STATEMENT 2010/11 - ADDENDUM

Owing to the delay with the publication of the 2010/11 accounts, the Panel endorsed changes to add into the Annual Governance Statement 2010/11. This included a further issue for consideration relating to the adequacy of the arrangements for timely completion of the Council's final accounts.

26. CLOSURE OF 2011/12 ACCOUNTS

Pursuant to Item Nos 24 and 25 above, the Panel was informed of fundamental and procedural changes that will be implemented to assist with the finalisation of the 2011/12 accounts. The process to begin the completion of these accounts has now commenced.

27. PROGRESS REPORT ON ISSUES IDENTIFIED IN THE ANNUAL GOVERNANCE STATEMENT

Progress made to date in respect of the achievement of the action plans supporting the Annual Governance Statement and the Council's improvement plan was noted by the Panel. It was confirmed that each of the actions contained within the plan will be completed by the end of the Municipal Year.

28. INTERNAL AUDIT SERVICE: INTERIM PROGRESS REPORT

The Panel was acquainted with the progress by the Internal Audit Service against the Audit Plan for 2011/12 and noted the performance standards achieved. In respect of the latter, the Panel questioned why no view was expressed by the external auditors on the Internal Audit Service. The auditors confirmed that they are yet to undertake an audit of the service but will be reviewing this at a later date.

Disappointment was expressed by Members that only 53% of agreed audit actions are being introduced on time. The Panel has further questioned the target figure of 60% and expressed the view that a more challenging target for introducing agreed audit actions should be set.

The Panel received an update on progress with issues identified in previous reports and expressed strong views over the risk to the authority with regard to the current processes and practices employed by the Council in respect of the Code of Procurement and Establishment Control. Having regard to the former, it was agreed that a report will be submitted to the September meeting of the Panel outlining the number of tenders and quotations handled by the Council over a year's period, indicating those that have not been handled in accordance with procurement rules. Assurances were however delivered that a formal procedure was in place which is intended to ensure there are no breaches occurring in respect of tenders and quotations received that exceed the value of £50,000. With regard to the latter, the Managing Director (Resources) has undertaken to ensure that Heads of Service are confirming the establishment of their respective service areas.

Finally, the Panel expressed their concerns over the service delivery targets set for the Internal Audit Service and made comment that the targets could be tightened up to produce a quicker work turnaround. The Panel was informed that the matter has previously been subject to review by the Audit and Risk Manager.

29. RISK REGISTER

The Panel has noted changes made to the Risk Register for the period 1st September 2011 to 13th March 2012 inclusive. The Panel questioned the methodology used to score risks and received clarification on issues relating to the Council's Business Continuity Plan and Voluntary Redundancy Programme.

30. REVIEW OF THE EFFECTIVENESS OF THE CORPORATE GOVERNANCE PANEL

The outcome of an exercise undertaken by the Panel to review its own effectiveness was noted by Members. The Panel requested Chief Officers Management Team to ensure that any significant impact on the Council's systems of corporate governance is properly considered when any Officer or Member decisions are being made. Additionally, the Panel endorsed a recommendation that effectiveness reviews should be undertaken by all Panels and Committees of the Council, with the results of each review to be submitted to the Corporate Governance Panel for information purposes.

31. TRAINING OF PANEL MEMBERS

Members of the Panel received details of their anticipated work programme for 2012 and in doing so agreed to address any future training requirements on a meeting by meeting basis.

E R Butler
Chairman

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**COUNCIL CONSTITUTION – FURTHER UPDATE
(Joint Report by the Heads of Legal & Democratic Services
and Financial Services)**

1. INTRODUCTION

- 1.1 Members will recall that, in accordance with its terms of reference, the Corporate Governance Panel undertook its biennial review of the Constitution at a meeting held on 2nd November 2011 and subsequently made a series of recommendations which were approved by the Council.
- 1.2 At that time, it was noted that any proposed modifications to the Codes of Financial Management and Procurement would be reported to the Panel at its March 2012 meeting. Proposals to vary both Codes are now enclosed within this report.
- 1.3 Because of continuing changes to the structure of the Council and working practices, several other “constitutional” issues have arisen since the November meeting and it would be expedient if these also were considered by the Panel and, if appropriate, adjustments made to the Constitution at an earlier stage than perhaps was originally anticipated.
- 1.4 Members may wish to refer to the Constitution which is available electronically on both the Council’s website and intranet and in hard copy in the Members’ Room.

2. CODES OF FINANCIAL MANAGEMENT AND PROCUREMENT

- 2.1 The Code of Financial Management and Code of Procurement are important elements of the Council’s Constitution that detail sound governance principles for key activities. It is important that they are dynamic documents that adapt to the changing needs of the Council and so they are reviewed each year.

Code of Financial Management

- 2.2 The draft code is attached as Annex A and includes some minor changes to tidy up the wording, changes to job titles and some more significant changes outlined below:
- ◆ **Interests (para. 1.7)**
Revision to the definition of interests and involvement of the Monitoring Officer.
 - ◆ **Budget Manager (para. 1.12)**
The use of the term Budget Manager throughout the document.
 - ◆ **Budget Manager extra responsibilities (para. 1.12)**
 - effective financial and resource management and the prevention of fraud and corruption;
 - Internal Audit & Risk Manager of all suspected or notified cases of fraud, corruption or impropriety.

- ◆ **Promptly Report (para. 3.1)**
A requirement to report any significant issues to COMT promptly.
- ◆ **Controllable Budget (para. 3.6)**
Change of emphasis to focus on the controllable budget.
- ◆ **Bank Credit Rating (para. 4.1)**
Reference is made to an “appropriate” credit rating as there is now much more movement in ratings with only one high street bank (Barclays) now having a rating above “A”.
- ◆ **Money Laundering (para. 4.2)**
A limitation on cash that will be accepted.
- ◆ **Capital Definition (para. 6.3)**
Clarification of “de minimis” limits.
- ◆ **Valuations (para. 6.7)**
Revised need for periodic valuations due to IFRS.

Code of Procurement

- 2.3 The draft code is attached as Annex B and includes some minor changes to tidy up the wording and revise EU thresholds as well as some more significant changes outlined below:

- ◆ **EU Thresholds (Sections 2.1 and 2.2)**
The revised (increased) EU thresholds have been incorporated into the tables. The new thresholds were effective from 1 Jan 2012 and details were circulated to all Activity Managers in the New Year.
- ◆ **Quotation opening (Section 9.4 - 2nd bullet)**
The Internal Audit & Risk Manager wishes to be notified of the time and place appointed for the opening to ensure appropriate control and sample checks can take place.
- ◆ **Post Tender Debriefs (Section 13)**
It is a statutory requirement to offer post-tender debriefs for EU level competitions and it is increasingly common for suppliers to request debriefs for other contracts. As the debrief is the first occasion a supplier may become aware of an alleged breach of procedure it is also the usual starting point for a legal challenge. The new section requires Heads of Service to maintain records of evaluations, provide debriefs where requested and seek the Procurement Manager’s advice regarding debriefs for contracts (>£50k).

- 2.4 **The Panel is requested to recommend to Council the adoption of revised Codes of Financial Management and Codes of Procurement.**

3. PART 4 RULES OF PROCEDURE: COUNCIL PROCEDURE RULES (STANDING ORDERS), DEVELOPMENT MANAGEMENT APPLICATIONS – PUBLIC SPEAKING AT DEVELOPMENT MANAGEMENT PANEL (Pages 202 and 210 – 212)

- 3.1 Rule 27 (a) and Annex (iii) cover the procedure for public speaking on planning applications at Development Management Panel.
- 3.2 The scheme for public speaking was introduced in 2007 and then subjected to review by the Overview and Scrutiny Panel (Service Support) after one year’s operation (in July 2008). Several minor adjustments to the scheme were made as a result.

- 3.3 Although the current arrangements generally appear to be working satisfactorily, issues continue to arise in relation to those individuals/organisations that are permitted to address the Panel.
- 3.4 Currently the scheme permits 'Other Members (including from neighbouring authorities where applicable)' to speak. This provision was put in place to allow Members to address the Panel if proposed development had an impact on neighbouring wards. In practice, it has presented an opportunity for Members with arguably limited connection (and possibly some interest) to speak on an application. Whilst it remains appropriate for the scheme to allow 'Other Members' to speak, it is considered prudent, in the light of experience, for this category of speaker only to be permitted to address the Panel at the discretion of the Chairman and only if they can demonstrate a material planning interest.
- 3.4 There also appears to be continuing confusion as to the ability of County Councillors to speak at Panel meetings. Having regard to the other opportunities which exist for County Councillors to make representations, it was never the intention that County Councillors should be permitted to speak at District Council Panel meetings. However, this understanding was never formally written into the scheme. For clarity, therefore, it is proposed that the scheme be adjusted so it specifically states that County Councillors should not be permitted to speak at Panel meetings.
- 3.5 Lastly and more recently, the Panel has been required to consider major applications of strategic importance to the economic development of the District ie. the proposed enterprise zone at Alconbury and the re-development of Chequers Court in Huntingdon. On these occasions, the Executive Leader as Portfolio Holder for Strategic Economic Development has asked to address the Panel and this request has had to be accommodated by a special Panel resolution. As there may be further occasions, in the future, when it might be equally as valuable to the Panel to receive representations from a relevant Portfolio Holder, it is proposed that the scheme be extended to enable an Executive Councillor to address the Panel on proposed development matters which are considered to be of strategic importance to the Huntingdonshire District.
- 3.6 **In conclusion, it is recommended that Annex (iii) to the Council Procedure Rules (Standing Orders) be amended as follows:-**

“Who is permitted to speak to the Panel?

