

A meeting of the **CABINET** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 18 OCTOBER 2012** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

APOLOGIES


**Contact
(01480)**

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 13th September 2012.

**Mrs H Taylor
388008**

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary, non-disclosable pecuniary or non pecuniary interests in relation to any Agenda item. See Notes below.

3. FINANCIAL MONITORING CAPITAL PROGRAMME 2012/13
(Pages 7 - 12)

To consider a report by the Head of Financial Services outlining spending variations for 2012/13.

**S Couper
388103**

4. FINANCIAL MONITORING - REVENUE BUDGET 2012/13
(Pages 13 - 18)

To consider a report by the Head of Financial Services outlining spending variations.

**S Couper
388103**

5. CHARGING FOR SECOND GREEN BIN (Pages 19 - 30)

To consider a report by the Head of Operations detailing options for charging for a second recycling bin.

**E Kendall
388635**

6. LEADERSHIP DIRECTION (Pages 31 - 34)

To receive a report from the Corporate Office proposing the adoption of a new Leadership Direction for the Council.

**H Donnellan
388263**

7. CIL GOVERNANCE PRINCIPLES (Pages 35 - 42)

To receive a report by the Head of Planning Services reviewing progress of the implementation of the Community Infrastructure Levy for Huntingdonshire.

**S Ingram
388400**

- 8. HOUSING STRATEGY 2012-15** (Pages 43 - 80)
- To consider a report by the Housing Strategy Manager seeking approval for the Council's Housing Strategy 2012-15.
- Ms J Emmerton
388203**
- 9. DRAFT TENANCY STRATEGY** (Pages 81 - 104)
- To receive a report from the Head of Planning and Housing Strategy on the Draft Tenancy Strategy.
- J Emmerton
388203**
- 10. COMMUNITY RIGHT TO CHALLENGE** (Pages 105 - 112)
- By way of a report by the Head of Legal and Democratic Services to consider arrangements to operate the new Community Right to Challenge initiative as defined in the Localism Act 2011.
- C Meadowcroft
388021**
- 11. UPDATE OF THE COUNCIL'S CORPORATE TRAVEL PLAN**
(Pages 113 - 150)
- To receive a report of the Head of Environmental Management on the updated Council Corporate Travel Plan.
- P Jose
388332**
- 12. GAMBLING ACT STATEMENT OF PRINCIPLES** (Pages 151 - 208)
- To consider a report by the Head of Legal and Democratic Services seeking approval for a revised Statement of Principles.
- C Allison
388010**
- 13. SAFETY ADVISORY GROUP** (Pages 209 - 214)
- To receive the notes of the meeting of the Safety Advisory Group held on 12th September 2012.
- A Jerrom
388009**
- 14. EXCLUSION OF PRESS AND PUBLIC**
- That the public be excluded from the meeting because the business to be transacted contains exempt information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime.
- 15. RISK BASED VERIFICATION IN HOUSING BENEFITS**
(Pages 215 - 236)
- To receive a report from the Head of Customer Services on the introduction of risk based verification in housing benefits for 2012/13.
- J Barber
388105**

Dated this 10 day of October 2012



Head of Paid Service

Notes

A. Disclosable Pecuniary Interests

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

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

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

B. Other Interests

- (4) *If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.*
- (5) *A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -*
 - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect*

the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

Please contact Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntingdonshire.gov.uk /e-mail: 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 Cabinet.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

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 we will try to accommodate your needs.**

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 13th September 2012.

PRESENT: Councillor J D Ablewhite – Chairman.
Councillors B S Chapman, J A Gray,
T D Sanderson and D M Tysoe.

IN ATTENDANCE: Councillor Mrs M Banerjee for Item No. 34.

32. COUNCILLOR N J GUYATT

Having been advised of Councillor N J Guyatt's ill health, the Cabinet expressed their good wishes for his speedy recover.

33. MINUTES

The Minutes of the meeting of the Cabinet held on 19th July 2012 were approved as a correct record and signed by the Chairman.

34. MEMBERS' INTERESTS

No declarations were received.

35. DESIGN PRINCIPLES FOR FUTURE DEVELOPMENTS

(Councillor Mrs M Banerjee, Member of the Overview and Scrutiny Panel [Environmental Well-Being] was in attendance and spoke on this item.)

The Cabinet considered a report of a Working Group appointed by the Overview and Scrutiny Panel (Environmental Well-Being) (a copy of which is appended in the Minute Book) to examine concerns raised over the Loves Farm development in St Neots and to make recommendations to inform future developments.

It was reported that the Working Group had investigated various issues causing concern to residents living on the development over access routes to and within the site, the density of housing and prevalence of affordable housing. In order to obtain an objective assessment from a planning prospective, a building for life assessment had been completed by the Working Group which rated the site as a 'silver' standard.

In reviewing the Working Group's recommendations, Executive Councillors noted four principal actions that would be introduced as part of the next phase of the development including better co-operation with the Highways Authority and the Environment Agency, improved targeted design policies in the New Local Plan and extra engagement with residents in neighbouring areas.

Having acknowledged the steps being undertaken to deal with residents' concerns and in thanking the Working Group for their

efforts in producing a thorough and comprehensive report, the Cabinet

RESOLVED

that the contents of the report now submitted be noted.

36. FINANCIAL FORECAST

By way of a report by the Head of Financial Services (a copy of which is appended in the Minute Book), the Cabinet were acquainted with the present position in relation to the Council's financial forecast for the period up to 2016/17 together with the deliberations of the Overview and Scrutiny Panel (Economic Well-Being) thereon.

In considering the information contained in the report, Members have been informed of progress to date in the achievement of savings and have acknowledged the uncertainty surrounding the forecast and a number of assumptions which will be clarified over the next few months. Particular attention was drawn to the Localisation of Business Rates and Council Tax Benefits, changes to Council Tax allowances and the New Homes Bonus for 2013/14.

It was reported that Working Groups had been established by the Overview and Scrutiny Panel (Economic Well-Being) to review the Council's current and future borrowing and to examine the Council's level of reserves.

Having requested Officers to review the level and predictions for New Homes Bonus on a quarterly basis, the Cabinet

RESOLVED

- (a) that the contents of the report be noted;
- (b) that the annuity basis for the calculation of Minimum Revenue Provision as set out in Annex B to the report submitted be approved; and
- (c) that Council be requested to consider the contents of the report now submitted and the challenges that need to be addressed over the coming months.

37. THE TECHNICAL REFORM OF COUNCIL TAX

A report by the Head of Customer Services (a copy of which is appended in the Minute Book) was submitted summarising the Government's proposals to reform Council Tax with effect from 1st April 2013 and the consequential implications to the District Council. The report had been considered also by the Overview and Scrutiny Panel (Economic Well-Being) whose comments were relayed to the Cabinet.

Executive Councillors were advised that the Government intends to give local authorities the discretion to set the level and period of charge for unoccupied and unfurnished domestic properties, second homes and uninhabitable properties. Furthermore, a billing authority

would have the option to levy an empty premium on properties left vacant for over two years.

Having noted the potential income which could be generated from the reforms and referring to the likely reduction in revenue from the Localisation of Council Tax Rebates, the Cabinet

RESOLVED

- (a) that the contents of the report now submitted be noted;
- (b) that, subject to the enactment of the relevant legislation and in order to prepare financial forecasts and a draft budget, the following changes to Council Tax Policy be agreed in principle:-
 - (i) that unoccupied and unfurnished (Class C) properties be granted a 100% discount for one month and then 0% thereafter;
 - (ii) that second home discounts be reduced to 0%;
 - (iii) that uninhabitable properties (Class A) be granted 100% discount for a maximum of twelve months (no change);
 - (iv) that empty homes premium be levied after two years at 50% in addition to the 100% charge currently made; and
 - (v) that monthly instalments continue to be due on the 15th day of each month (extended to those who request 12 monthly instalments) but Managers be permitted to include an additional later instalment date purely as an incentive for those opting to pay by direct debit; and
- (c) that the publication of a Cambridgeshire Council Tax booklet be supported and the Council's continued involvement in this area of joint working approved.

38. COUNCIL TAX SUPPORT FROM 1ST APRIL 2013

With the assistance a report by the Head of Customer Services (a copy of which is appended in the Minute Book), the Cabinet were presented with details of a local Council Tax Support Scheme which would replace the current national Council Tax Benefit Scheme from 1st April 2013.

Members were informed that under the new arrangements the Council would be subjected to a reduction in funding of at least 10% which will have an impact on the £8.1m awarded in Council Tax Benefit per annum to around 9,400 claimants. Executive Councillors were advised that pensioners and the most vulnerable claimants must be protected from any changes and receive the same amount of support that they would under the current scheme. In that respect, the Cabinet has concurred with the views of the Overview and Scrutiny

Panel (Economic Well-Being) that the funding shortfall should not be passed onto the remaining recipients of support and that the Council should make up part of the difference. In that respect, Executive Councillors were advised that the Council would be in a position to offset some of the costs by generating extra income under the new Council Tax Support Scheme.

With regard to the current consultation exercise being undertaken on the new arrangements, Executive Councillors recognised that not all Council Tax payers would be consulted and concurred with the Panel that this should be taken into account when all the responses are analysed.

Whereupon, it was

RESOLVED

that the contents of the report now submitted be noted.

39. JOINT STATEMENT ON THE DEVELOPMENT STRATEGY FOR CAMBRIDGESHIRE AND PETERBOROUGH BY THE LOCAL AUTHORITIES

By way of a report by the Head of Planning Services (a copy of which is appended in the Minute Book), the Cabinet was invited to consider the contents of a Joint Statement on the Development Strategy for Cambridgeshire and Peterborough by the Local Authorities which would be used in the development of new local plans. The Statement had been considered by the Overview and Scrutiny Panel (Environmental Well-Being) whose comments were relayed to the Cabinet.

Members were advised that the document was an update of the first Joint Statement developed in 2010 and now incorporated Peterborough Unitary Authority as well as the Cambridgeshire Authorities. It would provide a basis for the authorities to continue to work together at a strategic level across administrative boundaries and to plan effectively for growth.

RESOLVED

that the contents of the Joint Statement on the Development Strategy for Cambridgeshire and Peterborough by the local authorities be endorsed.

40. NEW GUIDANCE FOR LOCAL AUTHORITIES ON THE HOME ENERGY CONSERVATION ACT 1995 (HECA) AND DELIVERY OF THE GREEN DEAL IN HUNTINGDONSHIRE

A report by the Head of Environment Management was submitted (a copy of which is appended in the Minute Book) seeking the Cabinet's view on the content of guidance produced by the Secretary of State for Energy and Climate Change requiring all local authorities with housing responsibility to prepare reports by 31st March 2013 setting out plans to implement practical, cost effective energy conservation measures to achieve significant improvements in the energy efficiency of residential accommodation in their areas.

In considering the information contained in the report, Executive Councillors' attention was drawn to the Government's flagship environmental initiative the "Green Deal". The initiative would provide householders with up-front loan finance for installing cost effective energy efficiency measures in their homes and would be available for commercial and public buildings.

Members noted that about 70% of Huntingdonshire's housing stock was likely to have some potential for green deal measures. Having acknowledged the benefits of working in partnership with commercial Green Deal providers and community partners to facilitate and deliver a local scheme, the Cabinet

RESOLVED

- (a) that further work be undertaken by Officers of the Environment Team, in conjunction with Officers from other Cambridgeshire Authorities, to develop an outline business case for an action plan to deliver the procurement of a joint local authority Green Deal offering for Cambridgeshire; and
- (b) that Officers be requested to present the outline business case, once completed, to Members for consideration including a full appraisal of the work streams and resources required to procure and deliver a green deal scheme for Cambridgeshire.

41. FIXED PENALTY NOTICES FOR ENVIRONMENTAL CRIME

Consideration was given to a report by the Head of Operations (a copy of which is appended in the Minute Book) outlining a new fine level for fixed penalty notices for failing to place waste in the prescribed receptacle for household and commercial waste, Section 46 and 47 respectively of the Environmental Protection Act refers.

Having been advised that the Government had introduced a default level for these notices of not less than £60 and no more than £80, the Cabinet

RESOLVED

that a fixed penalty notice charge of £80 reduced to £60 if paid within ten days be approved for Section 46 and 47 offences under the Environmental Protection Act 1990.

42. DRAFT CAMBRIDGESHIRE HEALTH & WELL BEING STRATEGY 2012-17 - CONSULTATION RESPONSE

With the aid of a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book), the Cabinet considered a suggested response on behalf of the Council to a consultation paper issued by NHS Cambridgeshire on the Draft Cambridgeshire Health and Well-Being Strategy 2012-17. The Strategy had been considered by a Working Group of the Overview and Scrutiny Panel (Social Well-Being) whose comments were

relayed to the Cabinet.

Having considered the terms of the proposed priorities identified by the Shadow Health and Well-Being Board as being important for local people and in noting how Partners would work together effectively to address them, the Cabinet

RESOLVED

that the Head of Legal and Democratic Services, after consultation with the Executive Leader, be authorised to respond to the consultation as outlined in the report now submitted.

43. SAFETY ADVISORY GROUP

The report of the meeting of the Safety Advisory Group held on 27th June 2012 was received and noted.

44. LOCALISATION OF BUSINESS RATES - UPDATE

(The Chairman announced that he proposed to admit the following urgent item in accordance with Section 100B (4) of the Local Government Act 1972 given the need to submit the final pooling proposal, following agreement from all authorities, on 19th October 2012)

Further to Minute No 12/25 and by way of a report by the Head of Financial Services (a copy of which is appended in the Minute Book), the Cabinet were updated with progress made to date on the establishment of a local business rates pool as part of the Government's rates retention scheme. Members were advised that Cambridgeshire County Council, as the identified lead authority, had made an expression of interest to the Government on behalf of the Cambridgeshire authorities.

In considering the proposed management agreement for the scheme, the distribution of the rates received between the partners and in noting that all partners would be able to review the scheme annually, the Cabinet

RESOLVED

- (a) that the contents of the report now submitted be noted; and
- (b) that the proposed management proposals as set out in Annex B of the report be approved and the Managing Directors authorised to make subsequent minor changes as necessary, after consultation with the Executive Leader.

Chairman

CABINET

18 October 2012

FINANCIAL MONITORING - CAPITAL PROGRAMME 2012/13 (Report by the Head of Financial Services)

1. PURPOSE

- 1.1 This report highlights the forecast variations from the 2012/13 Capital Programme approved in February 2012. It includes any member or officer decisions already taken in accordance with the Code of Financial Management.

2. MONITORING OF THE 2012/13 CAPITAL PROGRAMME

- 2.1 The Budget approved in February 2012 was £10.8m after allowing for a provision for schemes brought forward from 2011/12 and carried forward to 2012/13. Subsequent adjustments are summarised below:-

CAPITAL PROGRAMME MONITORING	2012/13 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Approved Total Budget (February 2012)	19,447	8,677	10,770
Add brought forward from 2011/12	2,226	428	1,798
Less provision	-500	0	-500
	21,173	9,105	12,068
Forecast Cost Variations (Annex A)	386	37	349
Forecast Timing Changes (Annex B)	-8,091	-3,404	-4,687
Revenue to Capital Variations (Annex A)	110	0	110
Current Forecast	13,578	5,738	7,840

3. SIGNIFICANT ITEMS

3.1 Savings Items

Additional Disabled Facilities Grant Received.

The grant received from government has exceeded that expected.

3.2 Extra Cost Items

Conveniences –South Street, St Neots.

Cabinet agreed in September 2009 that St Neots TC should be offered the conveniences if they were willing to maintain and run them. Initially this did not seem likely and so the MTP was based on selling the site. They subsequently agreed to the proposal and so the estimated sale proceeds (£15k) will not now materialise.

Castle Hill House Sale.

Cabinet agreed to the sale of Castle Hill House at its April 2012 meeting for the best sum available which was less than the figure estimated in the MTP.

Council Tax Support Software.

The details of the scheme have only recently emerged and consultation has commenced. A new software module will be required and it is expected that some, or all, of the cost will be grant funded as a "new burden".

Call Centre CRM Replacement.

The MTP bid was made prior to the procurement process and the estimated cost of the project is now £37k higher. This is partially offset by extra revenue savings of £23k over the assumed life of the software. The whole scheme still predicts a significant saving.

3.2 Rephased Items

All rephasings will be reviewed as part of the MTP process.

Huntingdon Multi-Storey, Huntingdon West Development, Town Centre Development

Delays to the signing of the Huntingdon Town Centre Development Agreement, and delays to making land acquisitions have caused these schemes to be rephased.

Disabled Facilities Grants

The number of payments processed by the newly formed Cambs Home Improvement Agency has in the first half of the year been reduced whilst staff become familiar with each Council's procedures and policies. However, the number of commitments remain at normal levels and it is expected that payments will significantly increase in the second half of the year.

Social Housing Grants

This grant is used to acquire or extend existing properties for larger families, for which there is a shortage. Some identified properties will complete next financial year after planning consent is granted.

One Leisure St Ives

The scheme was not approved as quickly as assumed in last year's MTP. As a consequence the spending is also delayed.

One Leisure Ramsey.

This scheme has been deferred until next year, to allow further time to consider the type of scheme that is required.

Vehicles and Plant

A refuse freighter has been written off, and so some of the future programme has been brought forward to pay the additional cost (over and above the insurance cover) for its replacement.

3.4 Revenue to Capital Transfers

Where appropriate, such transfers will be undertaken as they provide a beneficial revenue impact.

4. REVENUE IMPACT

4.1 The revenue impact on the MTP of the 2011/12 outturn and subsequent variations is shown below.

Revenue Impact	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017
	£000	£000	£000	£000	£000
Timing Changes 2011/12 to 2012/13	70	0	0	0	0
Cost Variations	3	39	40	42	42
Timing Changes 2012/13 to 2013/14	-40	-166	0	0	0
Revenue to Capital Transfers	-109	12	12	12	12
Revenue variations - Timing changes	41	24	3	0	0
TOTAL FORECAST VARIATION	-35	-91	55	54	54

N.B. This table is based on a simplified approach for identifying the revenue impact of capital expenditure. Allowance has also been made for any revenue elements of the changes as identified in the relevant MTP bid proposals.

5. RECOMMENDATIONS

5.1 It is **RECOMMENDED** that Cabinet note the contents of this report.

BACKGROUND PAPERS

Capital programme and monitoring working papers.
Previous Cabinet reports on capital expenditure.

Contact Officer – Steve Couper ☎ 01480 388103

ANNEX A

Forecast Cost Variations	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Savings			
Additional Disabled Facilities Grant Received	0	52	-52
	0	52	-52
Extra Cost			
Public Conveniences – South St, St Neots	0	-15	15
Castle Hill House Sale	325	0	325
Council Tax Support Software	65	0	65
Call Centre CRM Replacement	37	0	37
	427	-15	442
Technical			
Brought Forward Adjustment	-41	0	-41
TOTAL COST VARIATIONS	386	37	349
Revenue to Capital			
GIS Corporate	19	0	19
Business Systems	11	0	11
Server Virtualisation & Network	24	0	24
E-forms	1	0	1
Call Centre Replacement	5	0	5
Share Point Systems	4	0	4
Flare Replacement	12	0	12
One Leisure St Ives – Tractor & Mower	21	0	21
Printing Equipment	7	0	7
Environmental Health Equipment	6	0	6
	110	0	110

New item this time
No change from previous report
Adjusted value this time

ANNEX B

Timing Changes to 2013/14 and beyond	2012/13 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
Building Efficiency – Salix Funding	-27	0	-27
Disabled Facilities Grants	-500	0	-500
Social Housing Grant	-118	0	-118
Decent Homes Insulation	-9	0	-9
One Leisure St Ives – Outdoor Centre	0	-52	52
One Leisure St Ives - Redevelopment	-506	0	-506
Ramsey Development	-560	0	-560
Replacement Fitness Equipment	-55	0	-55
Play Equipment	-45	0	-45
Play Equipment – S106	-10	0	-10
Printing Equipment	-70	0	-70
Document Centre Equipment	-49	0	-49
Vehicles & Plant	150	0	150
Town Centre Developments	-290	0	-290
Rural Renewal – Pump Priming	-63	0	-63
Community Infrastructure levy	-23	0	-23
Server Virtualisation	-85	0	-85
Huntingdon West Development	-3,531	-3,102	-429
Huntingdon Multi-Storey	-2,300	-250	-2,050
	-8,091	-3,404	-4,687

New item this time
No change from previous report
Adjusted value this time

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CABINET

18 OCTOBER 2012

FINANCIAL MONITORING – REVENUE BUDGET 2012/13 (Report by the Head of Financial Services)

1. TREND

The table below summarises how the key totals have changed from the approved budget:

REVENUE MONITORING	Approved Budget £M	Reported in July £M	This Report £M
Projects – Net timing changes**	0.0	0.5	0.2
All Other Spending	21.7	21.8	21.8
Forecast Outturn	21.7	22.3	22.0
Funded from:			
General Reserves	2.5	2.6	2.6
Provisions for timing changes	0.0	0.5	0.2

** Where Managers identify that a revenue funded project has been delayed for reasons beyond their control they are permitted to carry forward the budget to the following year. This creates an underspending in the planned year which is put into the provision for timing changes to fund the scheme in the following year. The original budget for a year normally assumes that the sums brought forward are balanced by those carried forward to the following year.