The Planning Officer will give a short presentation to the Panel outlining the details of the proposal, after this the following individuals/organisations are permitted to address the Panel in the following order:-

- ◆ **a representative of the Town or Parish Council or Parish Meeting;**
- ◆ **Ward Members;**
- ◆ **Other Members (*including from neighbouring authorities, where applicable, at the discretion of the Chairman and***

only if they can demonstrate a material planning interest in an application);

- ◆ objectors to the application;
- ◆ supporters of the application*;
- ◆ the applicant or agent for the application;

* Supporters of an application may speak on any application but will only be permitted to do so if an applicant or his representative decides not to speak or to use less than the time permitted. In any case, the time limit of three minutes for speaking in support of an application should not be exceeded.

NB the relevant Executive Councillor or Portfolio Holder shall be permitted to address the Panel on those occasions when development applications, considered to be of strategic importance to Huntingdonshire, are to be determined by the Panel.

Membership of Cambridgeshire County Council shall not entitle a Councillor to address the Panel.”

4. TABLE 2 – RESPONSIBILITY FOR COUNCIL FUNCTIONS: CORPORATE GOVERNANCE PANEL – PROPOSED CHANGES TO TERMS OF REFERENCE AND MEMBERSHIP (Page 72)

4.1 Following a review by the Panel of its own effectiveness, its terms of reference have been revised to improve clarity and these are attached at Annex C.

4.2 The significant changes are evident in paragraph 2 which highlight the need for all decision makers to ensure they take account of the impact that their decision could have on corporate governance. Paragraphs 13 and 14 provide the ability for the Panel to gain any internal or external assistance they require to carry out their responsibilities.

4.3 **The Panel are requested to recommend to Council the adoption of revised terms of reference as set out in Appendix C to the report.**

5. PART 4 – RULES OF PROCEDURE, COUNCIL PROCEDURE RULES (STANDING ORDERS) – ANNUAL STATE OF THE DISTRICT ADDRESS (Paragraph 12, Page 197)

5.1 There is provision within the Council Procedure Rules (Standing Orders) for the Executive Leader to address the Council at its Autumn meeting on the State of the District. Since the introduction of the 2000 Local Government Act, this address has been presented to the Council by the elected Leaders with varying degrees of success. Due to limited interest, the address has not been repeated in recent years.

5.2 The Panel may recall that at the Council meeting in December 2011, the Executive Leader and Executive Councillors chose to give presentations on the achievements of their respective portfolio areas over the previous six months. The Executive Leader then took the opportunity to describe the Council’s ‘direction of travel’ and priorities in the twelve months ahead. An opportunity for questions and answers followed. This presentation took the place of the Council debate and

occurred in advance of the Agenda Item on the draft revenue budget. It was well received and the Council Programme Group which comprises the Chairman and Vice-Chairman of the Council, the Deputy Leader and Group Leaders has subsequently commended the format and suggested that it should continue to feature on the Agenda for the December Council meeting.

- 5.3 **The Panel may wish to consider whether the Council should retain provision for a State of the District Debate in the Council Procedure Rules or whether any new arrangement should formally take its place.**

*(In terms of the current practice elsewhere in the County, there is now no provision for 'state of the district' debate in South or East Cambridgeshire. The practice is under review by Fenland District Council and whilst remaining in the Constitution, Peterborough City Council do not appear to have held a debate for over 2 years. A section remains in the Constitution of Cambridgeshire County Council which states that 'the Chairman, in consultation with the Leader **may** convene meetings of the County to discuss matters relating to the state of the County.)*

6. RECOMMENDATION

- 6.1 The Panel is requested to consider the recommendations contained in the foregoing paragraphs and to recommend to the Council accordingly.

BACKGROUND DOCUMENTS

Huntingdonshire District Council Constitution.

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Huntingdonshire District Council

**CODE OF FINANCIAL
MANAGEMENT**

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CODE OF FINANCIAL MANAGEMENT

1. FINANCIAL RESPONSIBILITIES

1.1 General

Before any proposal that affects the Council's financial position is made the body or person(s) responsible for making that decision, or for making a recommendation to that body or person(s), shall consider a written report, approved by the Managing Director (Resources), detailing the financial implications.

1.2 The Council

Will determine the Council's Financial Strategy and Medium Term Financial Plan (MTP), approve the annual budget and Prudential Indicators and set the level of the council tax.

Will approve the Council's Treasury Management Strategy.

Will approve changes to this Code.

1.3 The Corporate Governance Panel

Will ensure that the financial management of the Council is adequate and effective.

Will ensure that the Council has a sound system of internal control including arrangements for the management of risk.

Will consider the Council's Code of Corporate Governance and approve the annual statement.

Will approve the terms of reference and strategy for internal audit and comment on the annual internal and external audit plans.

Will approve the Council's final accounts.

Will consider reports from the external auditor.

Will recommend changes to this Code to the Council.

1.4 The Cabinet

Will propose to the Council:

- the Financial Strategy
- the MTP
- the annual budget and council tax level
- a combined annual report including the Treasury Management Strategy, Treasury Management Policy and Prudential Indicators,

after considering the views of the appropriate Overview and Scrutiny Panel and representatives of the business community.

Will set financial priorities, allocate and re-allocate resources in accordance with the limits in this Code, monitor and review financial performance.

1.5 Overview and Scrutiny Panels

Will contribute to the development of, and review the effectiveness of, the Council's Financial Strategy, MTP, Treasury Management and annual budget.

1.6 Panels, Working Groups or Committees

Will ensure that all decisions within their remit are made within the resources allocated within relevant budgets and are consistent with achieving the Council's objectives. If they wish to make proposals that will require additional resources these will need to be subject to Officers, the Cabinet or the Council making these available in accordance with this Code.

1.7 Members and Employees

Will contribute to the general stewardship, integrity and confidence in the Council's financial affairs and comply with this Code and any systems, procedures, or policies relating to the financial management of the Council.

Specifically, they shall bring to the attention of the Managing Director (Resources) any act or omission that is contrary to the provisions of this Code or the maintenance of high standards of financial probity, and provide information or explanation on matters within their responsibility to him/her, the Monitoring Officer, Internal Audit Service or the Council's external auditors.

Any member or employee who is involved in a transaction with the Council, or who has an *interest* in a transaction between a third party and the Council, shall declare the nature and amount to the Council's Monitoring Officer before any decision on the matter is made by the Council. The Monitoring Officer will advise the member or employee of any actions they should or must take.

For the purpose of this section an *interest* also includes any interest of a member of your family or a close associate or acquaintance. This shall be interpreted as anyone whom a reasonable member of the public might think you would be prepared to favour or disadvantage.

1.8 The Head of Legal and Democratic Services, as Monitoring Officer or, in his/her absence, the Deputy Monitoring Officer

Will report to the Council on any proposal, decision or omission that in his/her view is likely to result in the contravention of the law or any code of practice enacted under it, fails to comply with a legal duty, represents maladministration or is unjust, in accordance with section 5 of the Local Government and Housing Act 1989.

For these purposes he/she shall have full and unrestricted access to all Council assets, systems, documents, information, employees and Members.

1.9 The Managing Director (Resources), as Chief Finance Officer or, in his/her absence, the Head of Financial Services

Will be responsible for the proper administration of the Council's financial affairs, prescribe appropriate financial systems, protocols, procedures and policies, maintain an internal audit service and report to the Council in the

event of a decision or action leading to unlawful expenditure, a loss or deficiency or an unlawful accounting entry (in accordance with section 151 of the Local Government Act 1972, section 114 of the Local Government Act 1988 and the Accounts and Audit Regulations).

Will be responsible for ensuring the final accounts are completed and published by the statutory dates and reporting the details of any material amendments specified by the external auditor to the Corporate Governance Panel.

For these purposes he/she shall have full and unrestricted access to all Council assets, systems, documents, information, employees and Members.

1.10 The Head of Financial Services, as Deputy to the Chief Financial Officer

Will be responsible for detailed and operational aspects of the administration of the Council's financial affairs on behalf of the Managing Director (Resources), approving new financial systems and undertaking such duties as are set out in this Code.

1.11 Budget Managers (Heads of Service and Chief Officers)

The Council's management structure is based on Heads of Service, Chief Officers and the Corporate Office Manager taking responsibility for a service and its related budget. For the purpose of this Code they are referred to as Budget Managers. Whilst they retain ultimate responsibility they will often delegate appropriate tasks to their employees.