2. LATEST POSITION

2.1 Most of the changes in the last period are one-off with some being due to the current economic situation. They are summarised in Annex A and the significant items are shown below. Beneficial items are shown in (brackets).

£M	Commentary
1. (0.328)	<p>Provision for delays to future years</p> <p>As a consequence of revised timings in the commencement of a number of Planning Projects (i.e. Local Development Framework, Alconbury Development and the A14 Enquiry), this creates a saving this year that will have to be used to fund the projects in future years.</p>

2. (0.105) **Senior Management**
Salary savings as a consequence of the Senior Management review are ahead of target in the current year.
3. (0.099) **Back Office and Estates Reorganisation**
The saving expected from the review of back offices, including the reorganisation of Estates, is currently better than estimated. However, in future years part of this saving will have to be used to fund new management arrangements for Estates properties.
4. (0.085) **Minimum Revenue Provision**
As a consequence of the Council not incurring as much capital expenditure in 2011/12 and changes to the average life of assets created the charge for 2012/13 is lower.
5. 0.382 **Income Reductions**
The main service areas that are affected include:
- | | £M |
|-------------------|-------|
| Estate Properties | 0.110 |
| Planning Fees | 0.100 |
| Car Parks | 0.079 |
| Markets | 0.057 |
| Search Fees | 0.036 |
6. 0.113 **Car Park Fee Increases**
The expected timing for introducing increased car park fees is later than assumed in the approved budget.
7. 0.108 **One Leisure – Delay in scheme approval**
The scheme was not approved as quickly as assumed in last year's MTP. As a consequence the increases in income are also delayed.
8. 0.094 **Planning Fees – Delay in Price Increase**
The Government's timing for introducing increases in planning fees is much later than expected.

3. AMOUNTS COLLECTED AND DEBTS WRITTEN OFF

- 3.1 The position as at 30 September 2012 is shown in Annex B

4. RECOMMENDATION

4.1 It is recommended that Cabinet note this report.

BACKGROUND INFORMATION

Cabinet and Council Reports,
Budgetary Control Files

Contact

Officer: **Steve Couper, Head of Financial Services**

☎ 01480 388103

Clive Mason, Accountancy Manager

☎ 01480 388157

REVENUE BUDGETARY CONTROL 2012/13	Original Approved Budget	Reported to Cabinet July 2012	Changes since July	Latest Forecast outturn
Approved budget	21,722	21,722		21,722
Delayed Projects from last year	250	749	0	749
Provision for delays to next year	(250)	(250)	(328)	(578)
Net timing changes	0	499	(328)	171
Savings				
Earlier achievement salary savings for Senior Management		0	(105)	(105)
Expected saving from Central Services & Estates reorganisation		0	(99)	(99)
Environmental Health Staff Savings		0	(50)	(50)
Savings from Engineers Vacancy & Related Environmental Management		0	(43)	(43)
Savings from PV (Solar) Panels at Eastfield House		0	(35)	(35)
Net saving from Corporate Office Reorganisation		0	(22)	(22)
Income				
Additional income due to delay in multi-storey car park		(77)	20	(57)
CCTV reduced income		22	0	22
Reduction in Council Tax Costs Recovery		0	24	24
Implementation of a number of energy projects has been rephased, savings will accrue in future years		0	27	27
Reduction in Search fee income		0	36	36
Reduction in Market fee income		0	57	57
Reduction in Car Park income		0	79	79
Planning fees – delay in increase in fees		73	21	94
Reduction in Expected Planning Fee Income		0	100	100
One Leisure income deferred for delay in capital schemes		0	108	108
Reduction in Estates Properties income.		0	110	110
Delay in car park fee increases		113	0	113

REVENUE BUDGETARY CONTROL 2012/13	Original	Reported to Cabinet July 2012	Changes	Forecast outturn
Expenditure				
Pathfinder House running costs		(35)	(30)	(65)
Recycling prices higher than budgeted		0	(63)	(63)
Pension fund contribution		(33)	0	(33)
Miscellaneous grants		(22)	0	(22)
Human resources contract		38	0	38
Refuse collection round rescheduling delay		32	33	65
Other				
Housing benefits caseload changes		(36)	0	(36)
Saving made due to reprioritisation of Environmental Strategy projects.		0	(30)	(30)
Other Variations (individually less than £19,000)		(14)	(28)	(42)
Technical				
Reduction in Minimum Revenue Provision		0	(82)	(82)
Total Variations	0	61	(300)	(239)
Forecast net spending	21,722	22,282	(300)	21,982
Financed from				
Government Support	(11,385)	(11,385)		(11,385)
Collection fund adjustment	(63)	(63)		(63)
Council Tax	(7,727)	(7,727)		(7,727)
Earmarked Reserves				
Use of delayed projects reserve	(250)	(749)		(749)
Contribution to delayed projects reserve	250	250	328	578
General Reserves	(2,547)	(2,608)	(28)	(2,636)
Total Financing	(21,722)	(22,282)	300	(21,982)

AMOUNTS COLLECTED AND DEBTS WRITTEN OFF

Collected

The total amount of payments received, less customer refunds and transfers to other debts:

	April to June 2012	July to September 2012	Total
	£000	£000	£000
Type of Debt			
Council Tax	25,061	24,791	49,852
NNDR	18,911	15,954	34,865
Sundry Debtors	1,449	2,181	3,630
Excess Charges	33	32	65

Amounts written off

Whilst the amounts have been written-off in this financial year, much of the original debt would have been raised in previous financial years.

	Up to £5,000			Over £5,000			TOTAL
	April to June 2012	July to Sept 2012	Total	April to June 2012	July to Sept 2012	Total	Total
	£000	£000	£000	£000	£000	£000	£000
Type of Debt							
Council Tax	33.8	44.0	77.8	0.0	0.0	0.0	77.8
NNDR	7.8	20.0	27.8	36.0	22.0	58.0	85.8
Sundry Debtors	37.7	45.1	82.8	6.6	6.9	13.5	96.3
Excess Charges	2.2	3.0	5.2	0.0	0.0	0.0	5.2

Authority to write off debts

The Head of Customer Services is authorised to write-off debts of up to £5,000, or more after consultation with the Executive Councillor for Resources, if she is satisfied that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. The Head of Financial Services deputises in her absence.

**OVERVIEW & SCRUTINY
(ENVIRONMENT WELL BEING)**

9th October 2012

CABINET

18th October 2012

**Charging for 2nd Green Bin
(Report by the Head of Operations)**

1. PURPOSE

- 1.1 To set out the case for reducing the cost of the refuse and recycling service by introducing a charge for second green bins.
- 1.2 The report identifies the potential net income and seeks Cabinet approval to introduce a charge for new customers from April 2013 and for existing customers from June 2013.

2. BACKGROUND

- 2.1 The Council introduced an alternate weekly wheeled bin collection system in July 2004 in response to the EU Landfill Directive which required that a high proportion, by weight, of waste collected should be recycled or composted. As a result the service introduced sought to address that by having an alternate weekly collection system, whereby one week the residual bin was collected and the next week a garden waste bin was collected.
- 2.2 The policy in regard of bin provision allows for residents on request to be provided with a second green bin and currently 7,865 properties are benefitting from that policy. The green waste collection now accounts for 31% of the total waste collected by the Council which is a significant cost to this Council in collecting that waste and to the County Council who pay the treatment costs.
- 2.3 The charging for green waste collection is allowed under the Controlled Waste Regulations 1992 (as amended) and a growing number of councils have taken opportunity to charge for green waste collection. However, as far as I have been able to ascertain only one other council is seeking to charge for the second green bin only.
- 2.4 Following the introduction of the in vessel composters in 2010 food waste was allowed to be put in with the garden waste. As a consequence the Council was able to provide a weekly collection of food waste in that it can be placed in the residual bin one week and the green waste bin the next. The residual waste is treated by the Microbiological Treatment plant (MBT) at Waterbeach and therefore food waste is treated whichever way it is disposed of.

2.5 The charges levied by other councils vary considerably but the mean is around £40 per annum.

2.6 There are currently 7865 households with 2 bins, 40 with 3 bins.

3. PROPOSAL

3.1 The proposal is that the first green bin collection will continue to be collected free of charge but for the 2nd green bin an annual charge of £40 is applied.

3.2 The introduction of this charge will present difficulties in a number of different areas such as identification of the charge for bins, shared bins at multiple properties, the payment and debt collection systems, and users such as churchyards and village halls.

3.3 In respect of bin identification it is proposed that either the lids are replaced with brown lids (Option 1) or brown bins are used (Option 2). It had been considered that attaching non removable labels would be the most cost effective option but from a practical point of view it is difficult for the men to identify the labels. There are no other schemes where only 2nd green bins are charged for so it has not been possible to compare other local authority schemes. There are advantages and disadvantages of both of these as the first would take more time but would reduce the capital cost by nearly 73% as a lid costs £5.20 as opposed to a new bin at £19.15. The replacement with a different coloured bin would be quicker to do and therefore save on revenue but would require more capital (£90,971 as opposed to £24,648 for the new lids). If the bins were replaced then we would return the old bins to the depot and clean them to enable them to be reissued either for new properties or as replacement bins.

3.4 Due to the time it would take to either replace the lids or change the bins it is proposed that the charge would be applied from the 1st April 2013 for extra bins issued to all new customers. In relation to existing customers it would be impossible to introduce the identification measures by the 1st April 2013, so it is intended the charging of these customers be delayed until the 1st June 2013. However existing customers will be notified to enable bin recoveries to be start from April. Additional resources will be needed to enable the work to be completed within 2 months. In respect of the replacement bins a vehicle, driver and 2 operatives would be required and 3 extra men to replace the lids. The cost of these resources are set out in the financial considerations in this report.

3.5 The payment system needs to tie in with the current system, Capita, and as a consequence there will be a one off charge of approximately £15k (this has yet to be agreed with Capita) to set up the new payment mechanism. In addition there will need to be a link to the new CRM

system and the Operations division and currently this is being investigated by IMD. In addition there would be a continuing revenue charge of £5k per annum for the continued use & support of these systems.

- 3.6 The other side of charging is what we will do if someone signs up for the service but does not pay when invoiced. In normal circumstances we would seek to recover the debt but as this is an upfront payment it is proposed that a more simpler system is used where we remove the bin instead. This would require Operational Services to send out a first reminder letter and then failure to pay will result in a second letter informing the resident that the bin will be removed if the charge isn't paid.
- 3.7 The payment could be made in a number of different ways but it is considered that an annual payment running from June to June, with new customers paying a pro rata charge for 14 months would be the best way of collecting the charge. The reason for suggesting June is to stagger the work. Currently it would not be possible to provide Direct Debit facilities as the payments could not be reconciled with who made the payment. However, the charge could be paid by credit card with the charge for using the credit being passed onto the customer, which is currently 1.6% dependant on the card used. To reduce handling costs it is proposed to incentivise on-line payments.
- 3.8 The other aspect of charging for the second green bin is how it will apply to certain premises such as churchyards, village halls and schools. If exemptions are to be applied it is worth noting that there has been a recent change to the Control of Waste Regulations 1992 which means the classification of some of these premises has changed, from being household to commercial. Consequently they are now charged for the collection and disposal of their waste. The exception to this are schools who are collected by local councils where they will be exempt still from the disposal charge. Those schools who switched to a private company will not be exempt. There is an argument that as part of our drive to educate the children we should continue to provide a free green waste service to schools where we have already provided bins for their garden waste and it is proposed therefore that schools are exempted from the charge.
- 3.9 Residents who have a second green bin currently will be informed of the charge to be imposed in June 2013 and invited to opt in, those who decline will have their second green bin recovered as soon as possible after the 1st April prior to the start of charging for existing customers in June.
- 3.10 There would be an increased administrative burden associated with this proposal as in addition to the management of the system there will be the extra cost of invoicing, collecting the payments, dealing with the enquiries via the Call Centre, issuing new bins and chasing of

payments or organising the removal of the bin. It is estimated that this will require the equivalent of 1 full time post across the various services but in particular the Call Centre and the Operational Administrative team. This has been assessed by comparing with the trade waste service and the time required administering that. The administrative work associated with this should not be underestimated because the experience of other authorities is that when you start to charge residents expect a good standard of service to be provided and for their enquiries to be dealt with quickly and efficiently.

4. RISKS

- 4.1 Introducing a charge for the second bin does present a risk that the composting performance could be affected due to residents with 2nd bins not wanting to participate. However, this drop in performance would be approximately 3.4%, even if no residents with 2nd bins took up the scheme.
- 4.2 A more realistic assumption would be that a proportion would not pay the charge but this is mitigated by introducing the charge in June when there is demand for the service. The alternatives available to residents are either to start home composting or to transport the green waste themselves. The growth in fuel costs will make the latter an expensive option and therefore it is considered that a significant proportion of the residents with a need for 2 or more bins will eventually subscribe to the scheme. The evidence from other areas is that there is a significant drift back in the following year when residents have had time to trial alternatives. However, there is no doubt there will initially be resistance and so a conservative estimate based on others experience is that on average there may be a 40% drop out rate.
- 4.3 There is a political risk in introducing this charge but this is mitigated to some extent by the fact that the majority of households do only have one or no green bins. These residents may actually support the introduction of the charge as they perceive it to be a fairer way of paying for green waste collection. The spread of location of second green bins is quite concentrated in that 8 wards have 71% of the bins. A map is attached at Appendix A showing the breakdown. It can be expected therefore that the main opposition will come from those wards where there is a high percentage of 2nd green bins such as the Hemingfords.
- 4.4 The environmental risk is that more residents could start using their cars to take their green waste to the household waste recycling centres which would result in a lot more carbon being released to the atmosphere. It has been calculated that if none of the residents with the extra bins chose to take up the new service 120 tonnes of CO₂ would be produced in people travelling to the household waste recycling centres to dispose of their green waste. If the number of second green bins reduced there would be very little saving because

the vehicle would still have to go the same route and the number of tips would in the main be the same. The round reorganisation will balance the rounds to ensure the rounds were being collected efficiently but if residents subsequently decide they want the service it will require further round reorganisation in respect of the green if there are a large number returning.

- 4.5 The costs in relation to the implications for IMD are only estimated at this time and it maybe that these could be higher once all the investigation and modelling has been completed.
- 4.6 This scheme does not cause any risk to the food waste collection as it can be placed either in the residual waste bin or the primary green waste bin, which will remain free of charge.
- 4.7 The impact of introducing this change in April 2013 for new customers may impact on other Projects currently being managed by the Council. For example the migration of the Call Centre to a new CRM system and the Round Optimisation project. These are significant projects - and will impact on the Council's resources. Delaying the application of the charge to existing residents this will be mitigated to a certain extent, but inevitably implementing these significant changes at the same time is likely to affect the delivery parallel projects and have consequence for customer service.
- 4.8 There is a risk that residents may put extra green waste in their residual waste bins which could affect the recycling performance and diversion targets but any extra will be limited by the bin size and an enforcement of the non removal of side waste.
- 4.9 The investigation of missed bins will inevitably be a problem initially and this will lead to an increased workload for supervisors and team leaders. Once the system has settled down there is it envisaged that this pressure will not be as great.

5. EQUALITY

- 5.1 A full Equalities Impact Analysis has been carried out to assess the effect on various groups. It is clear from the analysis that there are 8.8% of residents who have a second green bin are on benefits. In urban wards the percentage of second green bins is much lower than the rural wards. Only Huntingdon East (11%) having a high number of second bins but an issue here is the high number of customers (14%) who are on benefits. This could be an extra burden on those people who are already facing benefit payment reductions next year and consequently an exemption could be considered for those on Council Tax and Housing Benefits. Other groups, such as the old and disabled, could also be affected as it is more difficult for them to lift and transport the green waste themselves. If we were to allow exemptions the complexities of the administering the system would be significant

and lead to an increase in the administrative costs, whilst at the same time losing the income. Therefore it is proposed that there are no exemptions for these groups.

- 5.2 In respect of the rural wards the distance away from a household waste recycling centre can mean a greater distance to travel if they decide to dispose of their own green waste from the 2nd bin, but conversely a number of the properties have quite large gardens which could accommodate a compost bin(s). It is proposed that a campaign in respect of home composting be carried out to encourage residents to get their own composting bins.
- 5.3 A further argument is that a lot of rural properties have a high council tax banding and that the second green bin is some compensation for that.

6. FINANCIAL IMPLICATIONS

- 6.1 The refuse collection service, which includes residual and green waste collection, has a cost of £3,074k per annum and the collection of green waste accounts for 42.5% of that budget, i.e. £1,306k per annum.
- 6.2 If a charge of £40 per annum was introduced for the 2nd green bin and there was a 40% drop off in residents subscribing to the new service the Council would still receive an income of £190,000 but this would be offset by the setup costs and the extra revenue costs including 1 full time equivalent post.

Provision of Different Coloured Bin Lids/Bins

Capital (based on retaining 60% of customers)	2013/14 Option 1 Replace bin lids	2013/14 Option 2 Replace bins	2014/15	2015/16	2016/17	2017/18
New bins		91				
New bin lids	25					
Delivery of new bins		9				
Change bin lids	14					
IMD costs –payments, CRM development	20	20	28			
Total	59	120	28	0	0	0
Sensitivity						
Retaining 80%	67	150	28	0	0	0
Retaining 40%	50	90	28	0	0	0

Revenue	2013/14	2014/15	2015/16	2016/17	2017/18
Income from charges					
Based on 40% returns	-158	-190	-190	-190	-190
Set up costs					
Admin costs –postage etc	6	4	4	4	4
Collection of returns	16				
Admin staff 1FTE (<i>plus 6 months additional in 2013/14 for implementation</i>)	35	23	23	23	23
IMD costs – support		5	5	5	5
Net saving/cost Based on 40% returns	-101	-158	-158	-158	-158
Sensitivity					
20% returns	-158	-221	-221	-221	-221
60% returns	-44	-94	-94	-94	-94

Note: Income for 2013/14 based on 10 months charge for existing customers.

The Council does not receive any recycling credit from the County Council for green or for food waste collected in the green or residual waste streams. Therefore there would be no detrimental effect on recycling credits if a reduced tonnage of green waste were collected.

- 6.3 The set up costs are significant but the sensitivity analysis shows that even if 60% of the current customers declined the service, the scheme will, realise net savings in year 2. Therefore as an income generating scheme for the council this is a low risk scheme.
- 6.4 The costs provided by IMD are only estimates and when it is clearer exactly what is required they may increase.

7. CONCLUSION


- 7.1 It is opportune to consider this charge now before the round optimisation is completed so this variable can be included in the analysis.
- 7.2 The imposition of a charge for a 2nd green bin on a small proportion of residents is a fairer system in that the majority of residents do not benefit from this extra bin.