The Budget Manager responsible for a budget:

- will be responsible for effective financial and resource management and the prevention of fraud and corruption within the service
- will be responsible for informing the Internal Audit & Risk Manager of all suspected or notified cases of fraud, corruption or impropriety
- may incur financial commitments and liabilities in accordance with this Code, the Council's Scheme of Delegation and resources allocated in budgets that have been released subject to Annex B. In particular they may make purchases of goods and services, subject to the requirements of the Code of Procurement, and employ staff, in accordance with the Officer Employment Procedure Rules. Annex B deals with the implications of the turnover contingency and includes the requirement that, when an employee leaves, they will determine whether:
 - the post is kept vacant for a period before a decision is made,
 - the post can be deleted,
 - a restructuring should be proposed,
 - joint working with another body should be considered
 - the post should be filled at the end of a defined period,
 - it should be filled as soon as possible,
 - it should be filled as soon as possible and temporary employees or consultants are engaged to provide cover in the meantime.
- will be responsible for regular and effective monitoring and forecasting of the financial position relating to their services.

- will be responsible for proper financial and resource management and the prevention of fraud and corruption within the services and functions under their control.
- will determine the inherent risks, within their services, to the achievement of the Council's priorities and establish, maintain and document adequate systems of risk management and internal control, in consultation with the Internal Audit Service, and ensure that relevant employees or Members are familiar with such systems.
- will be responsible for providing in a timely manner, the information necessary to ensure that the final accounts can be completed by the statutory deadlines.
- will be responsible for annually reviewing their services to identify any aspects where surplus capacity could be utilised to reduce the net cost of the Council's services. All identified opportunities shall be introduced unless Cabinet or both the Executive Councillor for Finance and of the relevant service consider it would not be appropriate.
- will be responsible for seeking improvements in the efficiency of their services.
- will be responsible for identifying opportunities and then bidding for grants or contributions from other bodies to support the achievement of the Council objectives through their services.
- will be responsible for maximising the income from fees and charges relating to their service in accordance with Annex C.

1.12 Internal Audit

Will be responsible for providing an independent and objective opinion on internal control, risk management and governance systems. In accordance with its terms of reference it shall undertake audit reviews that focus on areas of greatest risk to the Council's control environment as contained within a programme agreed annually by the Managing Director (Resources) after consultation with Budget Managers.

For these purposes internal audit shall have full and unrestricted access to all Council assets, systems, documents, information, employees and Members.

2. FINANCIAL AND SERVICE PLANNING

2.1 In the Summer - Overall Review

The Cabinet shall review the financial performance of the Council in the previous year, compared with the annual budget, on the basis of a report prepared by the Head of Financial Services in conjunction with Budget Managers.

2.2 In the Autumn - Financial Strategy

The Cabinet, after consultation with the relevant Overview and Scrutiny Panel and any appropriate organisations or bodies, shall recommend to the Council a Financial Strategy which will be used to determine the overall financial limits within which the annual budget and MTP will be prepared.

2.3 In the Winter - Annual Budget and MTP

The Cabinet shall, after consultation with the relevant Overview and Scrutiny Panel, recommend to the Council an annual budget for the next financial year and a MTP for the succeeding four years, incorporating both capital and

revenue expenditure, which is consistent with corporate and service strategies and the Financial Strategy. This budget will include the allocation of resources to individual services and capital projects.

2.4 **In the Spring - Service Financial Plans**

Following approval of the annual budget each Budget Manager shall update their Service Plan(s) to reflect the approved budget and how the resources allocated will be used to meet service objectives in the forthcoming year.

3. **CONTROLLING FINANCIAL PLANS**

3.1 **Financial Monitoring**

Budget Managers will be responsible for regular and effective monitoring and forecasting of the financial position relating to their services and promptly reporting any significant issues to the Chief Officers' Management Team.

The Chief Officers' Management Team will review each Budget Manager's financial performance on a quarterly basis.

The financial performance of the Council will be reviewed by Cabinet quarterly on the basis of monitoring statements prepared by the Head of Financial Services in conjunction with Budget Managers.

Heads of Service will ensure that relevant Executive Councillors are regularly informed of the progress in delivering approved MTP scheme.

3.2 **Commitments to Expenditure in Future Years**

No new commitment to expenditure beyond the current budget year may be made unless it;

- is consistent with the achievement of the Council's objectives and other relevant Strategies, **and**
- is compatible with the Council's MTP and Financial Strategy, **and, either**
- can be met from within currently approved and released resources. This includes budget transfers in accordance with section 3.6 below, **or**
- is funded from savings. These must be defined, permanent and not already earmarked for the achievement of the Council's savings targets. This includes any savings identified in accordance with section 3.5 below.

If the Budget Manager has any concerns about their proposal meeting these requirements they must consult the Head of Financial Services.

3.3 **Grants, Cost Sharing and S106 agreements**

Where a Budget Manager proposes to take advantage of grants from other organisations, or some other form of cost sharing, whereby they will be able to deliver additional or improved services, consistent with their Service Plan, without creating any current or future commitment to additional net expenditure they may do so subject to:

- the funds being dependent upon a particular project or service being provided but, in the case of S106 agreements, the location or some other aspect is at the Council's discretion.

- informing the Head of Financial Services of the details
- consulting the relevant Executive Councillor(s) if the proposal exceeds £30,000 revenue or £50,000 capital in any one year or on any discretionary element of a S106 sum.

A Budget Manager may utilise sums of money received under S106, or equivalent, agreements where there is no discretion. The Head of Financial Services should be informed of the details.

3.4 **Approvals for additional spending with a net impact**

Proposals for increases to the total allocated to a budget in the current year (Supplementary Estimates) and their impact in future years may be approved by the Cabinet subject to the revenue impact not exceeding £300,000 in aggregate in any financial year. Once such approvals have been reported to Council the Cabinet's limit will be re-set. A transfer of a sum from capital to revenue will have a revenue impact and so will count as a request for additional spending.

In all other cases the approval of the Council will be required.

3.5 **Approvals for additional spending with compensating savings**

Proposals that require initial funding but will then result in net surpluses or savings that are at least sufficient to produce a break-even position will be supported in principle if they are:

- consistent with increasing the achievement of the Council's objectives and compatible with relevant Strategies.
- achievable within the Council's Financial Strategy.
- supported by a robust business case which includes a risk assessment.
- supported by the Chief Officers' Management Team.

The Managing Director (Resources) may approve such a scheme following consultation with the relevant Executive Councillor for the service and the Executive Councillor for finance. The relevant budget(s) and MTP will be appropriately adjusted.

3.6 **Budget Transfers**

Each Budget Manager will have responsibility for some or all of the following types of budget which are defined by the grey highlighted lines in the "Controllable Budget" Annex to the approved budget and MTP.

- **Service Revenue Budgets**
These budgets include the direct controllable costs of providing the particular service to the public and are shown in the controllable budget annex when the budget is approved. They do not include any revenue impact of capital funding or recharges from any Management Units or Overhead Budgets.
- **Capital Scheme Budgets**
These provide the funding to complete a defined capital project and may include provision for some recharges from Management Units and Overhead Budgets to cover project management and design fees where these are carried out internally.

- **Management Unit Budgets**
Management Unit budgets collect together the employment and ancillary costs of those employees who carry out or support the Council's services. In some cases, where the employees are only involved in providing a single service they may be included under the relevant Service Revenue budget.
- **Overhead Budgets**
Overhead budgets collect together the direct costs of certain overheads which support the delivery of services. e.g. depot and office costs.
- **Technical Budgets**
These include items such as borrowing and investment interest, unallocated contingencies and the Minimum Revenue Provision. They will not be available for transfer to other budgets except in meeting the specific purpose for which they were established.

Whilst most budgets will reflect a net cost, some will identify an expected surplus.

The transfer of resources within, or between, any of the types of budgets is supported in principle when it will make it more likely that the Council will achieve its service objectives and targets or enhance value for money. There do, however, need to be some limitations for effective financial management and to ensure that Executive Councillors, Cabinet and Council are aware of, and involved in, the more significant changes or where there is a financial implication.

The limitations fall into three categories. The first relates to Technical Budgets and recharges and Annex A details the budget transfers that will not be permitted in relation to them. The second relates to budgets for pay, national insurance and pension contributions and Annex B explains why and how budget transfers relating to these items are limited. Finally, the required involvement of Members is defined below.

The Budget Manager may approve a budget transfer within and between the budgets they are responsible for providing it is:

- Consistent with increasing, or at least maintaining the achievement of service objectives and compatible with the Council's Financial and other relevant Strategies.
- Not to or from a Technical Budget or from a pay, NI or pension contributions budget unless permitted by Annexes A or B.
- Not from capital to revenue
- Notified to the Head of Financial Services
- Within the following limits if between budgets (there shall be no financial limits within a budget):
 - Revenue to revenue £60k
 - Revenue to capital £60k
 - Capital to capital £60k

The **Chief Officers' Management Team** may, subject to the same criteria, except for the enhanced limits shown below, approve budget transfers between any budgets:

- Revenue to revenue £120k
- Revenue to capital £120k
- Capital to capital £120k

Cabinet may approve budget transfers of up to:

- Revenue to revenue £300k
- Revenue to capital £300k
- Capital to capital £300k

In all cases, any previous transfers in the same financial year relating to those budgets shall be aggregated for determining whether the limit has been exceeded, however once the impact of any approval has been included in a relevant financial report to Council, the relevant limit will be re-set.