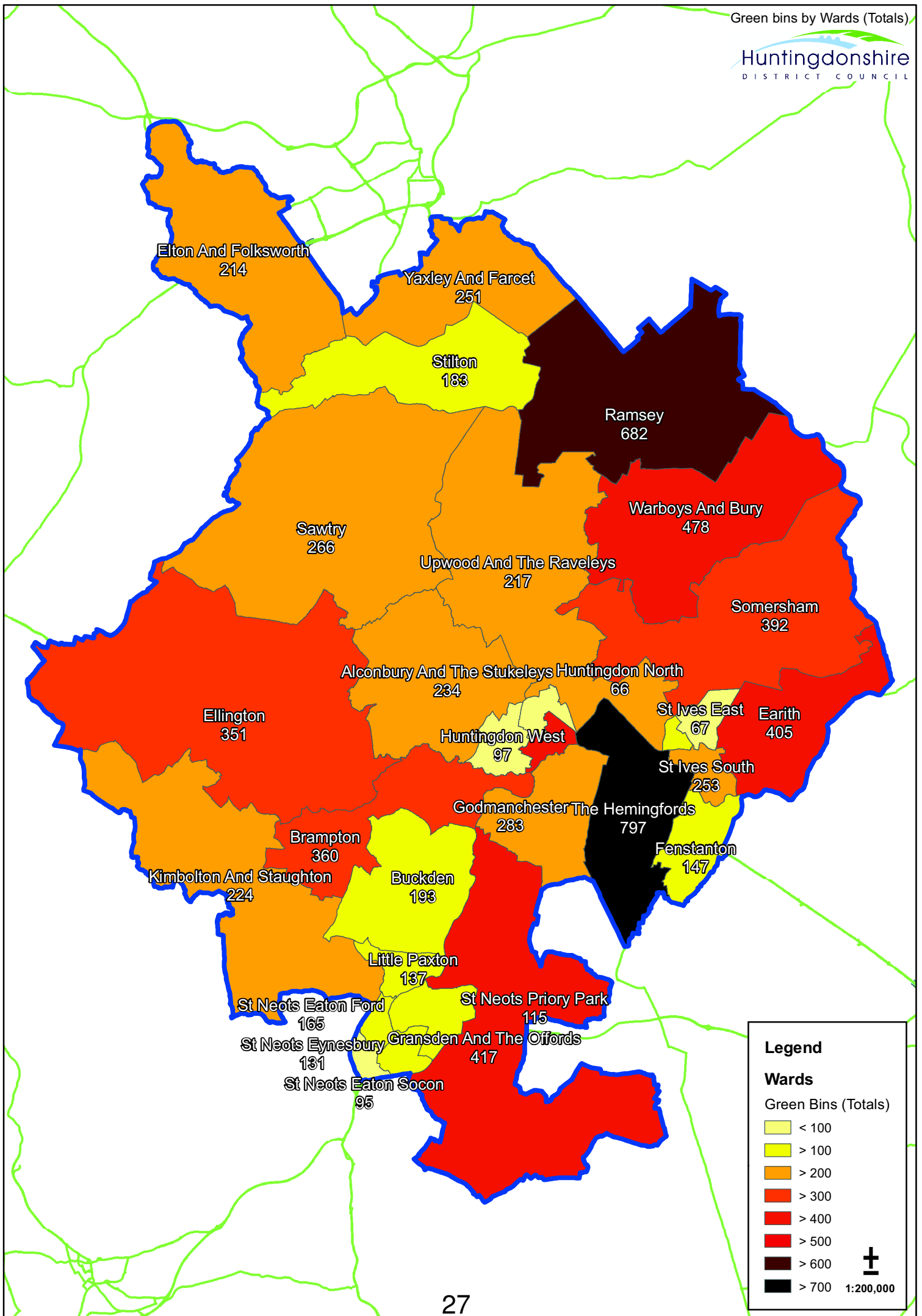
- 7.3 The concentration of the majority of second green bins in a small number of wards is a concern and from a political point of view could be a significant risk.
- 7.4 The presence of a large number of these bins 9% being in households where benefits are paid could have an impact as with impending changes to benefits they will have less income.

8. RECOMMENDATION

- 8.1 Members are invited to recommend whether or not to introduce a charge for a second green bin and whether to adopt option 1 or option 2.

Contact Officer: Eric Kendall, Head of Operations

 01480 388635



Legend

Wards

Green Bins (Totals)

- < 100
- > 100
- > 200
- > 300
- > 400
- > 500
- > 600
- > 700

1:200,000

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**CHARGING FOR A SECOND GREEN BIN
(Report by the Overview and Scrutiny Panel (Environmental Well-Being))**

1. INTRODUCTION

- 1.1 At its meeting held on 9th October 2012, the Overview and Scrutiny Panel (Environmental Well-Being) considered the report by the Head of Operations on Charging for a Second Green Bin. The following paragraphs contain a summary of the Panel's discussions on the report.

2. THE PANEL'S DISCUSSIONS

- 2.1 Councillor D M Tysoe has informed the Panel that the Council is looking at ways of increasing its income. This proposal has this purpose. It should be seen in the context of some London Councils that charge for all green waste collection. This Council is proposing to provide free collection of the first green bin for all its residents but the collection of the second green bin should be regarded as a premium service and, therefore, should attract a charge. This will be fairer to all residents and will provide a significant return for the Council.
- 2.2 Councillor P L E Bucknell has addressed the Panel on this matter. He has expressed the view that residents will not pay for the second bin and will instead put green waste in grey bins; this will have an adverse effect on the waste service budget. In addition, the change could lead to an increase in fly tipping. The charge itself is a significant amount compared to the District Council's portion of the Council Tax. He has suggested that VAT will apply because the charge is for a service. Finally, he has reported on his discussions with a representative of a London council, which has introduced such a charge, who has expressed the view that it was a mistake to do so.
- 2.3 Members of the Panel have raised further concerns about this proposal. They have stressed that the waste collection service is the most highly valued service provided by the Council. They have also drawn attention to the fact that it is a universal service and is one of the best performing in the Country. There is concern that this performance will worsen if this proposal is adopted. It will also damage public perception of the Council. It is argued that the Council should instead be promoting recycling. In this respect, the Council might take steps to encourage composting of green waste. Furthermore, it is suggested that the Council should focus on non-statutory services when looking to make savings rather than on services such as waste collection, which are a statutory requirement.
- 2.4 Councillor Tysoe has responded by pointing out that the change will not affect the majority of residents and that if every second green bin is returned there will be a reduction of 3.4% of waste collected. At the same time the Council has extended the range of materials it collects, which will increase recycling. He has further indicated that fly-tipping is a criminal offence and the Council will undertake enforcement. Advice has been received that VAT would not apply.
- 2.5 During discussion on fly tipping it has been established that the additional cost of enforcement has not been factored into the business case presented

in the report. Experience at other authorities suggests that there will be an initial increase in fly tipping but this will decline over time. If it continues to be a problem there will be a need for additional resources. For this reason and to provide more relevant information on how the scheme might work in Huntingdonshire, the Panel would have preferred to have had information on how similar schemes have operated in other rural areas.

- 2.6 On being put to the vote the Panel unanimously agreed that the Council should not introduce a charge for second green bins. The main reasons for this decision are its adverse effect on recycling rates, the likely damage to the public's opinion of the Council, the potential for there to be an increase in fly tipping and the level of the charge compared with the District Council portion of the Council Tax. Representatives of the Panel will attend the Cabinet meeting when this item is considered.

3. CONCLUSION

- 3.1 The Cabinet is requested to take into consideration the views of the Overview and Scrutiny Panel (Environmental Well-Being) as set out above when considering this item.

Contact Officer: A Roberts, Scrutiny and Review Manager 01480 388015

Background Documents - Reports and Minutes of the meeting of the Overview and Scrutiny Panel (Environmental Well-Being) held on 9th October 2012.

HUNTINGDONSHIRE DISTRICT COUNCIL LEADERSHIP DIRECTION

This strategic document sets out the Council’s Themes and Aims and provides a basis for us to plan our work. It does not cover everything that we do or all the services that we provide, but seeks to focus on those issues that matter most to people, national priorities set by the Government and local challenges arising from the social, economic and environmental context of the district.

Our **Vision** — Huntingdonshire District Council will continue to improve the quality of life in Huntingdonshire by working with our communities and partners to achieve sustainable economic growth whilst providing excellent value for money services that meet local needs within a balanced budget.

Our Themes

Strong local economy	Enable sustainable growth	Improve the quality of life in Huntingdonshire	Working with our communities
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Theme	Strong local economy
Aims	<ul style="list-style-type: none"> • Successful delivery of the Alconbury Enterprise zone. • Support partners to improve strategic infrastructure, including broadband • Support the development of town centres and key settlements to become economically viable and vibrant • Support enterprise • Encourage the provision of a wide range of jobs appropriate for existing and future residents • Support the skills levels that aid economic prosperity

Theme	Enable sustainable growth
Aims	<ul style="list-style-type: none"> • Enable an adequate supply and mix of new housing to meet future needs. • Promote development opportunities in and around the market towns • Protect and improve our environment • Maximise benefits to the community from new developments • Enable the provision of affordable housing • Enable and encourage Community energy projects

Theme	Improve the quality of life in Huntingdonshire
Aims	<ul style="list-style-type: none"> • Develop the Council's role in reducing benefit dependency • Support opportunities for the vulnerable to live independently • Achieve a low level of homelessness • Process Housing and Council Tax benefit claims in a timely and efficient way • Make our services accessible to all • Ensure benefits reform is implemented as smoothly and as effectively as possible • Work with partners to minimise the fear of crime • Protect the health of individuals and reduce health inequalities • Build the 'One leisure' business

Theme	Working with our Communities
Aims	<ul style="list-style-type: none"> • Build constructive relationships with other public sector organisations, parishes & towns, business community and 'not for profit' sector • Enhance civic pride & community involvement through "Huntingdonshire Matters" & "Shape Your Place" (Localism) • Adopt multi agency problem solving approaches • To undertake meaningful consultation, being open, transparent and accessible

Theme	The Council (for internal use only)
Aims:	<ul style="list-style-type: none"> • Balancing our budget, manage our reserves and borrowing effectively • Maximise business and income generation opportunities • A new or revised pay scheme that both properly rewards and motivates staff and is affordable • To generate & properly manage Community Infrastructure Levy (CIL) receipts
	<ul style="list-style-type: none"> • Improve communications with Staff and Members • Improve communications with Residents and stakeholders
	<ul style="list-style-type: none"> • Develop a leadership culture across all tiers of management within HDC. • Skill development – supporting the development of the workforce to meet HDC priorities

**Leadership Direction
(Report by Corporate Team Manager)**

1. INTRODUCTION

- 1.1 The purpose of this report is to seek the Cabinet's endorsement of the Leadership Direction plan for submission to the Council

2. BACKGROUND INFORMATION

- 2.1 A presentation to Council regards the Council's Leadership Direction and the intended direction of travel for the Council, was presented by the Leader and Deputy Leader, in July this year.

In addition each of the Overview and Scrutiny Panel's gave consideration to the Council's Leadership Direction and their comments are included below

3. Social Well-Being

- 3.1 No comment on the Council's Leadership Direction, however, the Chairman reported that the Corporate Plan Working Group was currently in the process of producing the Council Delivery Plan, which would sit beneath the Leadership Direction.

3.2 Economic Well- Being

- 3.3 In considering the contents of the report, Members commented on a range of issues relating to the themes and aims within the document. Specifically, concerns were expressed about the number of aims which the Council sought to achieve and the references to balancing the Council's budget without any acknowledgement of the need to use the Council's reserves.

3.4 Environmental Well -Being

- 3.5 Councillor Mrs M Banerjee suggested that residents ought to be given the opportunity to influence the Plan so that it reflected needs identified by the community

4. RECOMMENDATION

- 4.1 In light of the views expressed by the Overview and Scrutiny Panels above, Cabinet recommends Council to adopt the Leadership Direction plan.

**Contact
Officer:**

**Howard Thackray, Corporate Policy & Performance
Manager
☎ 01480 388035**

COMT
OVERVIEW & SCRUTINY (ECO)
(ALL O & S MEMBERS INVITED)
CABINET

24 September 2012
4 October 2012

18 October 2012

PROPOSED CIL GOVERNANCE ARRANGEMENTS (Report by Head of Planning Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to update the Members on the progress being made regarding the implementation of the Community Infrastructure Levy for Huntingdonshire and to put forward an initial draft framework for the 'governance' of CIL receipts and its related spending for comment.

2. BACKGROUND

- 2.1 The Community Infrastructure Levy (CIL) is a mechanism, introduced by Government in 2010, to allow local planning authorities to seek to raise funds from development in order to pay for the infrastructure that is, or will be, needed as a result of new development.
- 2.2 The Huntingdonshire CIL Charging Schedule 2012, which was approved and adopted by Cabinet and Council in April 2012 (Minute109 and Minute 70 refer respectively) is as follows:

Charge for development types	CIL rate (per square metre)
All development types unless stated otherwise in this table	£85 (standard rate)
All A Class Uses 500 sq m or less	£40
All A Class Uses > 500 sq m	£100
All Class C1 Uses	£60
All Class C2 Uses	£45
Health (D1)	£65
Business (B1), General Industrial, Storage & Distribution (B2 and B8), Community Uses ⁽¹⁾ (within D1 - except Health Uses - and D2), and Agricultural <i>(1. Community uses are ones provided by the public, not-for-profit or charitable sectors)</i>	£0

- 2.3 The CIL is based on the need to finance identified community infrastructure needs, and it is payable per net additional square metre of floorspace. The identified community infrastructure needs are contained within Draft Charging Schedule Infrastructure Project List, November 2011, which was submitted as evidence with the Draft CIL Charging Schedule and can also be viewed on the CIL Examination page of the HDC website.
- 2.4 The CIL charge is payable on commencement of development and will be registered as a Land Charge until final payment, or beyond if relief granted. Further details on the administration processes of CIL can be found on the HDC website.

- 2.5 The CIL Charging Schedule is complementary to the Developer Contributions Supplementary Planning Document (SPD) which was approved by Cabinet in December 2011. The SPD and the CIL now operate in conjunction with each other.
- 2.6 Affordable housing development, certain development by charities and a limited range of minor ancillary development are exempt from CIL. All new dwellings, irrespective of size, are liable to pay CIL. Domestic household extensions under 100 square metres of net additional floorspace are not liable for CIL. All other development is liable for CIL if 100 square metres or above and is charged on a scale of rates based on viability testing that has been carried out. The outcome of the viability testing means that some types of new development, such as new business space, are subject to a nil charge, whilst other types of new development, including all new dwellings (houses and flats), are subject to a viability tested charge.

3. PROPOSED GOVERNANCE ARRANGEMENTS

- 3.1 Breaking the link between specific contributions and the delivery of specific related infrastructure provision, as is the case within existing S106 Agreements, whilst adding welcome flexibility to spending priorities presents a significant governance challenge. Clearly, it will be important to ensure that additional infrastructure capacity is timed to coincide with the expected delivery of new development in a particular area. The spending of CIL will therefore need to be carefully planned and managed. Given that even on the most optimistic assumptions of the availability of other sources of funding there is still very likely to be a significant funding gap, priorities will need to be agreed between the various infrastructure providers, although it will be the District Council which will be responsible for making the final decisions in this regard.
- 3.2 It is important to recognise that CIL receipts can only be spent on capital projects, although associated revenue spending to maintain those capital items is also permissible. There is a further requirement for a robust monitoring and reporting mechanism to account for all CIL funding which must be published annually.
- 3.3 The proposed governance structure for dealing with CIL spend is set out in Annex 1 to this report and it contains the following features:
- Infrastructure partners working together through the Growth & Infrastructure Group of the Huntingdonshire Strategic Partnership (HSP) to create a business plan.
 - This plan will need to be a 'living document' responding to the emerging development proposals coming forward to implementation phase.
 - The plan will allocate a proportion of CIL incomes to an infrastructure pot a 'meaningful proportion' pot (see para. 3.4), a contingency pot and administration/management pot.
 - The plan would be endorsed by the Huntingdonshire Strategic Partnership Board and recommended to HDC Cabinet for sign off or sent back for renegotiation.
 - Infrastructure providers could then bid for funding as infrastructure proposals come forward.

- Where bids were in line with the business plan monies would be granted and handed over (providers would need to report back on money spent for the annual monitoring report.)
 - Where a development emerged outside of the business plan, arrangements would be needed to amend the business plan through the process.
 - A specific framework for working with partners would need to be drawn up and agreed.
- 3.4 A particular feature of CIL is that 'a meaningful amount' of the receipts will be allocated to the area in which the development is occurring. The extent of the amount has been the subject of an outstanding government consultation. This also may only be spent on capital items at the discretion of the relevant Parish/Town. The business plan would therefore not necessarily include local provision which could be provided locally from the 'pot' allocated in accordance with the emerging regulations.
- 3.5 A report on this proposal was taken to the Huntingdonshire Strategic Partnership Board and approved on 23rd November 2011 (item 14) and an update given on 18th July 2012 (item 7). Meetings are now being held with partners to start the business plan development.

4. RECOMMENDATION(S)

- 4.1 It is recommended that Cabinet:
- (a) Approve the proposed CIL governance structure;
 - (b) Authorises that work progresses with partners through the HSP to further develop the framework and draft business plan to take forward the next stages required in the governance process;
 - (c) Requests the Head of Planning and Housing Strategy to liaise with the Head of Finance and the Head of Legal to agree draft procedural and management protocols; and
 - (d) Authorise a further report to come forward to Cabinet in due course.

Background Papers:

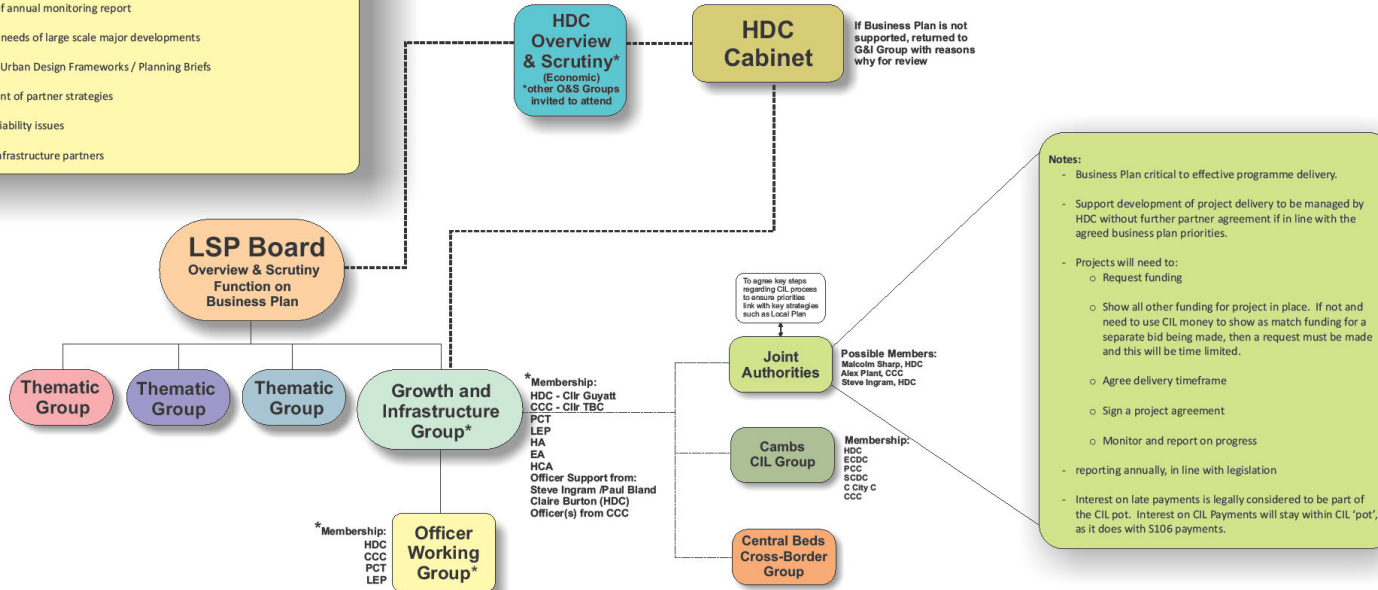
- Huntingdonshire Local Investment Framework 2009
- Core Strategy 2009
- CIL Examination documents, which can be found on the HDC website at <http://www.huntingdonshire.gov.uk/Planning/Community%20Infrastructure%20Levy/Pages/CommunityInfrastructureLevyExamination.aspx>
- Huntingdonshire Community Infrastructure Levy Charging Schedule 2012

Contact Officer: Steve Ingram, Head of Planning and Housing Strategy

 **01480 388400**

Purpose
The purpose of the Growth and Infrastructure Group, supported by an Officer Working Group is to:

- Support the delivery of housing growth & economic priorities
- Develop Business Infrastructure Plan, including funding strategy
- Consider changes in infrastructure delivery trajectory
- Support development of annual monitoring report
- Consider infrastructure needs of large scale major developments
- Comment on emerging Urban Design Frameworks / Planning Briefs
- Support the development of partner strategies
- Consider and monitor viability issues
- Liaise with associated infrastructure partners



All groups to utilise basis of transport agreement and develops for their specific area

Purpose
The purpose of the groups meetings is to update:

- Infrastructure project need
- Development trajectory
- Alternative funding options
- Priority projects for consideration

The groups are task and finish groups and have been set up to more easily consider needs in appropriately sized categories.