In all other cases the approval of the Council will be required.

3.7 **Re-phasing of Expenditure**

The re-phasing of expenditure and consequent transfer of budget between years may be made by the Head of Financial Services following a request from a Budget Manager, providing that it is consistent with service objectives and compatible with the Council's Financial and other relevant Strategies. Revenue expenditure will only, normally, be rephased to later years if it relates to a specific project with identified funding in the current year that has been delayed for reasons outside of the control of the relevant Budget Manager. The amount is further limited by the net underspending on that Budget Manager's relevant budget(s) in the current year.

3.8 **Price Base Changes**

Allocation to individual Budgets of any provision for inflation or other purposes will be determined by the Head of Financial Services.

3.9 **Project Appraisals**

All proposals for changes to the MTP will require an explanatory appraisal, unless the Head of Financial Services considers that the item is of a technical nature. Appraisals for new and modified schemes will be made available to Members, via the Council's intranet, by the date on which the related reports are circulated.

4. **CASH AND CREDIT MANAGEMENT**

4.1 **Banking**

The Managing Director (Resources) is responsible for all Council banking arrangements and shall maintain (an) account(s) with (an) appropriate bank(s) with an appropriate credit rating. All transactions involving income or expenditure shall be dealt with through the Council's bank account(s).

4.2 **Income**

All employees receiving money (including cash, cheques, credit card payments etc.) must comply with the relevant procedures issued by the Head of Customer Services to ensure that the sums are properly recorded, receipted and banked.

No cash payment in excess of £1,000 will be accepted.

The Head of Financial Services shall manage a debt collection service on behalf of the Council and all sums due must be registered by raising an invoice on the Council's Financial Management System or some other system or procedure approved by the Head of Financial Services.

4.3 Treasury Management

All Treasury Management activities will be undertaken in accordance with the Council's annual Treasury Management Strategy, which includes its policies, objectives, approach to risk management and its prudential indicators. The Strategy will comply with the Code of Practice for Treasury Management and the Prudential Code for Capital Finance, both published by the Chartered Institute of Public Finance and Accountancy (CIPFA), and reflect any published Government advice.

The Council shall have overall responsibility for Treasury Management and will formally approve the annual Treasury Management Strategy and receive an annual and mid-year report on treasury management activities.

The Cabinet will be responsible for the implementation and regular monitoring of treasury management activity and the Treasury Management Advisory Group, which currently consists of four members, will act as an informal liaison group with the officers responsible for treasury management.

The Overview and Scrutiny (Economic Well-being) Panel will be responsible for the scrutiny of treasury management.

The execution and administration of treasury management is delegated to the Head of Financial Services who will establish treasury management practices for the operation of the function which will ensure compliance with the Strategy and create appropriate systems of monitoring and control.

4.4 Payments

All payments must be made either:

- through the Council's purchase ledger system, with payments being made direct to the supplier's bank account wherever this is practicable.
- by corporate card or procurement card
- by direct debits or standing orders
- by some other system specifically approved by the Head of Financial Services.

in each case complying fully with the relevant procedures for that system, particularly the requirement to obtain official VAT receipts, as determined by the Head of Financial Services.

5. ACCOUNTING PROCEDURES

5.1 The Council will follow the best practice guidance contained in the Accounting Code of Practice and other relevant publications produced by CIPFA in the preparation and maintenance of its accounts.

5.2 Statement of Accounts

The annual Statement of Accounts shall be presented to the Corporate Governance Panel for approval within the prescribed statutory timescale.

5.3 **Records**

Each Budget Manager is responsible for maintaining records of financial transactions and commitments and employee time, in forms agreed with the Head of Financial Services, and for ensuring that all financial transactions are properly recorded in the appropriate financial period and to an appropriate account within the Council's Financial Management System.

5.4 **Retention of Documents**

Documents required for the verification of accounts, including invoices, shall be retained in a retrievable format for any statutory period, or otherwise for six years or such other time that is specified by the Head of Financial Services.

5.5 **Contingent Assets and Liabilities**

Any Officer who is aware of a material and outstanding contingent asset or liability shall notify the Head of Financial Services, who shall include details in the Council's accounts or in a Letter of Representation to be presented to the Council's external auditors in respect of those accounts.

5.6 **Stock**

The Head of Financial Services shall determine, after consultation with the relevant Budget Manager, when Stock accounts shall be maintained. This will normally be where the value of the items are significant or the items are considered to be vulnerable to loss or theft.

In such cases the relevant Budget Manager shall ensure that a certified stocktake is carried out in the last week of March each year, and that records of receipt and issue of all stock are maintained throughout the year in a manner agreed with the Head of Financial Services.

5.7 **Insurance**

The Head of Financial Services shall obtain insurance to protect the Council or minimise its potential losses from risks including those to employees, property, equipment and cash. Any decision not to insure significant risks must be based on a detailed risk assessment.

5.8 **Write-off of Irrecoverable Debts**

The Head of Customer Services, or in his/her absence the Head of Financial Services, is authorised to write-off debts with an individual value of up to £5,000, or of a greater amount after consultation with the Executive Councillor responsible for finance, having taken appropriate steps to satisfy himself/herself that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs.

A summary report of debts written-off shall be submitted to the Cabinet quarterly.

6. ASSETS

6.1 Definition

An asset is an item of land, building, road or other infrastructure, vehicle or plant, equipment, furniture and fittings or information and communications technology, (hardware and software) with a life exceeding one year.

6.2 Control of Assets

Each Budget Manager is responsible for ensuring that the assets relating to their services are properly safeguarded, managed and maintained, and used only to achieve the Council's objectives. This will include establishing and maintaining appropriate security, control systems and records. They will need to consult relevant officers in relation to specialist items and, where vehicles are concerned, the officer holding the Council's Operating Certificate who has specific statutory responsibilities.

6.3 Acquisition

The purchase of assets must be in accordance with the procedures specified in the Council's Code of Procurement, having regard to the value of the asset, and follow taking advice from relevant specialist colleagues in appropriate cases e.g. IMD, vehicle management, legal, procurement.

The relevant Budget Manager shall inform the Head of Financial Services within 10 working days of the acquisition of an asset which meets the definition for capital expenditure:

- Plant and vehicles over £5k
- other individual items over £10k
- aggregations of similar articles amounting to £10k e.g. wheelie bins

6.4 Disposal

The sale of assets must be in accordance with the procedures specified in the Council's Code of Procurement, having regard to the current value of the asset, and follow taking advice from relevant specialist colleagues in appropriate cases e.g. IMD, vehicle management, legal, procurement.

The relevant Budget Manager shall inform the Head of Financial Services within 10 working days of any disposal of an asset included in the Asset Register.

6.5 Capital Expenditure

The purchase or improvement of any asset will normally be treated as capital expenditure. However, expenditure of less than £10,000, or £5,000 in the case of vehicles, plant and equipment, will not normally be treated as capital expenditure unless the Head of Financial Services considers it is in the Council's interests to do so.

6.6 Leases

Finance and operating leases are to be used only if they are in the Council's financial interest and with the prior formal approval of the Head of Financial Services.

6.7 **Valuations**

In order to comply with accounting requirements assets will need to be revalued at regular intervals and whenever there is a significant change to their value due to extension, demolition or some other relevant reason. For most properties the regular revaluation will be every five years but for those technically deemed to be “investment” properties (e.g. industrial units) this must be every year.

TECHNICAL BUDGETS

The following budgets cannot be reduced by officers in order to permit extra expenditure on another budget except where this is part of the specific purpose for which they were established.

- Any contingency, unless it complies with the approved rules for the use of that contingency or is an adjustment to reflect the technical application of the contingency (e.g. allocation of inflation from an inflation contingency)
- Capital charges
- Minimum Revenue Provision
- Pension Liabilities (as opposed to pension contributions)
- Interest paid
- Interest received

BUDGETS FOR PAY
(Pay is deemed to include NI and Pension Contributions
for the purpose of this annex)

1. The Council does not provide for a 100% of the costs of its employees. This is because experience shows that it is generally impossible to avoid gaps when people leave and are replaced. It is also common for the new employees to be on a lower point in the grade than the person who left.
2. Obviously it is unlikely that each pay budget will be equally affected in any particular year and therefore, to simplify budget monitoring, each pay budget includes 100% of employee costs but there is a negative, centrally held, contingency that represents the saving that the Council's overall budget is based on.
3. Therefore no use of savings, virement or rephasing relating to a pay budget, whether temporary or permanent, will be permitted unless this annex is complied with.

Employees Leaving

4. In order to maximise the likelihood of achieving this saving a Budget Manager must, whenever an employee gives their notice, determine whether:
 - a. the post is kept vacant for a period before a decision is made,
 - b. the post can be deleted,
 - c. a restructuring should be proposed,
 - d. joint working with another body should be considered
 - e. the post should be filled at the end of a defined period,
 - f. it should be filled as soon as possible,
 - g. it should be filled as soon as possible and temporary employees or consultants are engaged to provide cover in the meantime.
5. In deciding on which option to take the Budget Manager should take appropriate HR and financial advice. The decision must include consideration of any need for temporary or permanent regradings, acting up allowances, honoraria, employees or consultants. Allowance must also be made for an appropriate saving, to help achieve the contingency budget, as determined by the Head of Financial Services.
6. Budget Managers will also need to liaise with HR to arrange recruitment advertising and ensure that the recruitment arrangements comply with the process agreed by the Employment Panel.

Other Adjustments and Virement

7. If any other proposal is made to transfer (in accordance with paragraph 3.6) or rephase (in accordance with paragraph 3.7) a pay budget, a budget reduction, as determined by the Head of Financial Services, shall be made in order to allow the contingency budget to be reduced.

Exceptions

8. If the Budget Manager can demonstrate the **critical** nature of maintaining immediate service cover in certain key work areas then the requirements of paragraph 4 above will not apply and the saving/budget reduction may be reduced or nil. Examples where this might apply would be if vacancies would result in insufficient employees with the necessary abilities or skills to run refuse rounds or to safely open swimming pools. This is conditional upon agency, or equivalent employees, being available with the necessary skills and/or abilities.

9. If the Budget Manager can demonstrate that a critical backlog of work has resulted from continuing vacancies such that the service to the public is seriously compromised or net additional costs would become unavoidable the saving/budget reduction may be reduced. Examples where this might apply would be dealing with benefit applications or collecting council tax income. This is conditional upon agency, or equivalent employees, being available with the necessary skills and/or abilities.

MAXIMISING INCOME FROM FEES AND CHARGES

The Budget Manager responsible for a budget shall:

- annually review their services to identify any aspects that are not currently, but could be charged for. Charges for such aspects shall be introduced unless Cabinet **or** both the Executive Councillor for Finance and of the relevant service consider it would not be appropriate.
- review fees and charges and introduce any resulting changes at least annually, after consultation with the relevant Executive Councillor(s) unless there is a formal requirement for the charges to be determined by Cabinet or a Panel. In doing so, they:
 - shall ensure that relevant legislation that specifies the charges to be made or constrains them in any way is complied with.
 - shall, after having regard to the charges of any alternative service providers with whom the Council is competing, seek to maximise income, net of applicable costs, unless it will have a clearly detrimental impact on the achievement of the Council objectives.
 - may introduce differential pricing to particular client groups where these are expected to stimulate demand and generate additional net income which would otherwise not be obtained.
 - may set prices lower than could be reasonably achieved if this is demonstrably the most cost effective way of achieving Council objectives and the necessary funding is available. Use of this option requires approval of Cabinet **or** both the Executive Councillor for Finance and of the relevant service.
 - may set fees and charges that allow an element of discretion if it can be demonstrated that this will lead to an overall benefit to the Council. It is important that any use of discretion is recorded so that it can be clearly shown that decisions have been made fairly and consistently.
 - shall keep appropriate records to demonstrate that the required actions have been undertaken and how the decisions were reached.

Huntingdonshire District Council

**CODE OF
PROCUREMENT**

2012

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CODE OF PROCUREMENT

1. INTRODUCTION

- 1.1 The Code of Procurement defines the regulatory and legal framework for procurement. It has been adopted in accordance with the requirements of Section 135 (2) of the Local Government Act 1972.
- 1.2 This Code applies to the procurement, commissioning, hire, rental or lease of -
- ◆ land and buildings, roads or other infrastructure;
 - ◆ vehicles or plant;
 - ◆ equipment, furniture and fittings;
 - ◆ construction and engineering works;
 - ◆ information and communication technology - hardware and software;
 - ◆ goods, materials and services;
 - ◆ repairs and maintenance; and
 - ◆ consultants, agents and professional services.
- 1.3 This Code does not apply to purchases made from internal management units.
- 1.4 The Code applies also to the sale of assets and goods by the Council where the appropriate Head of Service estimates that the assets, goods or services to be sold exceed £1000. Where the value is estimated to be less than £1000 then the 'Sale of Equipment' procedures contained within the Inventory procedures shall be followed.
- 1.5 The Council includes the Cabinet, panels, committees or other body or person(s) acting in accordance with delegated authority on behalf of the Council.
- 1.6 All procurements or sales made by or on behalf of the Council shall comply with this Code, subject to any overriding requirements of the Council's Rules of Procedure and Code of Financial Management and British or European Union law or regulation.
- 1.7 Throughout the Code, reference to contractor(s) or sub-contractor(s) shall mean any person, company or supplier who has -
- ◆ requested to be on an approved or ad-hoc approved list of tenderers;
 - ◆ been approached to provide a quotation or tender;
 - ◆ provided a quotation or tender; or
 - ◆ been awarded a contract in accordance with the provisions of this Code.
- 1.8 The Head of Financial Services shall annually review all the financial values contained in the Code to take account of the impact of inflation. The Head of Financial Services shall inform all Heads of Service of any amendments to the values prior to the 1st April from which they shall be operative.

2. REPORTING PROCEDURES AND EU COMPLIANCE

- 2.1 EU Procurement Directives require the Council, to report procurements likely to exceed EU thresholds, both at the start of the year and on an ad-hoc basis as new or changed requirements arise. The EU thresholds are:

Threshold	Supplies	Services	Works
£	£ 173,934	£ 173,934	£ 4,348,350
(Euros)	(€200,000)	(€200,000)	(€ 5,000,000)

(Thresholds as at 1 January 2012)

2.2 Financial Year Start Reporting

At the start of each financial year (1 April) Heads of Service shall:

- ◆ provide the following information to the Procurement Manager -
 - Details of each contract expected to be advertised in the following year;
 - An estimate of the total value for each discrete procurement area where the spend is likely to exceed £100,000;
- ◆ advertise very brief details of each contract expected to be advertised in the following year. The advertisement shall take the form of a Prior Indicative Notice (PIN). The publishing of a PIN does not commit the Council, but can reduce timescales if the requirement is subsequently advertised through Official Journal of the European Union (OJEU).

A PIN is also required if the estimate of the aggregated value of the contracts for a given coding class exceeds the published PIN thresholds:

Threshold	Supplies	Services	Works
£	£ 653,253	£ 653,253	£ 4,348,350
(Euros)	(€750,000)	(€750,000)	(€ 5,000,000)

(Thresholds as at 1 Jan 12)

Contract values are the Council's aggregated spend and not individual Directorates or Services. Therefore, the Procurement Manager shall advise the Head of Service if their aggregated spend is to be advertised as a PIN.

Aggregated values can be calculated by one of the following methods -

- ◆ the total value purchased over the last financial year; or
- ◆ the estimated value of all contracts expected to be placed in the next financial year or the term of the contract if that is longer; or
- ◆ where the contract is open-ended or of uncertain duration, such as those for the hire of goods or for the delivery of a particular service, the value is based on the estimated average monthly expenditure multiplied by 48 (4 years).

2.3 Through Year Reporting

Heads of Service shall report, using a PIN where time permits, new or additional requirements likely to meet or exceed EU thresholds as they arise.

2.4 End of Year Reporting

The Department of Communities and Local Government seeks a report each year from all Councils regarding contracts awarded through OJEU during the previous year. By 30 Apr each year, Heads of Service shall provide the

Procurement Manager with the following details for contracts placed through OJEU procedures -

- ◆ Common Procurement Vocabulary (CPV) code. The CPV is a standardised single classification system for public procurement to identify the subject of a contract and is detailed on the OJEU notice;
- ◆ Service Provider (contractor) Nationality;
- ◆ Award Procedure (from the OJEU notice); and
- ◆ Justifications if Negotiated procedure;
- ◆ Value.

3. CONTRACTS REGISTER

3.1 Heads of Service shall keep a record, using the Contracts register, of -

- ◆ all tenders and quotes greater than £ 5,000;
- ◆ the reasons (if appropriate) for not advertising on the Council's Latest Opportunities Internet site;
- ◆ all those contractors that were requested to quote or tender;
- ◆ the reasons why those particular contractors were selected to quote or tender;
- ◆ if applicable, the reasons why less than three contractors were selected to quote or tender;
- ◆ contract renewal date (if appropriate); and
- ◆ file or other reference to the contract and location of the hard copy.

4. METHODS OF ORDERING

4.1 All orders shall be placed through one of the following recognised methods -

- ◆ An order raised on the e-marketplace.
- ◆ A Procurement Card Order.
- ◆ A Manual Purchase Order.

4.2 Where there is an exception requirement and the relevant Managing Director or Head of Service considers that the work is of an emergency nature necessary to enable the service to continue and none of the ordering methods are suitable, the relevant Managing Director or Head of Service shall record the details of the exceptional requirement and the action taken for future Audit.

5. 'BEST VALUE' AND SOURCING POLICY

5.1 The Council seeks 'Best Value' in all procurement activity. 'Best Value' being:

- ◆ The opportunity to obtain leverage (better prices and service) for volume.
- ◆ Regulatory compliance.
- ◆ Transparent and efficient procurement processes.
- ◆ Appropriate social, environmental and equality outcomes.
- ◆ Minimum procurement overhead.