Communities
HDC Lead

Potential Projects:

- Community facilities
- Health /sports projects
- Education
- Making Assets Count
- Community Safety

Potential Partners:

- Town / Parish Councils
- Local Area Committees
- Voluntary and Community Sector
- HDC
- HRC
- CCC
- Police

Health
PCT Lead

Potential Projects:

- Surgery Development
- Mental Health
- Community Care

Potential Partners:

- GP Commissioners
- Hinchingbrooke Hospital
- CCC
- HDC
- Voluntary sector

Utilities
HDC Lead

Potential Projects:

- Grid enforcement
- Water quality
- Sewage works
- Superfast Broadband

Potential Partners:

- EDF
- Anglia Water
- Cambridge Water
- British Gas
- *could be managed through a forum or event

Education
CCC Lead

Potential Projects:

- Early Years Provision
- Junior Schools
- Children's Centres
- Secondary Schools
- Academies
- Post 16 / Colleges

Potential Partners:

- HRC
- Academies
- HDC

Strategic*
HDC Lead

Potential Projects:

- Roads / transport
- Strategic green infrastructure
- Sports provision

Potential Partners:

- CCC
- Highways Agency
- LEP
- Local Nature Partnership

*Could be managed through a forum or event

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PROPOSED CIL GOVERNANCE PRINCIPLES
(Report by the Overview and Scrutiny Panel (Economic Well-Being))

1. INTRODUCTION

- 1.1 At its meeting held on 4 October 2012, the Overview and Scrutiny Panel (Economic Well-Being) received an update on the progress being made with the implementation of the Community Infrastructure Levy for Huntingdonshire and details of a proposed governance structure for CIL receipts and related spending. The following paragraphs contain a summary of the Panel's discussions on the report.

2. THE PANEL'S DISCUSSIONS

- 2.1 The Panel has noted that the Community Infrastructure Levy for Huntingdonshire has been in place since 1st May 2012 and that in view of the limited expenditure which is expected in the forthcoming year, the District Council's Cabinet has agreed that any monies received during 2012/13 will be banked. Members have been informed that the Government has still to provide guidance with regard to the distribution of CIL funding and that the report which has been produced is a step in the process of identifying appropriate governance arrangements.
- 2.2 Councillor M F Shellens, with reference to the re-development of RAF Brampton, has commented on the need for the Government to determine a specific figure for the 'meaningful amount' of receipts which will be allocated to the area in which the development lies. The amount has been the subject of an outstanding government consultation. It is estimated that there will be a dedicated pot in the region of 5% to be spent on infrastructure to support growth. This is in addition to any other monies from CIL or Section 106 funding for a particular development.
- 2.3 Members have questioned what funding provision there might be for adjacent areas which are affected by a particular development. In response, the Head of Planning Services has explained that the legislation states that a meaningful proportion of CIL receipts will be allocated to a particular community but it has been recognised that a number of issues may be broader than that. He reminded Members that with the exception of the meaningful proportion, CIL in general can be spent anywhere and therefore it is important to develop a business plan to look at the needs of the District.
- 2.4 In terms of the proposed governance arrangements set out within the report, Members have commented on the need to provide an opportunity for Parish Councils to exert some influence on the process. Although Members have been informed that work has been ongoing with local communities to consider the needs in a group of parishes, Members are of the opinion that there should be representation from the parishes and the rural areas within the Growth & Infrastructure Thematic Group.
- 2.5 Reference having been made to the existing Section 106 Working Group and the audit trails which have already been put in place to monitor the spend of

Section 106 monies, Members have asked about the processes for the Community Infrastructure Levy. Having been reminded that the District Council is responsible for making final decisions on the allocation of funding, Members have been advised that Service Level Agreements might be used and that expenditure for particular projects will be monitored. Their attention has been also been drawn to recommendation c in the report which further attempts to address this issue and the legal requirement for there to be a robust monitoring and reporting mechanism to account for all CIL funding on an annual basis.

3. CONCLUSION

3.1 Having concluded their discussions, the Panel has recommended that the Cabinet should

- a) **Approve the proposed CIL governance structure;**
- b) **Authorise that work progresses with partners through the Huntingdonshire Strategic Partnership to further develop the framework and draft business plan to take forward the next stages required in the governance process;**
- c) **Request the Head of Planning and Housing Strategy to liaise with the Head of Finance and the Head of Legal and Democratic Services to agree draft procedural and management protocols; and**
- d) **Authorise a further report to come forward to Cabinet in due course.**

3.2 The Cabinet is invited to consider the discussions of the Overview and Scrutiny Panel (Economic Well-Being) as part of their deliberations on this item.

Contact Officer: A Roberts - Scrutiny and Review Manager – 01480 388015

Background Documents

Report and Minutes of the meeting of the Overview and Scrutiny Panel (Economic Well-Being) held on 4th October 2012.

Overview and Scrutiny (Social Well Being)

2 October 2012

Cabinet

18 October 2012

Housing Strategy 2012-15 (Report by the Housing Strategy Manager)

1. PURPOSE OF REPORT

- 1.1 For Overview and Scrutiny and Cabinet to consider the Housing Strategy 2012-15.

2. BACKGROUND INFORMATION

- 2.1 The previous Housing Strategy has expired and the action plan that was agreed at that time has been mostly achieved. This revised document sets out how housing and related initiatives contribute towards the Council's new Corporate Aims.
- 2.2 The Housing Strategy spans the period 2012-15. This is a shorter time frame than previous documents because it is being developed at a time of rapid change, most notably resulting from National Planning Policy Framework; Welfare Reform Act; Localism Act and the national Housing Strategy. Given the significant amount of change that the Council is responding to at the current time it was thought appropriate for the document to focus on the next 3 years.
- 2.3 The draft document has been the subject of consultation with housing association partners. This included a briefing session held in July 2012. Feedback has been positive.

3. RECOMMENDATION

- 3.1 The Housing Strategy 2012-15 be approved.

BACKGROUND INFORMATION

Huntingdonshire's Housing Strategy 2006-11

<http://www.huntingdonshire.gov.uk/Housing/Pages/HousingStrategy.aspx>

National Planning Policy Framework; CLG; March 2012

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/2116950.pdf>

Laying the Foundations; CLG; November 2011

<http://www.communities.gov.uk/publications/housing/housingstrategy2011>

Welfare Reform Act; DWP; March 2012

<http://www.dwp.gov.uk/policy/welfare-reform/legislation-and-key-documents/welfare-reform-act-2012/>

Localism Act 2011; CLG; November 2011

<http://www.communities.gov.uk/localgovernment/decentralisation/localismbill/>

**Contact Officer: Jo Emmerton, Housing Strategy Manager
01480 388203**

Housing Strategy

2012 - 2015

Planning and Strategic Housing Service
September 2012



new housing
support
future growth
local economy
growing population

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Foreword

There has been a significant change in our local housing market since the production of the last Housing Strategy. The impact of the economic downturn has been felt in Huntingdonshire – like other districts we have seen a slight drop in house prices; a significant drop in the number of homes selling; and an increase in the amount of time it takes to sell a property. Whilst the development of new housing has continued we have noticed that the large strategic sites have not progressed as quickly as we would like. Therefore we will continue to support initiatives to keep the momentum in the house building industry going. We will respond positively to the significant challenges set out in the National Planning Policy Framework through the development of our new Local Plan.

The Government has outlined a renewed direction for housing and planning and we are in an era where public services and finances are under extreme pressure. We are concerned about the impact of the Government's Welfare Reforms on housing and the potential increase in homelessness. We have made a commitment to offer 'support for the disadvantaged' and will honour our commitment through our work to support people at risk of homelessness; by enabling new supported housing where funding allows; and responding positively to the challenges presented by our ageing population including the high demand for Disabled Facilities Grants.

As ever, affordable housing remains in very high demand and at the end of March 2012 there were over 2,700 households on our housing register. We remain under pressure to enable as many new affordable homes to be built as possible. On a positive note we saw an uplift in our affordable housing programme in recent years to approximately 300 new homes per year. However for the next two years at least, this is due to drop down, reflecting (at least in part) the completions of the major affordable

housing sites at Loves Farm St Neots but also the lack of progress on other large strategic sites.

Looking to the future the availability of affordable housing will continue to be a critical issue. There will be delivery complexities if we recover from recession but there will be greater challenges if the recovery stalls. There are delivery pressures arising from the absence of HCA grant and we need to encourage communities to embrace their new powers in the Localism Act. Our challenge is to continue to find innovative ways to deliver new homes and we will continue to work in partnership to achieve our objectives.

This updated Strategy sets out our proposed direction for the next few years during which time, with the involvement of partners, we will develop a longer term strategic vision for the use of existing housing stock and the delivery of new housing. The Council is committed to enabling housing which meets local needs. I am proud of what we have done so far and I look forward to more successes over coming years.



Councillor Nick Guyatt
Deputy Executive Leader and Executive
Councillor for Strategic Planning and Housing

Key Messages

Huntingdonshire needs housing growth

We need new housing to meet the needs of our growing population and to support the growth of our local economy. We know that Huntingdonshire has seen significant growth in recent years. The future scale of growth is yet to be determined but forecasting models suggest a need for between 16,375 to 20,250 new homes for the period 2011-2036. We will review our Local Plan, taking it up to 2036, including our response to the challenges set out in the National Planning Policy Framework. Along with housing growth comes the challenges of infrastructure and through our new CIL charging regime we will raise funds to help support the essential infrastructure provisions.

Huntingdonshire needs more affordable housing

The disparity between average house prices and average incomes has increased the pressure on the scant affordable housing resource. There were over 2,700 households on the housing register in March 2012. According to the Strategic Housing Market Assessment¹, there is a need to build 1,002 new affordable homes every year for the next five years in order to meet need (source: 2011 SHMA update). On a strategic level, the Council must maximise all opportunities to deliver new affordable homes. In addition to seeking a target of 40% affordable housing on eligible development sites, we want to increase the supply on rural exceptions sites. We will actively explore innovative ways to fund the delivery of new affordable housing including new powers in the Localism Act applicable to rural exception sites.



Loves Farm, St Neots (2009)

We will prevent and tackle homelessness in Huntingdonshire

We continue to see significant numbers of people who are either homeless or at risk of homelessness (over 2,100 homelessness interviews conducted in 2011/12). We accepted a housing duty towards 173 homeless households in 2011/12. We will prevent homelessness wherever possible, through a range of interventions including court advocacy; landlord liaison, and help with accessing the private rented sector. We are concerned that homelessness levels will rise further as a result of the Welfare Reform Act which reduces the amount of housing benefit that certain groups of people are entitled to claim.

We need to ensure that we make the best use of the existing housing stock, working with providers to facilitate people who are under occupying social housing to move to accommodation that is better suited to their needs. We also support the use flexible tenancies, especially on larger homes and we will, review our Lettings Policy in 2012 in light of the changes in the Localism Act 2011.

¹ http://www.cambridgeshirehorizons.co.uk/our_challenge/housing/shma.aspx

We will work in partnership to help meet the needs of our ageing population

The 65+ age group is projected to increase from 13% in 2001 to 27% in 2031. People are living for longer and are getting frailer. Rates of dementia are on the increase. Half of people aged over 65 live alone and this increases in later age groups. The ratio of people aged 65+ to those aged 0-64 is due to increase presenting challenges for future workforce planning. Housing related services to help people remain independent in their own homes continue to be important. We intend to increase the provision of extra care housing for frail older people and to continue our support for Disabled Facilities Grants and other services that support people in their own homes, thereby preventing the need for more expensive institutional forms of care.



Golf Course, St Ives (Sept 2012)



Loves Farm, St Neots (2009)



Loves Farm, St Neots

Introduction

This document is written at a time of enormous change in the housing sector. The Government's plans as set out in Laying the Foundations – the National Housing Strategy; the National Planning Policy Framework (NPPF); the Welfare Reform Act and the Localism Act all contribute to our work plan over the next few years. This document provides a short analysis of the key housing and related issues facing our district and sets out the Council's plans for working in partnership over the next few years to meet identified needs.

Feedback on achievements since production of the previous Strategy 2006-11 are at Annex 1.



Corporate Context

The Council's Vision is:

Huntingdonshire District Council will continue to improve the quality of life in Huntingdonshire by working with our communities and partners to achieve sustainable economic growth whilst providing excellent value for money services that meet local needs within a balanced budget.

We have four themes and a number of corporate aims. This Housing Strategy enables delivery of a number of corporate aims. To achieve the 'golden thread' through our performance management framework, we have adopted these aims in this Housing Strategy and they will be used to inform Service Plans and individual staff Key Performance Areas (KPA's).

Enabling sustainable growth	Working with our communities
<p>Corporate Aim Direct Impact:</p> <ul style="list-style-type: none"> ▪ Enable an adequate supply and mix of new housing to meet future needs. ▪ Maximise benefits to the community from new developments ▪ Enable the provision of affordable housing ▪ Protect and improve our environment <p>Indirect Impact:</p> <ul style="list-style-type: none"> ▪ Promote sustainable development opportunities in and around the market towns ▪ Enable and encourage Community energy projects 	<p>Direct Impact:</p> <ul style="list-style-type: none"> ▪ Develop a Localist approach (develop the Localism agenda) <p>Indirect Impact:</p> <ul style="list-style-type: none"> ▪ Build constructive relationships with other public sector organisations, Parishes & Towns, business community and 'not for profit' sector ▪ Adopt multi agency problem solving approaches ▪ Being open, transparent and accessible (value of consultation)
Improve the quality of life in Huntingdonshire	Strong local economy
<p>Direct Impact:</p> <ul style="list-style-type: none"> ▪ Support opportunities for the vulnerable to live independently ▪ Achieve a low level of homelessness ▪ Ensure benefits reform is implemented as smoothly and as effectively as possible ▪ Protect the health of individuals and reduce health inequalities <p>Indirect Impact:</p> <ul style="list-style-type: none"> ▪ Process Housing and Council Tax benefit claims in a timely and efficient way ▪ Make our services accessible to all ▪ Work with partners to minimise 	<p>Indirect Impact:</p> <ul style="list-style-type: none"> ▪ Successful delivery of the Alconbury Enterprise zone ▪ Support partners to improve strategic infrastructure, including broadband ▪ Support the development of town centres and key settlements to become economically viable and vibrant ▪ Support enterprise ▪ Encourage the provision of a wide range of jobs appropriate for existing and future residents ▪ Support the skills levels that aid economic prosperity

Our Local Context

Geography

Huntingdonshire lies within the designated London/ Stansted/ Cambridge/ Peterborough Growth Area. Huntingdonshire is still predominantly rural in character with an area of approximately 350 square miles.

Population Growth

The Census figures² state that the population grew from 156,954 in 2001 to 169,500 in 2011 representing growth of 8%. The Cambridgeshire County Council Research Group (CCCRG) mid-2010 population estimate for Huntingdonshire³ was 165,300. This is low given the Census figure that has since been released but based on their 2010-estimate, the CCRG forecast our population will increase by a further 9% by 2031 (CCCRG November 2011 forecasts). Given the actual figures released from the 2011 Census in July 2012, this forecast is likely to increase further.

The Census figures show that the number of households has increased from 63,062 in 2001 to 69,600 in 2011 representing an increase of 10.4%. CCCRG estimated the number of households in 2009 as 69,300 and forecasts further growth in households of 18% by 2031. This forecast will also increase slightly now that actual Census figures have been released.

Population growth presents a challenge for the Council in ensuring public services are able to cope with increased demand. This also reflects the significant levels of house building expected in our district.

Population Structure⁴

The structure of the district's population is changing. In the near future there are expected to fewer younger people and more older people. In 2001 54% of the population was younger than 40, but this is expected to drop to 42% by 2031. The biggest proportional decline will occur in the 25-39 age group, dropping from 23% in 2001 to approximately 17% in 2021. Similarly, the proportion of under-20s is expected to decline from 26% of the population in 2001 to 21% in 2031. However, recent experience has demonstrated that new housing developments attract younger residents and as a result, over time, we expect an increase in children on new housing developments with the associated requirement for educational, nursery and other family facilities.



² <http://www.ons.gov.uk/ons/guide-method/census/2011/index.html>

³ <http://www.cambridgeshire.gov.uk/NR/rdonlyres/B939D1D7-7804-4F22-8FE5-4A3BDF29B47E/0/Report10.pdf>

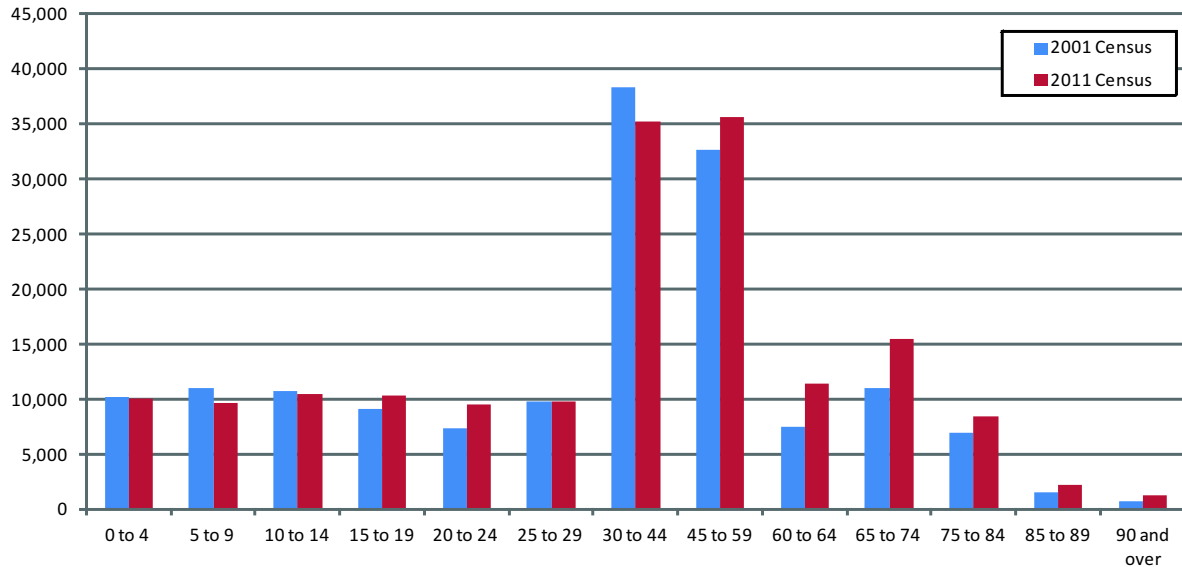
⁴ <http://www.cambridgeshire.gov.uk/NR/rdonlyres/D0E67CC5-F3AF-4DB0-8D6C-7FE336C5A7ED/0/HuntingdonshireDistrictReport2011.pdf>

Ageing population

Proportional increases will occur in the 65+ age group, from 13% in 2001 to 27% in 2031. People are living for longer and are getting frailer. Rates of dementia are on the increase. Half of people aged over 65 live alone and this increases in later age groups. The ratio of people aged 65+ to those aged 0-64 is due to increase. This presents challenges for future workforce planning and for housing related services to help people remain independent in their own homes.



Huntingdonshire Population by Age Group



Ethnicity

2.85% of the district's residents described themselves as non-white in the 2001 Census with relatively high levels in Alconbury and The Stukeleys and the towns of St Ives and Huntingdon. This is low when compared to 9.08% nationally and 4.88% in the East of England. The Cambridge Area Travellers Needs Assessment 2005 estimated that in Cambridgeshire and Peterborough there were 6,080 Gypsy/Travellers, making them one of the largest minority ethnic groups in the area.

Housing Stock⁵

There are an estimated 71,035 dwellings in Huntingdonshire (April 2010). The dominant tenure type is owner occupation (76%), followed by social renting (13%), then renting privately (11%). The stock is generally in good condition, more modern than the position for England as a whole. To help the Council

understand the condition of stock in the private sector and inform its investment plans, a comprehensive stock condition survey was completed in 2010. This survey found that although there are properties which are unfit or in substantial disrepair, these are few in number and the survey has confirmed the Council's belief that an area renewal strategy for the private sector is not necessary as there is no spatial concentration of properties in poor repair. Overall, 12,860 private sector dwellings failed the Decent Homes Standard in Huntingdonshire. A total of 13.8% (7,910 dwellings) failed due to the presence of a category 1 hazard and 10.8% (6,210 dwellings) due to thermal comfort failure. The Council's interventions in these areas remain important.