5.2 Sourcing policy is determined by the needs of 'Best Value' and in order of preference is:

- (a) Adopted catalogues or framework contracts. An adopted catalogue or framework is the preferred contract for the Council's business within a defined category (a type or group of goods or services). The Procurement Manager shall make available adopted catalogues or

framework contracts on the e-marketplace or publish details of the contract or framework in Procurement Protocols & Guidelines. Heads of Service shall ensure that orders for such categories are placed through the e-marketplace using appropriate 'adopted' catalogue or framework contract. The Procurement Manager shall keep under review the continued suitability of any such catalogues, contracts or framework agreements.

(b) Collaborative procurements with other public bodies or authorities.

(c) Council let corporate contracts.

5.3 Some categories are managed corporately by specialist areas. The Procurement Manager shall provide a list of specialist categories and Heads of Services shall ensure all requirements for such categories are referred to the relevant specialist.

5.4 Tenders. Nothing in this Code shall require tenders to be sought: -

(a) for purchases made from a Purchasing Agent (ESPO, Government Procurement Service)

- ◆ where there is a single supplier 'call-off contract' or catalogue created with fixed prices, or
- ◆ where the contract is created to our requirements, or

(b) for purchases through local authority, government body or agency, police, health or other similar public authority, where the procurement rules of that organisation have been approved by the Procurement Manager and the contract is created in co-operation, agreed joint requirements or partnership.

(c) for purchases made at public auction;

(d) where the relevant Managing Director or Head of Service -

- ◆ considers that the work is of an emergency nature or is necessary to enable the service to continue; or
- ◆ with the Head of Financial Services' agreement, considers that it is in the Council's best interest in negotiating a further contract for works, supplies or services of a similar nature with a contractor who is currently undertaking such work. The relevant Managing Director or Head of Service shall report details of all work awarded to the Head of Legal & Democratic Services who shall make a record in a register kept for that purpose; and to the next meeting of the Cabinet.

5.5 Any procurement estimated to exceed £50,000, which is not covered by the exceptions in paragraph 5.4 above, must be referred to the Procurement Manager before the procurement process is commenced. If a Head of Service does not wish to accept the Procurement Manager's advice on any significant aspect the matter will be determined by the relevant Managing Director. The discussion will cover:

- ◆ Scope and objectives of the procurement;
- ◆ Budget and costing;
- ◆ Tender methods;

- ◆ Product and market information;
- ◆ Timescales; and
- ◆ Deliverables.

5.6 Where there is no adopted contract or framework, Heads of Service shall, wherever practicable, seek to maximise contract values with other Heads of Service to secure lower costs. The Council nevertheless wishes to balance the effort of going to the market with the effort and efficiency of the procurement process. Heads of Service after determining the proposed contract's total value shall then follow one of the procurement procedures detailed below. These procedures shall be used in all procurements or sales bar those exceptions at paragraph 5.4.

Estimated Total Value of Procurement	Requirement
Up to £5,000	At least 1 written estimate or offer (e-marketplace, email, web or paper) shall be sought and recorded except where Heads of Service consider that there is no reasonable possibility that this could result in a saving to the Council.
£5,001 to £50,000	At least 3 written quotations or offers shall be invited, unless the Head of Service has complied in full with paragraph 6.1e of this Code. The Head of Service will consider whether the nature of the procurement is such that a full competitive tendering would be likely to be beneficial to the Council by reducing cost (by more than the cost of tendering) or risk.
£50,001 to European Union Procurement Threshold	Competitive tenders shall be obtained using one of the tendering options in this Code, and a formal written contract prepared in accordance with paragraph 11.2.
Above the EU Threshold specified below	The appropriate EU procurement directive shall be complied with.

5.7 Total value is the cost of all elements of the procurement (eg: installation, testing, training, maintenance, etc). The Head of Service shall ensure that a procurement is not split or otherwise disaggregated and may choose to competitively tender requirements less than £50,000.

5.8 Achieving 'Best Value' needs valid competition and valid competition is dependant on the existence of an 'open' market with the selected Contractors having the interest, capability and capacity for the work or business being offered. Wherever possible a minimum of three competitive tenders or quotations shall be sought. In selecting contractors to provide a tender or quotation Heads of Service shall ensure that wherever possible -

- ◆ the selection process they are using is fair and equitable, and that no favouritism is shown to any one contractor (eg the requirement is not an extract of a contractor's product specification).
- ◆ checks are made to ensure that contractors are interested in this type of business.
- ◆ repeat or 'automatic' invitations to the 'same' contractor or group of contractors are avoided, particularly where previously invited to bid and had failed to do so.
- ◆ 'new' contractors are sought and invited to tender or quote.
- ◆ the geographic area of the search for potential contractors is widened.
- ◆ 'no-bids' are checked for the reasons for a contractor's failure to bid.

6. TENDER AND FORMAL QUOTATION PROCEDURES

6.1 Tendering and Formal Quotation Options

Heads of Service shall select one of the following procedures. If any alternative procedure is proposed then approval of the Cabinet is required before the proposed procedure is followed. In selecting contractors to invite to tender Heads of Service shall comply with paragraph 5.8.

Option	Requirement
(a) Framework	All contractors on the framework (or lot if split into lots) shall be invited to tender/quote. No public notice is required and general Terms & Conditions are set in the original framework contract but additional Terms & Conditions specific to the requirement may be permitted. Vetting (paragraph 6.3) is not normally required as the contractor was vetted as part of the original framework competition.
(b) List of Approved Tenderers	Tenders shall be invited from at least three contractors selected from an approved list established in accordance with paragraph 7 of this Code. Vetting (paragraph 6.3) is not normally required as the contractor was vetted to join the list.
(c) Open Tenders and Quotations	<p>Public notice shall be given in one or more newspapers and/or in an appropriate trade journal. The notice shall state the nature and purpose of the contract, where further information and documentation can be obtained, and state the closing date for the process. Where the Head of Service is satisfied that Expressions of Interest received from a Contracts Register Notice represent contractors with genuine interest and capacity, then no further public notice is required.</p> <p>An Invitation to Tender (ITT) or Request to Quote (RFQ) is sent to all contractors expressing an interest. All ITTs and RFQs shall include an appropriate questionnaire to permit vetting of contractors in accordance with paragraph 6.3 of this Code.</p>
(d) Restricted Tenders & Quotations	The requirement to advertise is the same as paragraph 6.1 (c) above. ITTs or RFQs are <i>restricted</i> to a shortlist of contractors selected after vetting in accordance with paragraph 6.3 of this Code

<p>(e) Single Tenders / Quotations</p>	<p>A Head of Service after consulting the Head of Legal & Democratic Services may obtain a single tender or quotation when:</p> <ul style="list-style-type: none"> • Prices are wholly controlled by trade organisations or government order and no reasonably satisfactory alternative is available. • Work to be executed or goods, services or materials to be supplied consist of repairs to or the supply of parts of existing proprietary machinery, equipment, hardware or plant and the repairs or the supply of parts cannot be carried out practicably by alternative contractors. • Specialist consultants, agents or professional advisers are required and <ul style="list-style-type: none"> • there is no satisfactory alternative; or • evidence indicates that there is likely to be no genuine competition; or • it is in the Council's best interest to engage a particular consultant, agent or adviser. • Products are sold at a fixed price, and market conditions make genuine competition impossible. • The proposed contract shall form part of a serial programme. The contract terms shall be negotiated with a contractor, using as a basis for negotiation the rates and prices contained in an initial contract that was awarded following a competitive tendering process that complied with this Code. No more than two serial contracts shall be negotiated from an initial contract • No satisfactory alternative is available. If the single quote/tender option is used, the Head of Service shall: <ul style="list-style-type: none"> • Seek approval of the Head of Legal & Democratic Services who shall make a record in a register kept for that purpose; • Retain records that demonstrate that the best price or value for money has been obtained from the negotiations with the contractor.
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6.2 Invitations To Tenders and Requests for Quotations

Heads of Service shall ensure that all ITTs and RFQs include;

- (a) approved contract terms in accordance with paragraph 11.2 of this Code;
- (b) a statement regarding Freedom of Information Act 2000 (FOIA) compliance:

“All information supplied to the Authority will be subject to the provisions of the Freedom of Information Act 2000 and as such may be disclosed by the Authority when required to do so under the Act. When such disclosure is necessary the Authority shall use reasonable endeavours to consult with the provider of the information prior to disclosure”.

6.3 Selection Criteria

- (a) The Head of Service shall undertake sufficient vetting to ensure that all contractors -
- ◆ comply with minimum standards of Insurance;
 - ◆ have the necessary Health & Safety policy and performance and (where applicable) membership of the Contractor's Health and Safety Scheme or equivalent health and safety standard;
 - ◆ are financial viable based on a risk based assessment;
 - ◆ have an appropriate environmental policy;
 - ◆ comply with equalities legislation and policy; and
 - ◆ possess the experience and capacity required.
- (b) The Procurement Manager shall provide an appropriate questionnaire for the purpose of vetting contractors.