⁵ <http://www.huntingdonshire.gov.uk/Housing/Private%20rented%20property/Private%20Sector%20Housing%20Enforcement/Pages/default.aspx>

House prices and Affordability

The average price (March 2012 sales and valuations) was £211,786⁶ (source: Hometrack). Affordability remains a serious problem with average house prices 5 times average incomes (Hometrack, March 2012). When looking at the poorest households, affordability is even more of a problem as lower quartile house prices were 6.3 times lower quartile incomes in March 2012. The development of new affordable housing to meet a range of income groups therefore remains a priority.



London Road, St Ives (Sept 2012)

Impact of economic downturn

The local housing market has undoubtedly been affected by the economic downturn. The percentage of turnover of homes has dropped significantly from a high of 6.1% in 2007 to 3.9% in 2011. The number of property sales has dropped with 898 sales in the six months Sept 2011-March 2012 compared to 1,400 in the preceding six months (source: Hometrack⁷). In terms of new house building, to date, housebuilders have continued to deliver. We remain on course to achieve the Core Strategy requirement by 2026 but welcome development of the large strategic sites to boost housing supply.

Demand for affordable housing

The provision of affordable housing is insufficient to meet the local need. There are particular challenges for people dependent upon welfare benefits in accessing the private rented sector. There were over 2,700 households on the housing register in March 2012. Homelessness levels have increased and according to the Strategic Housing Market Assessment⁸, there is a need to build 1,002 new affordable homes every year for the next five years in order to meet need (source: 2011 SHMA update). This number exceeds total house building across the district across all tenures and is therefore unachievable. On a strategic level, it means that the Council must maximise all opportunities to deliver new affordable homes.

⁶ <http://www.cambridge.gov.uk/public/docs/housing-market-bulletin-july-2012.pdf>

⁷ <http://www.cambridge.gov.uk/public/docs/housing-market-bulletin-july-2012.pdf>

⁸ http://www.cambridgeshirehorizons.co.uk/our_challenge/housing/shma.aspx

Cambridge sub-region

The Council works in partnership with other Councils in the Cambridge sub-region to co-ordinate work and share learning. The outcomes of this are set out in the sub-regional Housing Statement 2012⁹, with the two most significant achievements being the Strategic Housing Market Assessment (SHMA) and the Homelink choice based lettings system for the allocation of social housing across the sub-region.

Health and well-being Board Cambridgeshire¹⁰

The Health and Wellbeing board (HWB) started Shadow meetings in October 2011. The purpose of the HWB is to promote the health and wellbeing of Cambridgeshire's communities, focusing on securing the best possible outcomes for all residents. The Board is responsible for the Joint Strategic Needs Assessments (JSNAs); a Health and Well Being Strategy which is being produced during 2012; and for approving the Clinical Commissioning Plans for health services in the County. Housing has a key role to play in providing and supporting preventative services and contributing to good health outcomes.

The Huntingdonshire Health and Well Being Group is part of the Cambridgeshire Network for Health & Wellbeing. This group includes public health professionals, GPs, social-care professionals, representatives from the voluntary sector, etc.. The group meets to consider the health and well-being priorities for Huntingdonshire and seek specialist input from health researchers and statisticians in reviewing

the evidence of need. The latest review (June 2012) has indicated that the priorities for Huntingdonshire from the upcoming national local authority health profiles will be:

- Reducing health inequalities within the district
- Supporting individuals to choose healthy lifestyles - addressing smoking, obesity, sexual health and mental health
- Increased opportunities for vulnerable people to live independently - promoting independence of older people and increasing provision for the homeless and for vulnerable young people.

These priorities are consistent with the existing priorities of the Huntingdonshire Health and Well Being Group and housing services and policies play an important role in affecting both health inequalities and the potential for independent living in accommodation suitable for the needs of the individual.

⁹ <http://www.cambridge.gov.uk/ccm/content/housing/housing-strategy-and-research/cambridge-sub-regional-housing-board/crhb-publications-and-documents.en>

¹⁰ <http://www.cambridgeshire.gov.uk/council/partnerships/Health+and+Wellbeing+Board.htm>

Current and Emerging National Influences

Laying the Foundations - A National Housing Strategy¹¹ (November 2011)

In broad terms, the strategy aims to tackle housing shortage, get the market moving, support choice and quality for tenants, boost the economy, improve environmental standards and design quality, bring empty homes back to use and provide support for vulnerable people.

National Planning Policy Guidance (NPPF)¹² (March 2012)

Aims to make the planning system less complicated, more accessible and to encourage sustainable development. It removes vast amounts of national planning policy, leaving responsibility for new planning policies at the local level.

Localism Act (Enacted Nov 2011)¹³

This sets out Government's radical shift in the balance of power away from the centre to the lowest practicable level, including neighbourhoods, professionals and communities as well as local councils and other local institutions. Housing is one of the five key measures that underpin the Government's approach to decentralisation, giving Councils the power to decide how best to help homeless people; how to manage their housing waiting lists; and the length of tenancy that best fits a household's needs. Neighbourhood planning is another of the five key measures. This increases the influence that neighbourhoods have over decisions that make a big difference to their lives, for example where new homes and

businesses should go and what they should look like. With the support of the Council, neighbourhoods can have the power to create 'neighbourhood plans' which, once independently examined, could be put to a referendum of local people for approval.

The Homes and Communities Agency (HCA) investment policy¹⁴

The HCA is the Government's delivery agency for housing. It sets out the policy parameters for Government investment in housing. At the current time, the HCA's budget has been slashed nationally and for the 2011-15 funding period they have £6.8bn. £4.5bn is to pay for new affordable housing (compared to £8.4bn on new affordable housing in 2008-11) but £2.3bn was already committed before 2011. Therefore only £2.2bn is available nationally. HCA is now working with a smaller number of Registered Providers (RPs – formerly known as housing associations) on a programme management approach. The HCA has confirmed that it does not generally intend to invest in section 106 sites because it considers that these should be delivered entirely from planning gain. The majority of the Council's new sites for affordable housing are on s106 land. Whilst we will work closely with the HCA and RPs to maximise investment in affordable housing in the district, it is likely to be a modest HCA-funded programme.

¹¹ <http://www.communities.gov.uk/publications/housing/housingstrategy2011>

¹² <http://www.communities.gov.uk/planningandbuilding/planningsystem/planningpolicy/planningpolicyframework/>

¹³ <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

¹⁴ <http://www.homesandcommunities.co.uk/>

Welfare Reform Act¹⁵

The Government consider that the current welfare benefit system needs reform because at present, they consider that work incentives are poor and the system is too complicated. The Act aims to create the right incentives to get more people into work by ensuring work always pays; protect the most vulnerable in our society and deliver fairness to those claiming benefit and to the tax payer. The introduction of Universal credit, bringing a number of former benefits and credits into one system and the changes to Local Housing Allowance together have a significant impact on the lowest income households in the district, (see chapter on 'Improving the quality of life in Huntingdonshire' for more information).



¹⁵ <http://www.legislation.gov.uk/ukpga/2012/5/contents/enacted>

Housing Growth and Affordable Housing

Corporate Theme: Enabling Sustainable Growth

Corporate Aims: To enable an appropriate supply and mix of new housing to meet future needs
To enable the provision of affordable housing
Maximise benefits to the community from new developments

Housing Strategy objectives	Over the next three years we intend to
Facilitate new housing development to meet the growth needs of the district.	Prepare a new Local Plan for the period up to 2036 including our response to the National Planning Policy Framework (released March 2012) and to meeting the need for Gypsies and Travellers following the PPS (released March 2012). Update our affordable housing policies in the Local Plan. Encourage development of the large strategic sites by pro-active advice, policy guidance and site specific requirements.
Facilitate the delivery of infrastructure to support housing growth.	Implement CIL Charging Schedule on new developments and target the income from CIL on infrastructure priorities. Where opportunities exist, support RP bids for external resources to support housing and related infrastructure. Encourage community development on all new strategic sites. Where opportunities exist, support RP bids for external resources to support housing and related infrastructure.
Regenerate less popular areas or those in need of physical, social or economic regeneration.	Implement the action plans for regeneration West of Huntingdon and Oxmoor.
Increase the provision of affordable housing.	Negotiate new s106 with applicable target and mix for affordable housing. Develop a Guidance Note to advise developers on the Council's approach to the negotiation of affordable housing contributions and viability assessments.
Encourage owner occupation where appropriate and support existing owners.	Increase the provision of shared ownership housing and review the Local Authority Mortgage Scheme as a way to help first time buyers access the housing market.
Meet the identified needs of Gypsies and Travellers.	To be included within the Council's Local Plan.
Work in partnership to meet the housing needs of the Cambridge Sub-Region.	Together with other authorities in the Cambridge sub-region, implement the sub-regional Housing Statement action Plan.
Understand our local housing market(s).	Annual refresh of SHMA statistical data and context to be completed.

Huntingdonshire's Housing Growth Requirements

Our adopted Local Development Framework covers the period up to 2026. It now needs to be updated and rolled forward revised in light of the designation of the Enterprise Zone at Alconbury and the requirements of the NPPF. The SHMA and other local evidence bases will need to be reviewed and new housing related policies prepared.

The target for future housing development in Huntingdonshire up to 2036 will be determined through the Local Plan process. The East of England Forecasting Model (June 2012) assessed various growth scenarios reflecting differing rates of economic growth and migration resulting in potential housing development targets of between 16,375 and 20,250 for the period 2011-2036. The results of the 2011 Census have yet to be reflected in the modelling so the target numbers are subject to further refinement. As the Local Plan is prepared the most sustainable housing growth target will be explored and agreed through a public examination by an independent Planning Inspector.

Facilitating new development

Of the large strategic development sites in our district, only Loves Farm has developed at any pace and is now practically complete. This site has made a significant contribution to our annual affordable housing completions over recent years and completion levels are predicted to dip in 2012/13 onwards because other large strategic sites have not yet come forward. There are a number of other large strategic sites to be brought forward through the planning process. The Council encourages development activity to commence as these will make a significant contribution to future year's affordable housing provision. These are:

- St Neots East
- St Ives West
- RAF Brampton
- Godmanchester (Bearscroft Farm)
- Huntingdon West Area
- Northbridge Huntingdon
- Alconbury –The site has secured 'Enterprise Zone' status. It is estimated that 8000 new jobs will be created. The site is not currently an allocated site but it will be considered in respect of the new Local Plan and it is considered that it has the potential to provide approximately 5,000 new homes.

Facilitating infrastructure

The Council introduced the Community Infrastructure Levy (CIL) with effect from May 2012. The CIL will be used to support the delivery of new housing and infrastructure and the priorities for the expenditure of CIL monies will be decided by Cabinet in consultation with other partners.

Regeneration

Proposals for sustainable regeneration will be supported within all of our market towns.

Increasing affordable housing

We currently have over 2,700 households on the housing register (March 2012) and the SHMA indicates a need to build over 1,000 new affordable homes per year (over the next 5 years) to meet the need¹⁶. Completions levels fall well below this level and therefore affordable housing will continue to be in short supply in the near future. Maximising resources to deliver new affordable housing is critical. This includes the land we can secure through developer

16.

contributions, a pro active approach to rural exception sites and other land sources in addition to considering ways in which affordable housing can be financed/delivered.

Delivery of new affordable housing has become more complex. The Council's Community Infrastructure Levy (CIL) leaves affordable housing as one of the few developer contributions to be negotiated and secured by section 106. These are predicted to become subject of increasing scrutiny. In preparation for the CIL, the Council's consultants, Drivers Jonas Deloitte (DJD) assessed the development viability of housing sites across the district. For affordable housing, it was assumed that a target of 40% on eligible sites would apply; that no social housing grant would be available; and that the tenure balance would be 70% social rent and 30% shared ownership. The adopted CIL charging schedule rates were set at levels which DJD consider are viable to deliver affordable housing at this tenure split.

The relative viability of development will differ from site to site and the Council may have to be flexible in amending the tenure or dwelling mix of the affordable homes to enable otherwise unviable development to proceed. The development of Affordable Rent will be considered if it is proved through a site specific viability assessment that the provision of social rented housing is not viable. We are developing a Guidance Note to support the Developer Contributions DPD. This will be produced in Autumn 2012.

Accommodation for Gypsies and Travellers

The Council started a Development Plan Document (DPD) which has been on hold pending the national policy stance in NPPF. In the meantime a number of permissions have been given through the Development Management process. Appropriate policy will now emerge through the new Local Plan process.

Supporting Owner Occupation

In pursuit of a balanced housing market with a range of products to meet the needs of a range of incomes, the Council enables owner occupation through the development of shared ownership on new Section 106 sites; and supporting the HCA's Homebuy product range on new sites where the developer applies. The Local Authority Mortgage Scheme (LAMS)¹⁷ which provides mortgage indemnity for first time buyers has now been operational for one year. We want to review the scheme and consider the possible benefits to joining and helping first time buyers in our district.



London Road, St Ives (Sept 2012)

¹⁶ 2011 SHMA based on 2009/10 data sets. http://www.cambridgeshirehorizons.co.uk/our_challenge/housing/shma.aspx

¹⁷ <http://www.sector-group.com/our-services-local-authority-mortgage-scheme.htm>

Cambridge sub-region¹⁸

We remain committed to working in partnership to meet the needs of the Cambridge sub-region. The sub-regional Housing Statement and action plan sets out this work plan for the next year.

Strategic Housing Market Assessment (SHMA)

The SHMA is a body of research into the housing and related needs of an area. Covering the whole Cambridge housing sub-region, the assessment was created through a project team including district housing and planning colleagues, English Partnerships, the Homes and Communities Agency, developers and land owners representatives. This is the evidence base that is used to inform this Housing Strategy and the supporting policies. The SHMA is part of the evidence base for the Local Plan review and is an on-going project.

Energy Efficiency

We work in partnership with the energy companies and installers to enable people to improve the thermal efficiency of their homes. This helps to save the householder money on their fuel costs and reduces CO2 emissions thereby reducing housing's impact on the environment. Over the next two years we will:

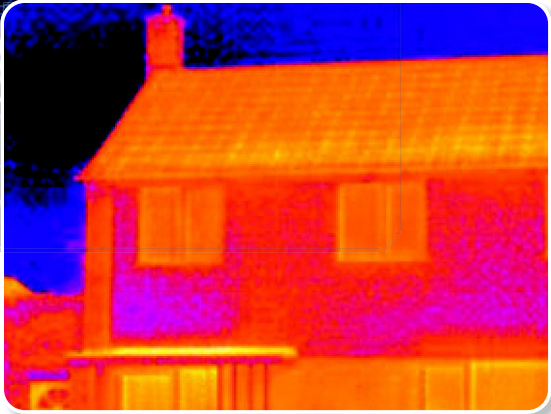
- Promote the District Council's CO2Y Homes scheme which offers free cavity wall and loft insulation to vulnerable homeowners or those living in privately rented properties
- Work with Aran Services to promote a free or reduced cost (depending of fuel type) external wall insulation scheme to vulnerable households off the gas network

- Promote existing CERT schemes offering free cavity wall and loft insulation to 'Priority Groups' and 'Able to Pay' in the owner occupied and private rented sector. When appropriate, we will take advantage and promote other insulation schemes as they become available

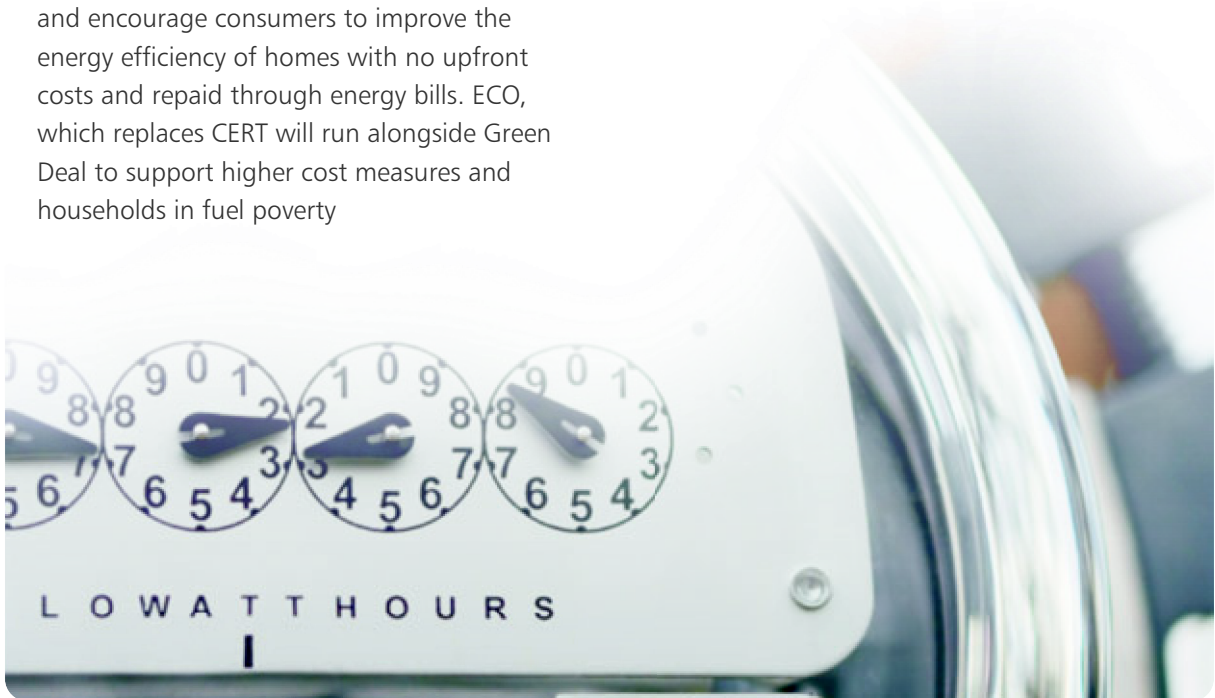


- Use the Green House (sustainable refurbishment demonstration property) in St Ives to encourage householders to make improvement to their homes, focussing on energy efficiency, renewables, water efficiency and biodiversity. Provide advice and information on the technology and grants that are available such as the 'Feed In Tariff' and Renewable Heat Incentive, by guided tours, demonstrations and 'Ask the Expert' days. Encourage local businesses to see how they can deliver low carbon services to householders and businesses

¹⁸ <http://www.cambridge.gov.uk/ccm/navigation/housing/housing-strategy-and-research/cambridge-sub-regional-housing-board/>



- Work with regional partners to deliver the Green Deal and Energy Company Obligation (ECO) when introduced in late 2012/early 2013. Green Deal is a national framework providing a funding mechanism to enable and encourage consumers to improve the energy efficiency of homes with no upfront costs and repaid through energy bills. ECO, which replaces CERT will run alongside Green Deal to support higher cost measures and households in fuel poverty



Rural Housing

Corporate Theme: Working with our communities

Corporate Aims: Develop a local approach (develop the localism agenda through rural housing opportunities)

Housing Strategy objectives	Over the next three years we intend to
Support vibrant rural communities	<p>Develop a policy to encourage rural exceptions sites following the provisions set out in NPPF.</p> <p>Engage with communities in order to enable rural exceptions homes to be built.</p> <p>Increase the number of rural exception sites in the programme.</p>

Rural Housing

The provision of rural housing is essential to support the vitality and sustainability of our rural communities. We have a rural housing programme and we support ACRE's Rural Housing Enabler. We recently signed up to the National Housing Federation's Save Our Villages campaign¹⁹. We would like to increase the number of affordable homes built in smaller but

sustainable villages on rural exceptions sites. The NPPF enables a small percentage of homes to be delivered as private housing if this helps deliver the affordable homes and provides a sufficient incentive for the landowner to release the land. We will review our Rural Exceptions Policy in our forthcoming new Local Plan in order to encourage communities to facilitate development that meets their needs.



¹⁹ http://www.housing.org.uk/campaigns/save_our_villages.aspx

Improving the Environment

Corporate Theme: Enabling Sustainable Growth

Corporate Aims: To protect and improve our environment

Housing Strategy objectives	Over the next three years we intend to
Reduce the impact of housing on the environment through initiatives to improve energy efficiency.	<p>Promotion and publicity of energy efficiency, renewables, water efficiency and biodiversity through the Green House project</p> <p>Promote the district council's own insulation scheme (CO2Y Homes), along with CERT funded schemes with external partners.</p> <p>Measures include free cavity wall and loft insulation to vulnerable householders and free/low cost insulation measures to the 'able to pay' sector. Also includes 'external wall insulation' scheme, free or low cost to vulnerable households off the gas network in solid wall properties.</p> <p>Agree an implementation plan for delivery of the Green Deal and Energy Company Obligation (ECO) enabling the energy efficiency of homes to be improved with no up front costs from the occupier (repaid through energy bills).</p>
Bring empty homes back into use.	Support Cross Keys Homes' project to bring empty homes back into use.