6.4 Evaluation Criteria

Except to the extent that the Cabinet in a particular case or specified categories of contract otherwise decides, all formal quotations or tenders that are being sought shall:

- (a) be based on a definite written specification, which shall include environmental performance (where relevant to the requirement) including:
- ◆ low energy and water consumption.
 - ◆ elimination of substances hazardous to health and the environment.
- (b) include award criteria, which if it is not to be the lowest price, shall be agreed by the appropriate Managing Director;
- (c) include specific weightings applied to individual award criteria.
- (d) if appropriate, include a requirement for a performance bond and liquidated damages.

6.5 Non-Traditional Procurement

If a Head of Service believes that by following one of the procurement procedures detailed in paragraph 5.6 above, that the procurement process will not provide him with the most appropriate method of service delivery, the most competitive prices, allow for continuous improvements in service delivery, or stifle procurement innovation, then he may suggest alternative procurement strategies.

The Head of Service shall produce in accordance with guidance issued by the Head of Legal & Democratic Services and prior to proceeding with the procurement, a written procurement strategy that shall be approved by the Managing Director (Resources) and the Cabinet.

7. LISTS OF APPROVED TENDERERS

- 7.1 The Council uses 2 types of list of approved contractors:

- (a) Third party vetted lists of contractors that are compiled and maintained by an external organisation. Only external organisations approved by the Head of Legal & Democratic Services, after consultation with the Head of Financial Service and the other relevant Heads of Service shall be adopted. The Procurement Manager shall ensure that the external organisation and approved list of contractors is detailed in Procurement Protocols & Guidelines.
- (b) Ad-hoc list of approved tenderers. If a Head of Service believes that the approved list of tenders does not allow him to obtain sufficient competition for 'Best Value', the Head of Service shall write to the Head of Legal & Democratic Services and copied to the Head of Financial Services seeking approval to source additional contractors or create an ad-hoc list of approved tenderers.

7.2 Subject to approval as required in paragraph 7.1(b) the Head of Service shall:

- ◆ issue a public notice inviting applications for inclusion on a specific approved list for the supply of goods, services or materials.
- ◆ vet (as detailed at paragraph 6.3) all contractors replying to the public notice or who have requested within the previous 12 months to be considered for work of a similar nature;
- ◆ only include contractors satisfactorily completing the checks;
- ◆ ensure the ad-hoc list shall only be used for seeking tenders for the supply of goods, services or materials specifically detailed within the original public notice;

7.3 The Head of Legal & Democratic Services in conjunction with the Head of Financial Services and relevant Heads of Service shall review the continued suitability of any List of Approved Tenderers periodically and at least prior to the third anniversary of its initial or further adoption.

8. SUB-CONTRACTS AND NOMINATED SUPPLIERS

8.1 Quotations or tenders for sub-contracts to be performed or for goods, services or materials to be supplied by nominated sub-contractors shall be invited in accordance with this Code.

8.2 The relevant Head of Service is authorised to nominate to a main contractor a sub-contractor whose quotation or tender has been obtained in full accordance with this Code.

9. RECEIPT AND OPENING OF TENDERS AND QUOTATIONS

9.1 Where tenders or quotations are invited in accordance with this Code no tender or quotation will be considered unless -

- ◆ contained in a plain envelope which shall be securely sealed and shall bear the word "Tender" or "Quotation", the Unique Reference Number (URN) from the Contracts Register followed by the subject to which it relates; or
- ◆ the tender or quotation has been received via the e-marketplace 'sealed quote' facility; or
- ◆ it has been sent electronically to a specific e-mail address, which the appropriate Head of Service shall obtain from the Head of Information Management.

9.2 Further to paragraph 9.1 above -

- ◆ the envelope shall not bear any distinguishing matter or mark intended to indicate the identity of the sender. Contractors shall be notified accordingly. Such envelope shall be addressed impersonally to the Head of Legal and Democratic Services if it contains a “Tender” or the appropriate Head of Service if it contains a “Quotation”; and
 - ◆ the Head of Information Technology shall ensure that the e-mail address is secure and can only be accessed by the Head of Legal & Democratic Services or officers specifically appointed by him.
- 9.3 All envelopes or e-mails received shall be kept securely and shall not be opened or accessed until the time appointed for their opening.
- 9.4 All tenders or quotations invited in accordance with this Code shall be opened at one time only and by at least two officers -
- ◆ tenders shall be opened by officers nominated by the Head of Legal & Democratic Services and by the appropriate Head of Service. The Head of Financial Services shall be notified of the time and place appointed for the opening; and
 - ◆ quotations shall be opened by the appropriate Head of Service and/or his nominee(s). The Internal Audit & Risk Manager shall be notified of the time and place appointed for the opening.
- 9.5 All tenders or quotations upon opening shall be recorded in writing on either a tender opening record or quotation record in the Contracts Register, as is appropriate. The format of the opening record shall have been previously agreed with the Head of Legal & Democratic Services and Head of Financial Services. The Form of Tender or Quotation and any accompanying documentation shall be marked with the date of opening, and signed by all officers present at the opening. The tender or quotation opening record shall be signed by at least two officers present at the opening.
- 9.6 The original opening record shall be retained by the Head of Legal & Democratic Services in respect of tenders, and the relevant Head of Service in respect of quotations.
- 9.7 Any tenders or quotations received after the specified time shall be returned promptly to the contractor by the Head of Legal & Democratic Services or his nominated officer in respect of tenders, or by the appropriate Head of Service or his nominated officer in respect of a quotation. The tender or quotation may be opened to ascertain the name of the contractor but no details of the tender or quotation shall be disclosed.

10. ACCEPTANCE OF TENDERS AND QUOTATIONS

- 10.1 The appropriate Head of Service shall evaluate all the tenders or quotations received in accordance with the award criteria set out in the bid documentation and shall accept, subject to the provisos set out in this paragraph, either -
- ◆ the lowest priced tender or quotation; or
 - ◆ the most economically advantageous tender or quotation, as evaluated against the award criteria.
- 10.2 Tenders or quotations exceeding the approved estimate may only be accepted once approval to further expenditure is obtained.
- 10.3 If the lowest priced, or most economically advantageous exceeds £50,000 -

- ◆ but is within 15% of the original estimate, the appropriate Head of Service may accept the quotation without seeking further competition; and
- ◆ is in excess of 15% of the original estimate then a competitive tender exercise in accordance with paragraph 6.3 above shall be carried out, unless the appropriate Head of Service has consulted and obtained the approval of the Head of Legal & Democratic Services and relevant executive councillor that the quotation can be accepted.

10.4 A tender or quotation shall not be accepted -

(a) where payment is to be made by the Council and -

- ◆ it is not the lowest priced tender or quotation, or
- ◆ the most economically advantageous tender or quotation in accordance with the award criteria set out in the tender or quotation documentation; or

(b) if payment is to be received by the Council and the tender or quotation is not the highest price or value;

(c) unless -

- ◆ the Cabinet have considered a written report from the appropriate Head of Service, or
- ◆ in cases of urgency, the Head of Legal & Democratic Services has consulted and obtained the approval of the relevant executive councillor. Tenders or quotations accepted in this way shall be reported by the appropriate Head of Service to the next meeting of the Cabinet.

10.5 Where post-tender negotiations have been undertaken in accordance with paragraph 10.6 below, the appropriate Head of Service shall only accept the lowest priced tender received. A tender other than the lowest shall not be accepted until the Cabinet have considered a written report from the appropriate Head of Service, and recommended acceptance of a tender other than the lowest.

10.6. **Arithmetical Errors and Post-Tender Negotiations**

Contractors can alter their tenders or quotations after the date specified for their receipt but before the acceptance of the tender or quotation, where examination of the tender or quotation documents reveals arithmetical errors or discrepancies which affect the tender or quotation figure. The contractor shall be given details of all such errors or discrepancies and afforded an opportunity of confirming, amending or withdrawing his offer.

In evaluating tenders, the appropriate Head of Service may invite one or more contractors who have submitted a tender to submit a revised offer following post-tender negotiations.

All post-tender negotiations shall -

- ◆ only be undertaken where permitted by law and where the appropriate Head of Service, Head of Legal and Democratic Services and Head of Financial Services consider additional financial or other benefits may be

obtained which over the period of the contract shall exceed the cost of the post-tender negotiation process;

- ◆ be conducted by a team of officers approved in writing by the appropriate Head of Service, Head of Legal & Democratic Services and Head of Financial Services;
- ◆ be conducted in accordance with guidance issued by the Head of Legal & Democratic Services; and
- ◆ not disclose commercially sensitive information supplied by other bidders for the contract.

Post-tender negotiations shall not be used to degrade the original specification unless the capital or revenue budget is exceeded, or if appropriate Head of Legal & Democratic Services considers other special circumstances exist, in which case all those contractors who originally submitted a tender shall be given the opportunity to re-tender.

The appropriate Head of Service shall ensure that all post-tender negotiation meetings are properly minuted with all savings and benefits offered clearly costed. Following negotiations but before the letting of the contract, amendments to the original tender submitted shall be put in writing by the contractor(s) and shall be signed by him.