Energy Efficiency

We work in partnership with the energy companies and installers to enable people to improve the thermal efficiency of their homes. This helps to save the householder money on their fuel costs and reduces CO2 emissions thereby reducing housing's impact on the environment. Over the next two years we will:

- Promote the District Council's CO2Y Homes scheme which offers free cavity wall and loft insulation to vulnerable homeowners or those living in privately rented properties
- Work with Aran Services to promote a free or reduced cost (depending of fuel type) external wall insulation scheme to vulnerable households off the gas network
- Promote existing CERT schemes offering free cavity wall and loft insulation to 'Priority Groups' and 'Able to Pay' in the owner occupied and private rented sector. When appropriate, we will take advantage and promote other insulation schemes as they become available
- Use the Green House (sustainable refurbishment demonstration property) in St Ives to encourage householders to make improvement to their homes, focussing on energy efficiency, renewables, water efficiency and biodiversity. Provide advice and information on the technology and grants that are available such as the 'Feed In Tariff' and Renewable Heat Incentive, by guided tours, demonstrations and 'Ask the Expert' days. Encourage local businesses to see how they can deliver low carbon services to householders and businesses
- Work with regional partners to deliver the Green Deal and Energy Company Obligation (ECO) when introduced in late 2012/early 2013. Green Deal is a national framework providing a funding mechanism to enable

and encourage consumers to improve the energy efficiency of homes with no upfront costs and repaid through energy bills. ECO, which replaces CERT will run alongside Green Deal to support higher cost measures and households in fuel poverty.

- Work with Health Authority partners to support health improvement programmes which promote warm, healthy homes.

Tackling empty homes

Empty homes is not our highest priority because it is not a significant problem locally but nonetheless any empty home represents a wasted resource, especially in a district with high housing need like Huntingdonshire. We supported a bid from Cross Keys Homes to bring 20 empty homes back into use and we will support Cross Keys in targeting their activity appropriately, learning lessons along the way that we can use to encourage further occupation of empty property.



23/24 Great Northern Street, (Before)



23/24 Great Northern Street, (After)

Housing Options and Welfare Reform

Corporate Theme: Improve the quality of life in Huntingdonshire

Corporate Aims: To achieve a low level of homelessness
Ensure benefits reform is implemented as smoothly and as effectively as possible

Housing Strategy objectives	Over the next three years we intend to
Prevent homelessness including those new households at risk of homelessness as a result of Welfare Reforms.	Prevent homelessness through a range of interventions including advice and assistance / landlord liaison / court advocacy / rent deposit schemes etc. Quantify and target action on the households worst affected by the changes to LHA.
Make best use of existing housing stock and reduce under occupation of social housing.	Implement under occupation partnership agreement (success dependent upon providers). Increase the provision of smaller homes to facilitate people moving from larger family sized homes who are under occupying. Work with Luminus to increase provision of 4bed+ sized homes for large families.
Ensure the types of tenancies offered by RPs and the corresponding rent levels are appropriate for local people.	Produce a Tenancy Strategy for providers to 'have regard to' when drafting their Tenancy Policies. Present information on affordability to enable rents to be set at levels appropriate for local people's incomes (presented in Tenancy Strategy).
Increase housing options in a variety of tenures including access to the private rented sector for homeless households.	Investigate the feasibility of a social lettings agency. Expand the Private sector lease scheme.
Revise and implement our Homelessness Strategy.	Review the Lettings Policy. Review and implement the Homelessness Strategy.
Encourage well maintained stock and enable people to repair or improve their home to meet their needs.	Enable people on low incomes to repair or improve their home per year through Repairs Assistance. Review the Council's Housing Renewal Assistance Policy annually.
Seek to maintain the quality and accessibility of existing housing stock, educate the private rented sector to improve the general quality of the private rented housing stock and take enforcement action where necessary.	Investigate and report on housing conditions within the private rented sector. Facilitate improvements to the private rented housing stock, tackling category 1 and 2 hazards in the home; advising landlords of HMOs and licensing those where applicable. Licence and maintain standards within mobile home parks. Investigate illegal eviction and promote good standards within the private rented housing stock through the private landlords forum.

Homeless prevention

We are facing rising demand for housing advice / homelessness services. The number of housing options / advice interviews conducted by our staff increased from 1777 in 2010/11 to 2182 in 2011/12. Additional staff resources have been brought in to help manage the demand. The Council's approach is to prevent homelessness from arising wherever possible and to help people access the private rented sector. Homelessness cannot be prevented in every case and in 2011/12 we accepted a duty towards 173 households.

Impact of Welfare Reform Act

We are concerned that homelessness levels will rise further as a result of the Welfare Reform Act. Among other issues, this Act implements significant changes to Local Housing Allowance (LHA) including:

- increasing the age for the single room rent from 25 to 35 years;
- reducing local housing allowance from the 50th percentile of private sector rents down to the 30th percentile (leaving people with a potential shortfall in their LHA);
- scrapping the 5 bedroom rate meaning that people in larger houses only receive LHA at 4 bedroom rate regardless of whether they occupy a larger home; and
- reducing the HB of under occupying social rented tenants of working age.

We need to undertake an impact analysis of these proposals and to take targeted action to help people who will be most affected. An internal action group has been established to quantify the numbers of people affected by these changes and co-ordinate and target our response, including monitoring overcrowding in HMOs and taking action against illegal eviction where necessary.

Making best use of stock

We have two initiatives underway to help make the best use of the existing housing stock:

1. A project with Luminus to secure a number of larger properties to accommodate large households from the housing register (either acquisition or extensions to existing homes).
2. The under occupation project – facilitating moves of existing tenants within the social sector who are under occupying accommodation to move to housing that suits their household size. This is a partnership with all RPs in the district and has been used as a model in recent CIH publicity and good practice material. This strategic approach will help make best use of housing stock as well as forming part of a response to Welfare Reforms.

Rent Levels and Tenancy Types

The HCA has launched a new product called 'Affordable Rent'. This is similar to social rent but more expensive as rents are pegged at up to 80% of market level rents whereas social rents in our district generally equate to about 60% of market rents. The new tenure has been developed as a revenue subsidy for new affordable housing in light of the national budget cuts to the HCA's capital programme. The impact of Affordable Rents within our district needs to be kept under review as it will have a negative impact on affordability for individual households as well as potentially changing the tenure (and affordability) profile of the district's housing stock over time. Through section 106 negotiations the Council's policy continues to be to seek a target of 40% affordable on eligible sites to a tenure distribution of 70% social rent and 30% shared ownership. Where sites are not viable to proceed in this manner then the tenure will be reviewed. Our response to Affordable Rents

will be included in our forthcoming Tenancy Strategy alongside our advice to Registered Providers about the use of flexible tenancies. This will be produced during 2012 as a response to the Localism Act 2011.

Support Services

The majority of services available to help support households who are homeless or at risk of homelessness are funded by Supporting People. We are concerned at the impact of cuts in the Supporting People budget and will continue to work in partnership with other commissioning agencies to protect services for vulnerable people in Huntingdonshire. We have identified a need for additional supported housing for chaotic young homeless people and would like to work in partnership with housing / social care / probation partners to investigate ways to address this need. In the current funding climate we are concerned that the capital and revenue costs involved in establishing new services may prove prohibitive at the current time but we will ensure that the need is considered in the appropriate partnership fora.

Housing Options

We generally have 2,500-3,000 households on the register at any one time (over 2,700 at March 2012). The high levels of need and demand for social housing mean that the provision of new affordable housing is critical. Our ability to discharge statutory homelessness duties is reliant on a healthy supply of affordable homes which in turn is generated from two sources: 1. re-lets from existing stock and 2. new build opportunities. We are concerned that our new build programme is likely to reduce from about 300 new affordable homes per year to 64 in 2012/13 (projections

estimated in May 2012). The programme in subsequent years is far less certain but is due to pick up. The decline in the new build programme reflects the lack of development in the district including on large strategic sites and this will impact on the Council's ability to meet statutory homelessness duties. We are therefore keen to prevent homelessness and to assist homeless households into the private rented sector as an alternative to social housing. Over the next two years we will:

- Investigate the feasibility of establishing a social lettings agency which will improve access to the private rented sector for the Council's Housing Advice Service customers;
- Continue to offer the Rent Deposit Scheme as a tool to help those households threatened with homelessness into private rented tenancies; and
- Expand our Private Sector Leasing partnership with Kings Street Housing Society.

Our Lettings Policy sets out which categories of people are prioritised for affordable housing. This needs to be reviewed in light of the changes in the Localism Act 2011 and the anticipated changes in the Government's Code of Guidance. We now have greater discretion about who should be eligible for housing in the area including the relative priority that should be given to people in employment, local people, and people leaving the armed forces. The Lettings Policy review commenced in 2012 and the new Policy will be implemented in April 2013.

Well maintained housing stock and the private rented sector

We want to support people to keep their homes in good, safe, and healthy condition. The provision of well maintained housing is

important to people's health and well being, as well as to the vitality of neighbourhoods. We assist people to keep their homes in good repair in a number of ways:

- Our Repairs Assistance policy enables home owners on low incomes to repair or maintain their homes by providing interest free loans for which a charge is placed on their property;
- Through property inspections we work with home owners and landlords to tackle any hazards in the home. Advice is freely available and for vulnerable people, small grants are available to help eliminate hazards;
- We review, licence, maintain standards and prevent overcrowding in HMOs and provide advice and guidance to landlords of HMOs that do not require a licence; and
- We operate a Private Landlords Forum which meets at least twice a year and has regular newsletters. The Forum is important to inform landlords of new legislation, highlight and promote good management practice and raise awareness of issues affecting the sector e.g. welfare reform.

Services for Vulnerable People

Corporate Theme: Improve the quality of life in Huntingdonshire

Corporate Aims: To support opportunities for the vulnerable to live independently
Protect the health of individuals and reduce health inequalities

Housing Strategy objectives	Over the next three years we intend to
Identify and meet supported housing needs.	Investigate the feasibility of a new supported housing scheme for vulnerable single homeless people (possible supported lodgings).
Meet the housing and support needs of our ageing population.	Enable a new extra care scheme in St Ives (and North Hunts as a second priority area and longer term priority).
Enable people to live independently through the provision of adaptations, accessible housing, or support.	Ensure smooth transition to the new HIA shared service. Maintain support for the DFG programme, reviewing the budget, and monitoring OT waiting times to ensure the timely provision of adaptations. Work in partnership across housing / health / social care and with AgeUK to develop a sustainable long term Business Plan for the Handyperson scheme.
Highlight the priorities of housing and related services in Huntingdonshire to new commissioning fora and GPs.	Demonstrate the impact of the Handyperson scheme to GPs and the Health and Well Being Commissioning Fora to influence future commissioning plans.

Implications of the ageing population

Our population is ageing. The proportion of people aged 65+ is projected to increase from 13% in 2001 to 27% in 2031 (source: Cambs County Research Group 2011). This brings challenges for housing and related services. We need additional extra care schemes in St Ives (as a priority) and also in the Northern part of the district. This is a shared priority across the housing / health / social care partners and is reflected in their plans also.

Adaptations, accessible housing, and support

The Council has demonstrated a strong commitment to enabling vulnerable people to live independently. Over the last two years we

have worked with NHS Cambridgeshire to reduce the waiting list for Occupational Therapist assessments (this is the statutory responsibility of NHS Cambridgeshire rather than this Council). In response to this, we have significantly increased the budget to enable DFG applications to be processed as quickly as possible. The DFG budget is £1.2m in 2012/13 and is expected to provide disabled facilities for over 200 households.

We have worked in partnership with Cambridge City and South Cambridgeshire District Council to form a new shared service for Home Improvement Agencies (HIAs). The new HIA shared service went live in April 2012. In the short term the new service is expected to increase the capacity of staff to cover for staff absences (e.g. staff would work across

boundaries to cover for holiday / sickness and even-out case loads). It should generate some cost savings arising from a reduction in management and associated costs and in the longer term it should generate some economies of scale with increased purchasing power of adaptations and equipment like stairlifts. The priority for 2012/13 is for the new Manager to be inducted into post and for the service to be set up. A shared management board will be established of which we will be a member.

Other initiatives to help people remain independent in their own homes for as long as possible and therefore reduce the cost of other more expensive institutional forms of care are important. We offer to visit vulnerable households in their home to rectify issues in the home that may result in harm and hospitalisation of the occupant.

Over the last few years we have worked in partnership to commission a Handyman service providing small repairs to people's homes to make them safer to live in, tackling issues that may cause slips trips and falls. The scheme is provided by Age UK Cambridgeshire and we want to work in partnership to secure the long term funding for the scheme seeking contributions from other partners.

Health and Well-being Commissioning

The health / social care commissioning environment is changing with the future abolition of NHS Cambridgeshire as commissioning transfers to Local Commissioning Groups (groups of GPs), the Cambridgeshire Health & Well-being Board, Cambridgeshire and Peterborough Central Commissioning Group, Cambridgeshire County Council and PH England. Our task is to ensure that the needs of Huntingdonshire are understood within the county-wide Health and Well-being Network and particularly by the

Board; and that the role and importance of housing and related preventative services (e.g. community alarms, DFG, HIA, Handyman, extra care, prevention of overcrowding, maintenance of good quality accommodation, etc) are recognised within our Local Commissioning Groups and by other commissioners.



Annex 1. Achievements: Housing Strategy 2006-2011

Aims 1 and 2

Enable housing which meets local needs and maximise the provision of good quality affordable housing for local people:

- Completed a sub-regional Strategic Housing Market Assessment in partnership with the other local authorities in the Cambridge sub-region
- Increased the resources available to the Cambridge-sub-region by creating a dedicated sub-regional Housing Strategy Co-ordinator post.
- Prepared a Housing Strategy for the Cambridge sub-region 2008-11.
- Commenced work on a Development Plan Document for Gypsy and Traveller sites in the district with site options being considered through the Strategic Housing Land Availability Assessment
- Adopted the Core Strategy for the Local Development Framework following an Examination in Public increasing the target for affordable housing to 40% and reducing the site threshold upon which affordable housing is sought
- Developed Development Management Policies
- Substantial development on a large extension to St Neots at Loves Farm where the Council has jointly funded with BPHA, a new community development worker to help establish this community.
- Commissioned consultants to assess the infrastructure requirements of the planned housing and population growth
- Considered the viability of the proposed LDF targets for affordable housing
- Completed 1,205 new affordable homes (between 1/4/06 – 31/3/11) using £33m grant from the Homes and Communities Agency, £4.7m of HDC's capital grant funding and £4.3m from other sources.
- Worked in partnership to fund the Rural Housing Enabler, completing 83 affordable homes in rural areas (between 1/4/06 – 31/3/11)
- Given Council owned land for affordable housing on Mayfield Road Huntingdon
- A total of £1.35m has been secured from the Housing Growth Fund to pay for an eco-home development in Mayfield Road Huntingdon reaching Code for Sustainable Homes level 5; and a further £3m for the Huntingdon Link Road to open up the development and regeneration of Huntingdon West Area;
- Secured funding from the Local Public Service Agreement (LPSA) pot of £517k to provide move-on accommodation linked to the Paines Mill Foyer in St Neots.

Aim 3

Improve housing conditions in the private sector:

- Updated the stock condition survey in 2010 using physical inspection and the BRE desktop method
- Undertaken publicity to promote the Repairs Assistance Policy through the Council's magazine and Landlords Forum
- Completed remedial work to de-contaminate the land on which the Council's mobile homes site is located

- Introduced a process for improving non-decent homes in the private housing sector occupied by vulnerable people. This process commences with energy efficiency grants and concludes with inspection by Environmental Health Officers to ensure that the property has been made decent
- Removed HHSRS Category 1 and Category 2 hazards from 137 properties through enforcement and other interventions
- Brought 50 empty homes back into use through advice; grants; and advertising on the Council's web site (between 1/4/06-/31/3/10)
- Helped 97 people (between 1/4/06-/31/3/10) on low incomes to repair or maintain their homes through Repairs Assistance loans
- Over 4000 households have been referred to Warm Front for energy efficiency improvements to their homes since April 05. A large proportion of the Households assisted were pensioner households
- Purchased and renovated two properties on the private market and undertaken retrofit to improve the thermal efficiency and act as a demonstration project for the rest of the district

Aim 4

Maximise the benefits of multi-agency working and meet the housing needs of vulnerable people:

Implemented the Housing Health and Social Care Strategy for Older People in Huntingdonshire and refreshed the document in 2009

- Completed a desk top assessment of supported housing need across 21 client groups for the whole of Cambridgeshire to inform future service planning (led by Supporting People Cambridgeshire)
- Supported Luminus and NHS Cambridgeshire to develop a 34 bed extra care scheme in Huntingdon which opened in 2011
- Jointly commissioned (in sub-region) a Sanctuary Scheme for victims of domestic violence, helping 18 people since 2006 (Luminus contractor)
- In partnership with Muir and Granta developed a new scheme for 14 adults with mental health problems in Huntingdon
- In partnership with BPHA opened a schemes for adults with learning disabilities in St Neots
- Completed the LPSA aiming to improve the quality of life for older people and increased the range of preventative services available to older people including 88 new community alarms and 13 people supported by the Ramsey warden scheme
- Led on a countywide Supporting People review of HIA services in Huntingdonshire including assessing the value for money of the service and associated works. The HIA shared service went live from April 2012
- Helped 1,162 vulnerable people to remain in their own homes through provision of Disabled Facilities Grants between 2006/7 and 2010/11 by providing vital adaptations for example stairlifts and level access showers. These cost in excess of £5m and have been funded mostly by the Council with a contribution from the Government
- Removed HHSRS Category 1 and Category 2 Hazards from 13 properties occupied by vulnerable persons, through the provision of 'decent homes grants,' over the period April 2010 to December 2011.

Aim 5

Prevent homelessness and reduce its detrimental effects:

- Agreed a protocol with the Children and Young People's Service to ensure that young people and families are appropriately supported when they become at risk of homelessness
- Successfully bid for government funding to implement a choice based lettings scheme across the sub region. Developed and implemented this scheme (Home-Link) in partnership with the other councils and housing associations in the sub region enabling greater choice and mobility
- Developed the Home-link system to facilitate mutual exchanges across the Cambridge sub-region and shared nominations on large strategic sites
- Completed a Joint Strategic Needs Assessment (JSNA) on homelessness in Cambridgeshire (led by NHS Cambridgeshire)
- Introduced a more proactive homelessness prevention service including providing a range of options to help households find alternative housing
- Introduced a homelessness prevention budget to allow small grant or loan payments to prevent a homelessness situation arising
- Increased the number of households helped into privately rented tenancies via the Rent Deposit Scheme from 65 in 2005/06 to a peak of 211 in 2008/09
- Reduced the number of households in temporary housing from 124 in June 2006 to 76 in March 2011
- Worked in partnership with Granta Housing Society to extend Coneygear Court and provide 6 self contained temporary flats as an alternative to units with shared facilities
- Introduced a Court Desk service for mortgage repossession and rent arrears cases in light of the increase in number of possession claims due to mortgage and rent arrears
- Increased the grant funding available to support Citizens Advice Bureau in Huntingdon to provide more help with debt advice and mortgage rescue casework
- Successfully bid for LAA funding to purchase a house to facilitate move-on from Axiom's Foyer in St Neots, freeing up room in the Foyer for crash beds for emergency use for vulnerable young people
- Retendered the contract for floating support and services for people fleeing domestic violence (led by Supporting People)

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HOUSING STRATEGY 2012-15
(Report by the Overview and Scrutiny Panel (Social Well-Being))

1. INTRODUCTION

- 1.1 At its meeting held on 2nd October 2012, the Overview and Scrutiny Panel (Social Well-Being) considered a report by the Head of Planning and Housing Strategy seeking the Panel's endorsement of a new Housing Strategy 2012-15.
- 1.2 The Head of Planning and Housing Strategy and the Housing Strategy Manager were in attendance at the meeting. This report summarises the Panel's discussions.