11. TERMS OF BUSINESS AND THE FORM OF CONTRACTS

11.1 All orders placed by the Council shall be on the Council's Terms and Conditions (T&Cs). Heads of Service shall not use Contractor's documentation to order, acknowledge, instruct to proceed or make any other commitment where the documentation makes any reference to the Contractor's T&Cs. Where a contractor formally insists on trading on T&Cs other than the Council's T&Cs, the Procurement Manager shall be informed, except for -

- ◆ Any contract where the estimated total value is likely to exceed £50,000, paragraph 11.2 shall apply.
- ◆ Any framework or contract formally adopted by the Council.
- ◆ Purchasing Agency (eg ESPO, Government Procurement Service) arranged contracts and orders.
- ◆ Orders of a total value of less than £ 5,000 where the goods or service are purchased on a 'retail' basis on terms available to the general public.
- ◆ Orders for software where the licence is for 'standard' product but not where customisation, development or on-site service is required for the 'standard' product.

11.2 Every contract that exceeds £50,000 in value shall be in writing in a form approved by the Head of Legal and Democratic Services who shall also determine the format of any contract for a lesser value. Heads of Section shall ensure that advice of the Head of Legal and Democratic Services is sought at a stage as early as practicable (normally before the issue of an Invitation to Tender).

11.3 In the case of any contract for the execution of works or for the supply of goods, services or materials, the Head of Service after consulting with the Head of Financial Services and the Head of Legal and Democratic Services shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the specification of tender the nature and amount of the security to be given. In the latter event, the Council shall require and take a bond or other sufficient security for the due performance of the contract.

- 11.4 Heads of Service shall produce the final version of all contracts in 2 copies and present both to the Authorised Officer for signature. Once signed by the contractor, the signed contract, all original documents, including specifications, drawings, tender documents and correspondence relating to a contract exceeding a total value of £50,000 shall be forwarded by the Head of Legal and Democratic Services. Where the total value of the contract is less than £50,000 the relevant Head of Services shall make arrangements for the retention of all the original documentation.
- 11.5 Heads of Service shall maintain a record (in the form detailed in the Procurement Protocols & Guidance) for their area of each contract or agreement (both written and verbal agreements).
- 11.6 Heads of Service shall include the specific T&Cs listed in the Procurement Protocols & Guidance in all contracts. Where a Head of Service considers a term or condition inappropriate they shall seek advice of the Head of Legal and Democratic Services on the modification or deletion of the term or condition.

12. LETTERS OF INTENT

- 12.1 Letters of intent provide a contractor with the authority to proceed prior to the award of a contract. However, letters of intent have two main disadvantages:-
- (a) if the contract is not awarded the contractor is entitled to payment regardless as to whether the work was actually needed;
 - (b) the Council's negotiating position is weakened as the contractor may believe actual award of contract is a formality and therefore, the contractor may refuse to accept conditions that are seen as disadvantageous.
- 12.2 Heads of Service shall ensure that:-
- (a) all letters of intent are in a form approved by Head of Legal and Democratic Services; and
 - (b) all letters of intent are signed by an Authorised Officer with sufficient authority for either the value of the intended contract or the estimated value of any 'extension' period defined in the letter of intent.

13. POST-TENDER DEBRIEFS

13. For all contracts greater than £5k Heads of Service shall maintain records of selection and evaluation scoring and where requested by participating suppliers, provide a suitable post-tender debrief. For contracts greater than £50k, the advice of the Procurement Manager shall be sought on the format and scope of the debrief.

14. RETENTION OF DOCUMENTS

- 14.1 Heads of Service shall ensure that every contract or quotation is assigned the Unique Reference Number (URN) from the Contract Register, which is to be used in all correspondence. Any Division or Service reference may be included in addition to the URN shall comprise abbreviation for the Division and year. Formal amendments to a contract or order should also be given unique numbers showing the order in which the amendments were made.

14.2 Documentation retention periods are dictated by the Statute of Limitations and (where applicable) EU requirements. The following rules apply:-

(a) retention for 12 years from the date of completion of the contract for contracts made under deed;

(b) retention for 6 years from the date of completion of the contract: -

- ◆ Contract Documents
- ◆ Hire/Rental Agreements
- ◆ Successful Tenders
- ◆ Summary of Tender Opening
- ◆ Disposal Board papers
- ◆ All selection and evaluation scoring and reports
- ◆ Goods Received Notes
- ◆ HM Customs and Excise Import documentation
- ◆ Invitations to Tender/Quotation Requests
- ◆ Maintenance/Software licence agreements
- ◆ Specifications
- ◆ Successful Quotations
- ◆ Suppliers' Advice Notes;

(c) retention for 3 years after the last entry -

- ◆ Stock and Purchase Record Cards or Registers;

(d) retention for 2 years after the financial year to which the document relates -

- ◆ Unsuccessful Quotations.
- ◆ Unsuccessful Tenders.

15. FREEDOM OF INFORMATION ACT 2000 (FOIA)

15.1 Heads of Sections shall ensure that the handling of requests for procurement information complies with the detailed guidance published as Procurement Protocols & Procedures and the general FOIA guidance published by the Council's Freedom of Information Officer.

16. CONSULTANTS

16.1 It shall be a condition of the engagement of any consultant, agent or professional adviser who is to be responsible to the Council for the management or supervision of a contract on its behalf, that in relation to that contract he shall -

- ◆ comply with this Code as though he were an employee of the Council;
- ◆ at any time during the carrying out of the contract produce to the appropriate Head of Service, on request, all the records maintained by him in relation to the contract; and
- ◆ on completion of the contract transmit all records that he has produced or received that relate to the contract to the appropriate Head of Service.

17. PROCUREMENT TRAINING

17.1 The Procurement Manager shall create, maintain and arrange the delivery of training for Officers undertaking procurement duties.

- 17.2 Heads of Service shall ensure that all Officers routinely undertaking purchasing or procurement duties have undertaken appropriate training.
- 17.3 HR and Payroll Services shall arrange to record the details of staff that have completed suitable procurement training.

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**CORPORATE GOVERNANCE PANEL
TERMS OF REFERENCE**

To discharge the functions of the Council in relation to the Corporate Governance of the Council and to be the Council's "Audit" Committee.

These responsibilities include:

GOVERNANCE

1. Regularly reviewing the Council's Code of Corporate Governance and recommending any changes to the Council.
2. Ensuring that there are systems in place so that all decisions take appropriate account of any significant impact on the Council's system of corporate governance.
3. Approving the annual governance statement and reviewing the achievement of any outstanding improvements.
4. Considering proposals to change the Council's Constitutional arrangements and making appropriate recommendations to the Council.

RISK MANAGEMENT

5. Ensuring there are effective arrangements for the management of risk across the Council including approving the risk management strategy and risk appetite.

INTERNAL AUDIT

6. Ensuring there are effective arrangements for the system of internal audit of the Council including:
 - considering a regular review of its effectiveness
 - reviewing and approving internal audit's terms of reference and strategy;
 - commenting on internal audit plans and receiving reports on progress in delivery.

EXTERNAL AUDIT

7. Receiving and considering external audit reports;

FINAL ACCOUNTS

8. Approving the Council's statement of accounts and considering any matters arising from the audit.

COMPLAINTS AND FEEDBACK

9. Determining the Council's customer feedback procedure, monitoring compliance with the procedure, compensatory payments to complainants and formulation of recommendations to the Cabinet or Council on any action to be taken as a consequence;
10. Considering reports by the Local Government Ombudsman, approval of compensatory payments to complainants and formulation of recommendations to the Cabinet or Council on any remedial action to be taken as a consequence.

FRAUD AND CORRUPTION

11. Reviewing and monitoring the policy and procedure for disclosure of information under the Public Interests Disclosure Act 1999 (whistleblowing).
12. Monitoring the Anti-Fraud and Corruption Strategy and receive annual updates on countering fraud.

RESOURCES

13. The Panel may request relevant Executive Councillors, Panel Chairmen, Managing Directors and Heads of Service to attend Panel meetings in order to assist the Panel in reaching its conclusions.
14. Within budgetary constraints, the Panel may request information or advice from third parties to assist the Panel in reaching its conclusions.

Senior Officers' Panel

Report of the meetings held on 12th January and 22nd February 2012

Matter for Information

(The following item was considered as a confidential item under paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972.)

8. HOUSING SERVICES DIVISION – RE-STRUCTURING

Following the establishment of a shared Home Improvement Agency service with Cambridge City and South Cambridgeshire District Councils, the Panel has considered a proposal to re-structure the Housing Services Division. Formal consultation with the employees potentially affected by the proposal has been undertaken and the responses received reported to the Panel.

Having been assured that the intention to allocate management responsibility for the housing function to two existing Heads of Service will not be detrimental to the service, will better reflect the responsibilities of Executive Councillors and enhance relationships and efficiency, the Panel has agreed, subject to there being no objection by the Cabinet to the proposal, that the post of Head of Housing Services be made redundant with effect from 31st May 2012 and that it be deleted from the establishment.

The Panel has authorised the Managing Director (Resources) to conclude the necessary personnel matters as a consequence of the decision and asked its Chairman, Councillor N J Guyatt and the appropriate Executive Councillor, Councillor B S Chapman to keep the proposed new arrangements under review to ensure they operate as envisaged.

N J Guyatt
Chairman

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