2. THE PANEL'S DISCUSSIONS

- 2.1 In introducing the report, the Housing Strategy Manager has drawn the Panel's attention to a number of achievements under the previous Housing Strategy 2006-11 and outlined some statistics about the Huntingdonshire area making reference to anticipated population projections, average house prices and the need to maximise opportunities for affordable housing. He has advised Members that the revised Strategy focuses upon the Council's new priorities. The Housing Strategy Manager then drew the Panel's attention to the key messages arising from the document.
- 2.2 The Panel has questioned the impact of infrastructure planning upon an individual's quality of life. In response, the Head of Planning and Housing Strategy has reported that it is a question of ensuring that the right balance is achieved and that due process has been followed. He then went on to state that Huntingdonshire as a whole is regarded as having an infrastructure deficit and that attempts are being made to ensure that large scale developments are in the least harmful areas. The role and importance of communication has then been discussed. The view has been formed that this is important in terms of challenging negative attitudes towards such developments.
- 2.3 Councillor R Carter has queried whether there have been changes in private sector rental rates and how this compared with the public sector. The Overview and Scrutiny Panel (Economic Well-Being) has been pursuing this matter and a recent report to that Panel has revealed that there has been little change in rent levels.
- 2.4 Other matters that have been discussed include homelessness levels within the District and the role and importance of community planning within Parishes. In terms of the latter, the Head of Planning and Housing Strategy advised that some communities have identified older people's homes as one of their community priorities. These views are being used to shape local planning policy for future years.

3. RECOMMENDATION

3.1 The Cabinet is invited to take into account the views of the Overview and Scrutiny Panel (Social Well-Being) as part of its deliberations on the report by the Head of Planning and Housing Strategy.

BACKGROUND INFORMATION

Minutes and Reports of the Overview and Scrutiny Panel (Social Well-Being) held on 2nd October 2012.

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Tenancy Strategy

2012 - 2015

Planning and Strategic Housing Service
September 2012



new housing
support
future growth
local economy
growing population

Contents

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Introduction and Purpose of this Strategy

The Government as part of the Localism Act 2012 requires each local authority to produce a Tenancy Strategy. The Act specifically states that:

'A local housing authority in England must prepare and publish a strategy (a "tenancy strategy") setting out the matters to which the registered providers of social housing for its district are to have regard in formulating policies relating to:

- the kinds of tenancies they grant,
- the circumstances in which they will grant a tenancy of a particular kind,
- where they grant tenancies for a term certain, the lengths of the terms, and
- the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy.¹

Tenancy Strategies are integral to the Government's social housing reforms in that they concern the nature and length of tenancies being offered by Registered Providers (RPs) in the area. Our strategy must determine how a number of particular factors are to be dealt with in Huntingdonshire, including the use of short-term "flexible" tenancies and issues on affordability as they relate to rents applied to new homes and plans to convert existing homes to Affordable Rent rather than Social Rent levels.

This policy operates on the basis of broad principles. The principles are intended to act as guidance for RPs working with the Council in the form of a framework and it is hoped that those we work closely with will support our principles.

¹ See Glossary

Huntingdonshire District Council's Strategic Objectives

The primary objective of the Tenancy Strategy is to support the delivery of Council's Housing Strategy and the wider Corporate Vision.

The Council's Vision is:

Huntingdonshire District Council will continue to improve the quality of life in Huntingdonshire by working with our communities and partners to achieve sustainable economic growth whilst providing excellent value for money services that meet local needs within a balanced budget.

We have four themes and a number of corporate aims. This Tenancy Strategy supports the delivery of a number of corporate aims.

This Strategy should be read alongside the following housing documents:

- Housing Strategy 2012-15
- Homelessness Strategy June 2011
- Affordable Housing Guidance Note 2012
- Developer Contribution Supplementary Planning Document

Corporate Theme	Corporate aims this tenancy strategy supports
Enabling Sustainable Growth.	<ul style="list-style-type: none"> ■ Enable an adequate supply and mix of new housing to meet future needs. ■ Maximise benefits to the community from new developments ■ Enable the provision of affordable housing
Working with our Communities.	<ul style="list-style-type: none"> ■ Develop a Localist approach (develop the Localism agenda) ■ Build constructive relationships with other public sector organisations, Parishes & Towns, business community and 'not for profit' sector ■ Adopt multi agency problem solving approaches
Improve the quality of life in Huntingdonshire.	<ul style="list-style-type: none"> ■ Support opportunities for the vulnerable to live independently ■ Achieve a low level of homelessness ■ Ensure benefits reform is implemented as smoothly and as effectively as possible ■ Protect the health of individuals and reduce health inequalities
Strong local economy.	<ul style="list-style-type: none"> ■ Successful delivery of the Alconbury Enterprise zone. ■ Support the development of town centres and key settlements to become economically viable and vibrant ■ Support enterprise ■ Encourage the provision of a wide range of jobs appropriate for existing and future residents

The Position in Huntingdonshire

Housing Market

Huntingdonshire has a strong local economy and low unemployment; however house prices are relatively high compared to average income levels especially for first time buyers. Average prices July – December 2011 were £217,463². Median average incomes are £35,600³. Affordability remains a serious problem with average house prices 5.2 times average incomes. When looking at the poorest households, affordability is even more of a problem as lower quartile house prices were 6.4 times lower quartile incomes in Sept 2011.

Housing has an important part to play in supporting both the local economy, as well as being critical in promoting well-being, positive health outcomes and community stability.

Social Housing Stock

There are over 9,000 homes within Huntingdonshire owned and managed by RPs with around 8,000 of those belonging to our LSVT partner Luminus Group. There were 7,784 general needs properties in March 2011⁴. The district has been fortunate over the last four years in being able to facilitate the development of around 300 homes each year. Completions in the new affordable housing programme are predicted to dip in 2012-13 as larger developments are not yet on site. We are committed to making best use of our housing stock and have worked closely with our housing partners and the voluntary sector to develop an Under Occupation Partnership during 2011/12. It is especially important that we make the best use of larger homes with three or more bedrooms as we have high demand for these with 682 households on the Housing Register⁵ and 3345 homes within our housing stock⁶.

Affordable rents and conversions

Luminus Group, our main provider of social housing in Huntingdonshire, is not currently contracted with the HCA to receive development grant so we are not expecting conversions to Affordable Rent of their existing homes. Conversions to Affordable Rent by other RPs in the district will have some impact but as their stock numbers are low this will have a limited impact.

No RPs currently have confirmed allocations for sites in the district, however should such resources be secured by RPs, they are expected to liaise with the Council to agree appropriate provisions for specific sites. The Council is committed to monitoring the occupation of Affordable Rent and fixed term tenancies over the coming years in order to identify any issues or trends.

Affordability

Analysis of household incomes and new tenancy data shows us that approximately 90% of households moving into the Social rented sector in the three year period between 2007 and 2010 had a net household income of less than £20,000⁷. Furthermore, only 37% of tenants were in paid employment (full or part time) with a further 63% unemployed; retired or otherwise not in work. The Council is keen to encourage people into work and out of the poverty trap where possible. Low paid households are reliant on low rent levels within social housing to avoid dependency on housing and welfare benefits. Through this Tenancy Strategy we therefore seek to keep rents low to keep housing as affordable as possible to people in housing need.

¹ Source: Hometrack | ² CACI 2010 Data | ³ See Appendix 2, Table 1 | ⁴ See Appendix 2, Table 11 | ⁵ See Appendix 2, Table 11 | ⁶ As at 31st March 2011
⁷ See Appendix 2, Table 8

Providers Tenancy Policies

In addition to the requirement for the local authority to develop a Tenancy Strategy, there is also a requirement on RPs to develop a Tenancy Policy. This outlines:

- What type of tenancies they will use
- The period(s) of any fixed term
- The conditions that would lead to a further term being granted
- How reviews of tenancies will be carried out
- Their policy on conversion of existing social rented homes to Affordable Rent in future vacancies

RPs cannot convert existing social rent tenancies to affordable rent without approval from the Homes and Communities Agency (HCA). Approval can only be granted where the RP has 'signed up' to a contract with the HCA to receive grant and build a given number of new affordable homes. As part of this contract an RP will have agreed a rate of conversion of existing properties to affordable rents when they become available for re-letting. At the current time, other RPs will not be able to convert their properties to Affordable Rent tenure outside of the HCA's investment framework.

Fixed Term Tenancies

From April 2012 the links between rent levels and tenure have been separated. An RP taking part in the investment programme with a contract with the HCA will have four options for the tenancies it offers namely:

- Full assured Social Rent
- Full assured Affordable Rent
- Fixed term Social Rent
- Fixed term Affordable Rent

Rps not involved in the investment programme will have a choice between:

- Full assured Social Rent
- Fixed term Social Rent

All RPs will continue to be able to offer introductory tenancies and the Council supports this approach as an effective tool in enabling swift action to be taken against perpetrators of anti-social behaviour.

There is a balance to be struck between providing short term housing solutions for people in housing need, the role of social housing in aiding social mobility, making the best use of our housing stock, promoting sustainable communities and supporting vulnerable households. This includes an element of personal stability that the grant of a minimum five year tenancy period brings to individual households. In line with the Directions on Regulatory Standards, tenancies of a minimum of no less than two years may be granted in exceptional circumstances.

Principle 1:

The Council supports the use of fixed term tenancies, and positively encourages their use on larger homes to make the best use of existing stock. Where fixed-term tenancies are offered they should be for a minimum period of five years after any probationary period ends.

To make best use of housing stock, fixed term tenancies should especially be used for:

- For larger (3/4/5 Bed) homes
- For homes with adaptations

Principle 2:

RPs should consider a household's circumstances prior to granting a fixed term tenancy.

The Council encourages RPs to be flexible in their approach and to consider a number of factors including:

- The size, location and type of property being offered
- The likely situation a household may be facing five years hence
- Whether dependent children are attending a local school and will still be in five years time
- Any particular special needs of the household i.e. relating to age or disability
- Whether the household has long term support needs

Principle 3:

The Council supports the use of lifetime tenancies for people with an enduring need for support.

Some types of housing are designed to provide long term support. The Council considers that applicants over 60 years of age being considered for the following types of housing should be offered a lifetime tenancy:

- Sheltered housing
- Extra care housing
- Some adapted housing stock

Principle 4:

Decisions whether or not to renew a fixed term tenancy should be comprehensive and be carried out in a timely fashion.

Any decision not to renew will cause major disruption for the household. If a tenancy is not renewed the household will need to find alternative housing so the review process should commence at least six months ahead of the end of the tenancy term. In deciding whether to renew a tenancy or not the following factors should be taken into account:

- The need for a property of the type and size that they presently occupy
- Any under-occupation of the property and whether suitable smaller accommodation is available
- The conduct of the tenancy, especially in relation to any evidence of anti-social behaviour which may have a detrimental impact on local neighbourhoods
- Any adaptations to the property and any ongoing need for those adaptations
- Any support needs of the household and how these are currently being met.
- The financial circumstances of the household and the capacity of the household to secure alternative housing solutions outside of social housing.

In some cases (e.g. under occupation of larger homes) it may be appropriate to end the tenancy of the current home and offer alternative more appropriate accommodation from within other social rented stock.

Principle 5:

A decision not to renew should be accompanied by comprehensive housing advice provided by the landlord.

It is expected that RPs will work very closely with any household whose tenancy is not being renewed and in the lead up to that decision. This should be set out clearly in information made available to the tenant including the right to appeal the decision not to renew their tenancy, and the procedure to be followed. Tenants should be provided with a named officer who is dealing with their case.

The advice and assistance provided should include:

- Advice on home ownership, low-cost home ownership and other alternative housing tenures
- Advice on renting in the private rented sector, assistance in identifying and securing a suitable property and advice on deposit sources
- Specialist housing and or welfare-benefit advice and/or signposting to appropriate advice services
- Whether they can be considered for alternative RP accommodation or a different type of property

Affordable Rents and Conversions

The Homes and Communities Agency has determined that it does not expect to grant fund future Section 106 developments. In Huntingdonshire as most of our planned new affordable housing will be delivered through Section 106 Planning agreements the HCA position means these should generally be delivered without recourse to grant. In these circumstances the Council's expectation is that most new affordable housing in Huntingdonshire will continue to be Social Rent in accordance with our Planning Policy⁸, unless development site viability appraisals suggest that an alternative tenure is required in order to facilitate the development proceeding. The viability studies conducted prior to the Council adopting a Community Infrastructure Levy policy in May 2012 suggest it will be viable to deliver Social Rented housing in the majority of cases but the Council will be willing to negotiate to enable otherwise unviable development to proceed.

It is likely that any properties built on other sites (e.g. rural exceptions) could be let at Affordable Rent levels. Where a percentage of Affordable Rent is used on sites for deliverability reasons, it is best applied to smaller properties rather than larger homes because of the affordability of housing of this size, taking into account the income levels of people on the Housing Register⁹.

Conversions to Affordable Rent levels for a proportion of existing properties becoming vacant (void) in future will be required by RPs with contracts with the HCA in order to create robust funding mechanisms for future new affordable homes. However, the outcomes of such policy decisions impact directly on levels of affordability for customers and are therefore

important in terms of the delivery of sustainable communities. Decisions over the rates of conversions to affordable rents are likely to be taken by RPs at a corporate business planning level and be included in the RP's Tenancy Policy. The Council will monitor the number and location of properties where rents have been converted, in order to assess the impact on communities, especially in rural areas.

Principle 6:

Rents should remain at social rent levels wherever possible and therefore affordable to the majority of Huntingdonshire residents. Affordable Rents will be supported where these are found to be necessary to facilitate new housing development.

The Council supports the delivery of social rents on new build sites. Where delivery at social rent levels is found to be unviable the provision of Affordable Rents may be considered. In any case the Council will not support rents charged in excess of the relevant Local Housing Allowance (LHA) rate that is applicable for that property size at the time of rent setting. The LHA should therefore be regarded as a ceiling..

⁸ See Affordable Housing Guidance Note 2012

⁹ See Appendix 2, Table 14

Housing Management

The delivery of housing management services is core business for RPs. Housing management includes the allocation and letting of accommodation; addressing tenants' concerns; helping families at risk of homelessness; responding to complaints; and involving tenants in the running of the organisation and supporting them to take active involvement in their local communities (for example through residents associations). Resident involvement is a key part of establishing and maintaining settled inclusive and viable communities. RPs also play an important role in tackling anti-social behaviour which could otherwise have a significant detrimental impact on neighbours and local communities. The use of introductory tenancies are supported to enable swift action to be taken where tenants are found to be guilty of serious anti social behaviour. Any evidence of anti social behaviour should also be considered when reviewing the continuation of a fixed term tenancy.

Principle 7:

The Council will expect all RPs with housing stock in the district to take a pro-active approach to tackling anti social behaviour that could otherwise have a detrimental impact on local communities' quality of life.

Monitoring and Review

The Council will monitor the impact of affordable rents and fixed term tenancies both locally and across the Cambridge Sub-region, working with local authority and Register Provider partners. The feedback from the Sub-regional Home-link Choice Based Lettings system informing us of who is accessing the different tenure types will be crucial to informing future policy and strategic direction on this issue.

This strategy will be reviewed periodically.

Appendix 1.

Term	Definition
Affordable Housing	<p>Affordable housing includes social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Affordable housing should:</p> <ul style="list-style-type: none"> ▪ Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices ▪ Include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision
Affordable Rent	<p>Affordable Rent homes are allocated in the same way as social rent properties. Affordable Rents are set at no more than 80% of the local market rent. Some new homes built from 2012 onwards will be let at Affordable Rent.</p>
Conversion	<p>Some existing social rent homes can be 'converted' by RPs to Affordable Rent when they become empty. This can only take place where a contract is in place between the RP and the Homes and Communities Agency (HCA).</p>
Fixed Term Tenancy	<p>Formerly housing associations could not generally offer fixed term tenancies at a social rent, as regulations require that they 'offered and issued the most secure form of tenancy compatible with the purpose of the housing and the sustainability of the community'. This meant providers granted 'lifetime tenancies' to the majority of new tenants in general needs, social rented housing. However housing associations can now also offer fixed term tenancies although they should be for a minimum of five years.</p>
Local Housing Allowance (LHA) Rates	<p>The maximum amount of rent payable by housing benefit for properties in the private sector. These will apply to social rented stock from April 2013.</p>
Registered Provider	<p>Providers of social housing. Includes Private Registered Providers (housing associations) and Councils who still own housing stock.</p>
Social Rent	<p>Before the Localism Act all social rents were set at a level arrived at through a nationally agreed rent formula. Rent levels equated to around 60% of market rents in Huntingdonshire.</p>
Tenancy Policy	<p>A policy which, under the Regulatory Framework for Social Housing in England, Registered Providers are required to have in place showing various information including the types of tenancy they will grant, the length of any fixed terms, circumstances in which fixed terms will or will not be renewed, etc.</p>
Tenancy Strategy	<p>A document required by the Localism Act produced by local authorities setting out matters to which Registered Providers operating in their area are to have regard when setting their own policies.</p>

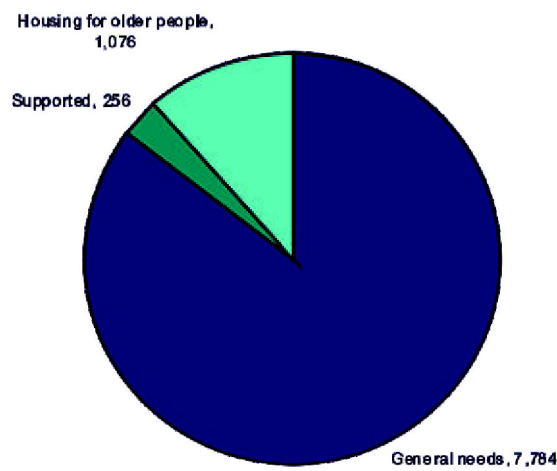
Appendix 2. Stock and Turnover

Table 1: Total RP stock

	2007	2008	2009	2010	2011
RP Stock	8,588	8,632	8,815	8,985	9,116

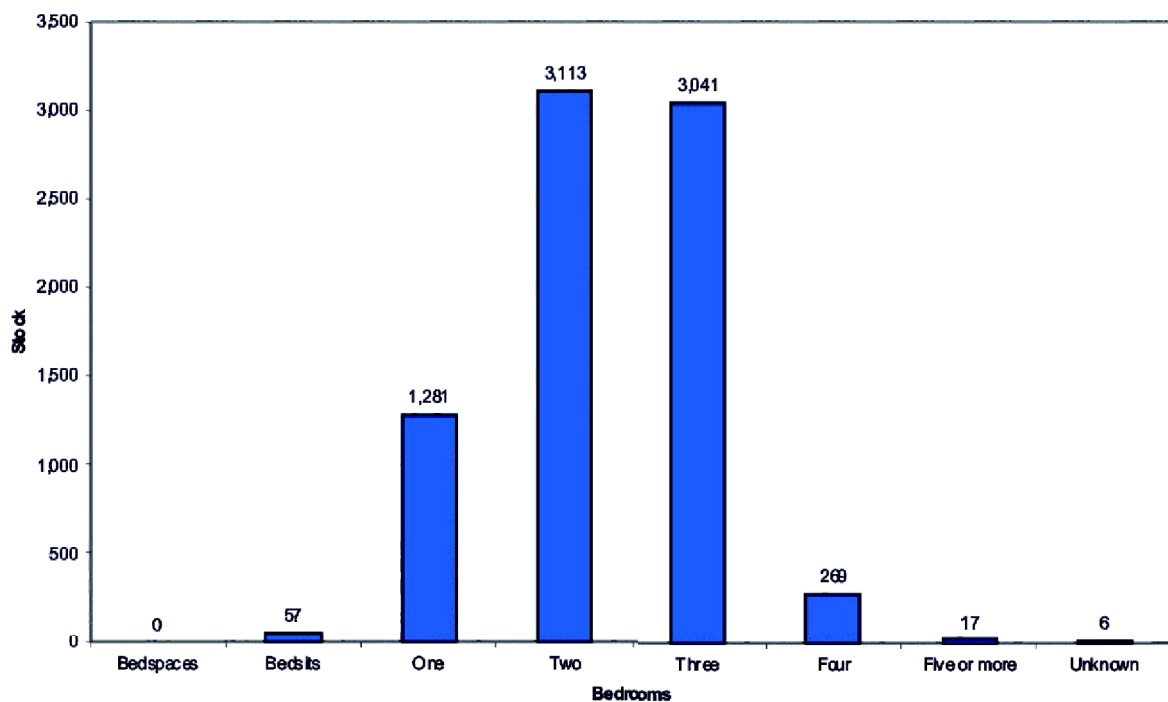
CLG Table 115

Table 2: RP stock by type (March 2011)



RSR (2011)

Table 3: General needs RP stock by size (March 2011)



RSR (2011)

Table 4: General needs lettings and turnover (2007-2011)

	2007	2008	2009	2010	2011
Lettings per year	722	532	633	705	674
Turnover	10%	7%	8%	9%	9%

RSR (2011)

Table 5: General needs lettings and turnover (2007-2011)

	Number	Percentage
First let	290	19%
Vacant due to transfers	268	17%
Vacant for other reasons	975	64%

CORE (2007/8-2009/10)

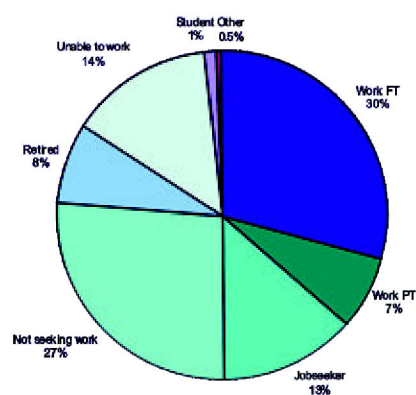
Households Moving into Social Rented Homes

Table 6: Total records of households moving into social rented homes (2007/8-2009/10)

	2007/8	2009/8	2009/10	Total
RP Tenants	440	562	531	1,533

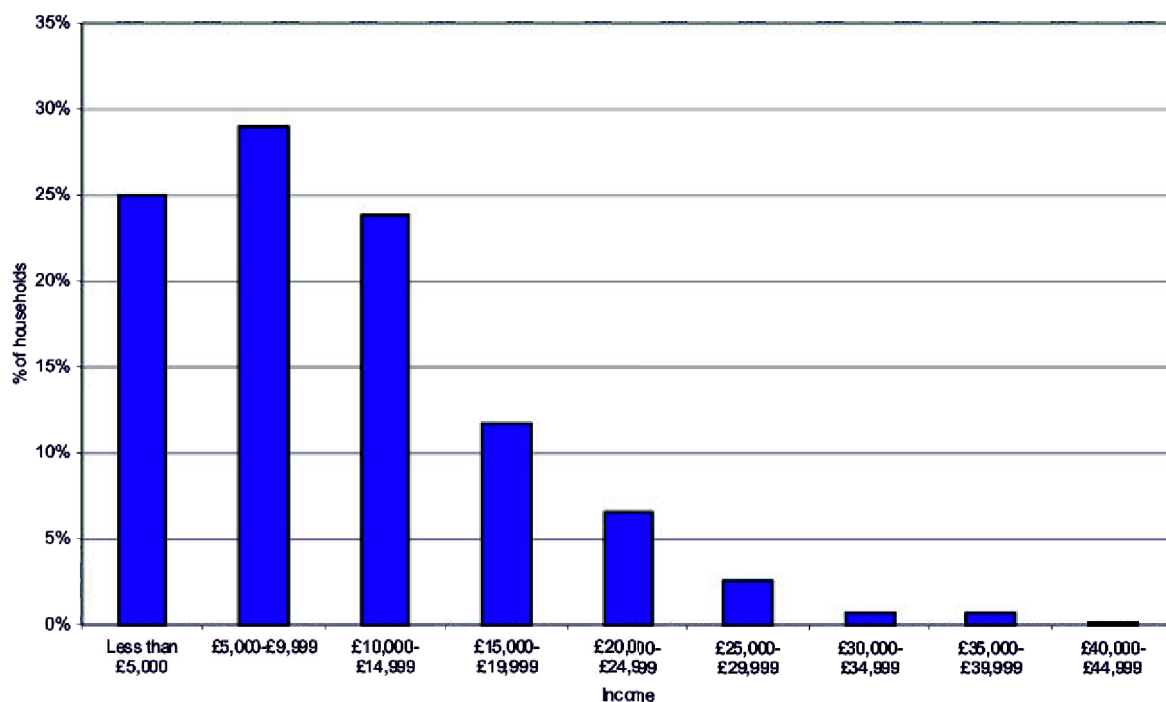
CORE (2007/8-2009/10)

Table 7: Economic status of households moving into social rented homes (2007/8-2009/10)



CORE (2007/8-2009/10)

Table 8: Net annual income of households moving into social rented homes (2007/8-2009/10)



CORE (2007/8-2009/10)

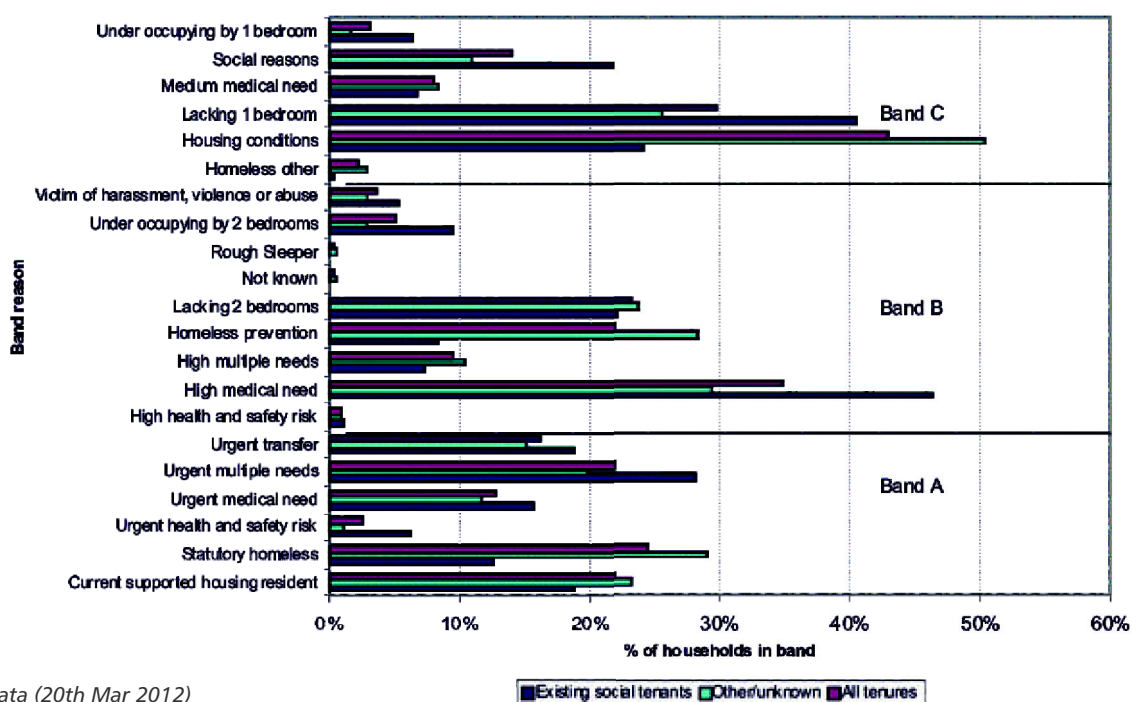
Housing Needs Register

Table 9: District housing needs register by band and existing tenure (20th March 2012)

	Existing Social Tenant	Other	Unknown	Total	Percentage
Band A	31	84	3	118	5%
Band B	109	185	2	296	12%
Band C	338	810	7	1,155	47%
Band D	215	668	9	892	36%
All bands	693	1,747	21	2,461	100%

Locata (20th Mar 2012)

Table 10: Households by tenure and primary band reason (Bands A-C, Band D = Low housing need) (20th March 2012)



Locata (20th Mar 2012)

Table 11: Household Need by bedroom size (larger homes) at 3rd July 2012

	3 Bedrooms	4 Bedrooms	5+ Bedrooms	Total
Households	430	178	74	682

Costs and Affordability

Table 12: Rent per month (RP, median market rent and estimated affordable rents)

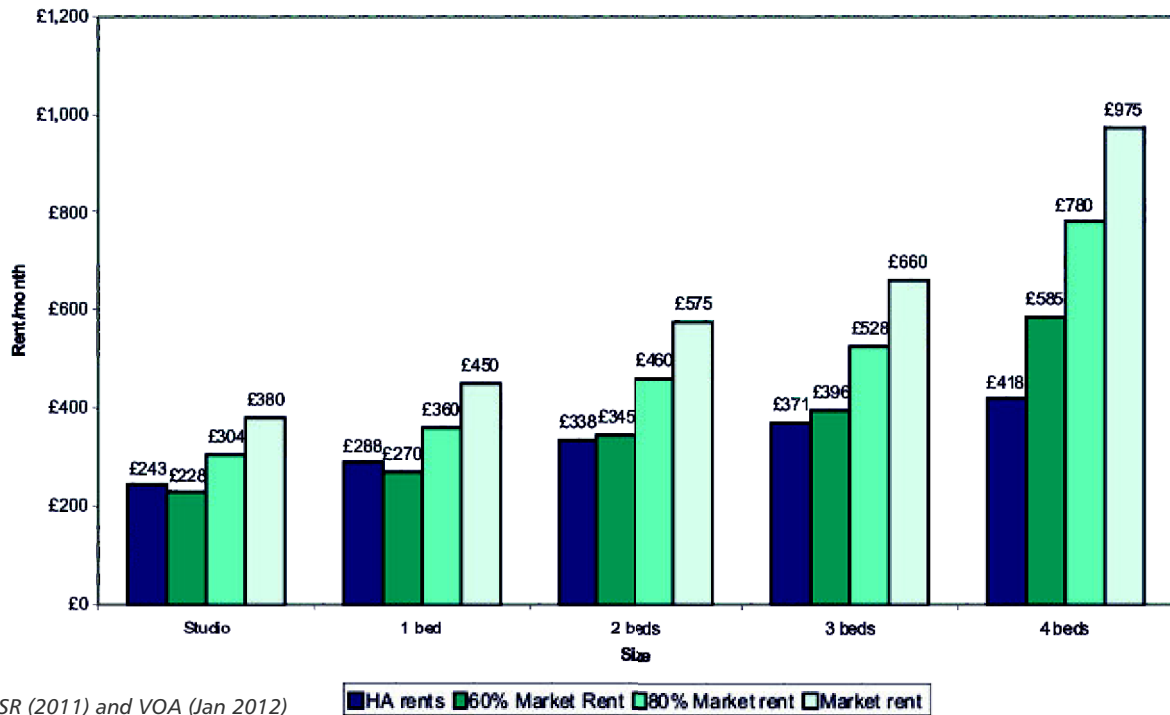


Table 13: Gross annual income by household type

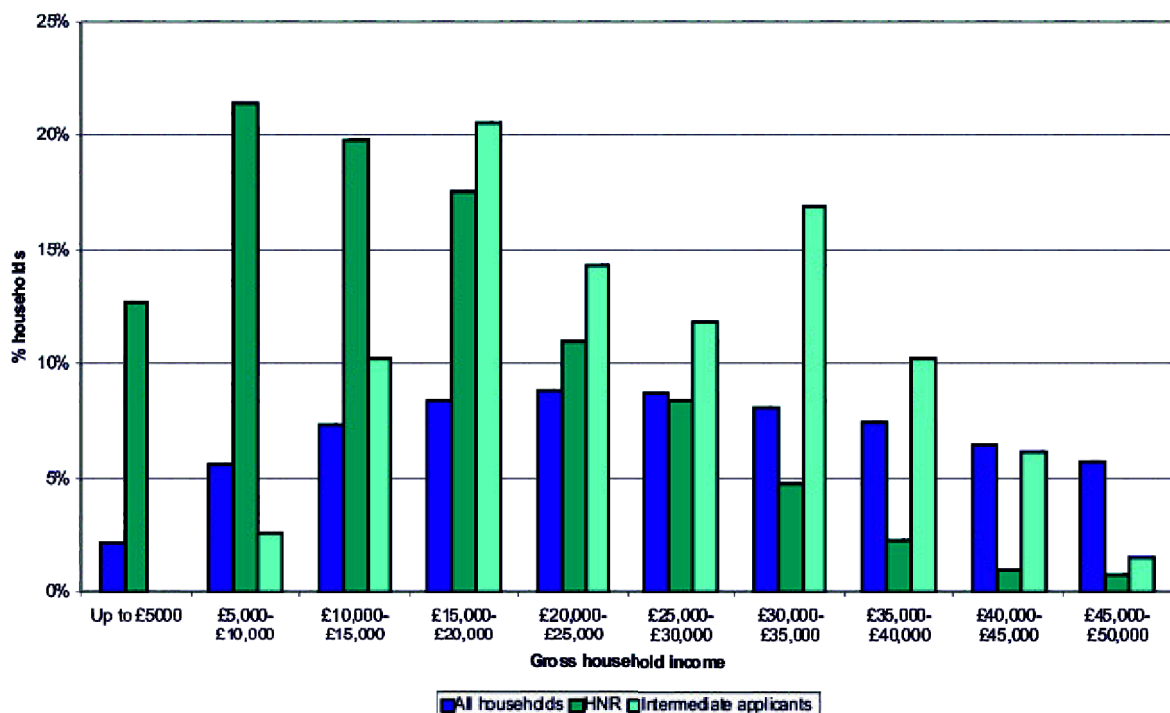


Table 14: Percentage of HNR applicant households able to afford different rented tenures

	Social Rents	60% Market Rent	80% Market Rent	Market Rent
Studio	70%	74%	60%	49%
1 bed	66%	66%	50%	40%
2 beds	57%	57%	37%	23%
3 beds	50%	49%	32%	19%
4 beds	46%	23%	13%	4%

RSR (2011), VOA (Jan 2012) and Locata (Mar 2012)

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**Draft Tenancy Strategy
(Report by the Housing Strategy Manager)**

1. PURPOSE OF REPORT

- 1.1 For Overview and Scrutiny and Cabinet to consider the Council's draft Tenancy Strategy.

2. BACKGROUND INFORMATION

- 2.1 The requirement to adopt a Tenancy Strategy within 12 months of the Act coming into force was contained within the Localism Act 2011.
- 2.2 The Tenancy Strategy sets out the Council's view on the type of tenancies we would like social housing providers to grant, the circumstances in which they should grant a tenancy of a particular type, our view on fixed term tenancies and the circumstances to be considered on the review and possible renewal of any fixed term tenancies.
- 2.3 While there is a legal requirement to have a Tenancy Strategy, social housing providers only need to have 'regard' to it so it is not legally binding on them when setting their own Tenancy Policies.
- 2.4 The Strategy has been drafted to include seven principles which we encourage providers to support within their policies. These include support for the use of fixed term tenancies of five years rather than the current assured tenancies which give 'homes for life'. The use of fixed term tenancies is encouraged as a way to help make best use of the existing housing stock.
- 2.5 The document also supports social housing providers setting rents at Social Rents rather than Affordable Rents, unless Affordable Rents are found to be necessary to facilitate development to proceed. Luminus, the main provider of social housing do not anticipate charging Affordable Rents in the district although they are planning to introduce fixed term tenancies from April 2012. Therefore their approach broadly aligns with our strategic principles.
- 2.6 The Tenancy Strategy and the principles proposed within it were considered by social housing providers attending a consultation event on 24 July 2012, and through a consultation exercise via email to all providers. Apart from Luminus who supported our strategy no other providers have responded formally, indicating that they do not strongly oppose our principles and adopted approach.

3. RECOMMENDATION

- 3.1 The Tenancy Strategy 2012 be approved.

BACKGROUND INFORMATION

Localism Act 2011; CLG; November 2011

<http://www.communities.gov.uk/localgovernment/decentralisation/localismbill/>

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DRAFT TENANCY STRATEGY
(Report by the Overview and Scrutiny Panel (Social Well-Being))

1. INTRODUCTION

- 1.1 At its meeting held on 2nd October 2012, the Overview and Scrutiny Panel (Social Well-Being) considered a report by the Head of Planning and Housing Strategy seeking the Panel's endorsement of a Tenancy Strategy for Huntingdonshire.
- 1.2 The Head of Planning and Housing Strategy and the Housing Strategy Manager were in attendance at the meeting. This report summarises the Panel's discussions.

2. THE PANEL'S DISCUSSIONS

- 2.1 By way of background, the Housing Strategy Manager has reported upon the requirement of the Localism Act 2011 for the Council to have in place a Tenancy Strategy within twelve months of the Act coming into force. The most significant change in the Strategy is the introduction of a 5 year fixed term tenancy to be offered by social landlords to their tenants. All social housing within the District is managed by Registered Providers who are not required to offer this option to their tenants, but instead they will have regard to the Council's Tenancy Strategy when setting their own policies. Seven key principles have been established to guide the Strategy; namely in relation to the offer of fixed term tenancies, affordable rents and conversions and housing management.
- 2.2 The Panel has been informed that of the 9,000 social homes available within the District, 8,000 are managed by Luminus who will introduce fixed term tenancies for new tenants from April 2013 onwards. It has been confirmed that the new arrangements will not affect tenants on existing assured tenancies (even if they transfer to another property) or those in receipt of exemptions. Tenants' circumstances will be reviewed by social landlords prior to the end of their fixed term, with all housing options being reviewed, including those on offer within the private sector. It is intended that the proposals will encourage more effective utilisation of social housing whilst at the same time alleviate some of the pressures on the Housing Register.
- 2.3 In response to a question about the publicity undertaken on the proposals, it has been reported that targeted consultation with social tenants has not been undertaken by the Council. This is a matter for Registered Providers as it will be their own policies that affect tenants.
- 2.4 Referring to the impact of the welfare reforms, in particular those which relate to occupancy levels, it has been reported that work is being undertaken in conjunction with Registered Providers to communicate the changes to affected tenants.

3. RECOMMENDATION

3.1 The Cabinet is invited to take into account the views of the Overview and Scrutiny Panel (Social Well-Being) as part of its deliberations on the report by the Head of Planning and Housing Strategy.

BACKGROUND INFORMATION

Minutes and Reports of the Overview and Scrutiny Panel (Social Well-Being) held on 2nd October 2012.

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**OVERVIEW & SCRUTINY PANEL
(ECONOMIC WELL-BEING)
CABINET**

4TH OCTOBER 2012

18TH OCTOBER 2012

COMMUNITY RIGHT TO CHALLENGE Report by the Head of Legal and Democratic Services

1. INTRODUCTION

- 1.1 From 27th June 2012, the Localism Act 2011 introduced a right for defined organisations and persons to submit an Expression of Interest in taking over the provision of a service on behalf of the Council. Where a valid expression of interest is received, the Council is required to undertake a procurement exercise for that service, which may lead to the Council awarding a contract for the provision of that service. This report recommends the arrangements which the Council should adopt in order to operate the new Community Right to Challenge.

2. WHO CAN SUBMIT AN EXPRESSION OF INTEREST?

- 2.1 An expression of interests can be submitted by a “relevant body”, comprising –

- ◆ a Parish Council, but not limited to services or facilities within its area;
- ◆ a Voluntary Body – a body, other than a local authority, the activities of which are not carried on for a profit;
- ◆ a Community Body – a body, other than a local authority, which carries on activities primarily for the benefit of the community;
- ◆ a body or trust established for charitable purposes;
- ◆ two or more employees of the Council, whether or not they have formed themselves into a body for this purpose, or
- ◆ such other persons or bodies as may be specified by the Secretary of State by regulations.

- 2.2 There is no requirement for a Voluntary or Community Body to have any local connection and any of these bodies can submit an expression of interest in partnership with any other organisation, including a commercial organisation, or propose to sub-contract the work to a commercial organisation. Providing that this is done, there is no requirement for the relevant body to undertake the majority of, or any particular share of the work.

3. WHAT SERVICES CAN AN EXPRESSION OF INTEREST RELATE TO?

- 3.1 The expression of interest must relate to the provision of, or assisting in the provision of, a “relevant service”, which means any service which is currently provided by or on behalf of the Council. However, the following services are “excluded services” which cannot be the subject of an expression of interest –

- ◆ services provided in partnership with NHS bodies, or by an NHS body on behalf of the Council;
- ◆ a service provided to a named person with complex individual health or social care needs; or
- ◆ a service which includes the exercise of a statutory power which cannot be delegated. So, the setting of Council Tax or the determination of a planning application is not legally capable of being undertaken by anyone other than the local authority, and so cannot be the subject of an expression of interest.

3.2 So, an expression of interest can relate to services such as management and maintenance of playing fields or parks, refuse collection and re-cycling, running a leisure centre, the operation of off-street car parks, or the provision of a back office activity.

4. THE EXPRESSION OF INTEREST

4.1 The Expression of Interest must be in writing and meet certain requirements. These include the provision of -

- (a) information about the financial resources of the relevant body which is submitting the expression of interest;
- (b) evidence that demonstrates that by the time of any procurement exercise the relevant body submitting the expression of interest will be capable of providing or assisting in providing the relevant service. This is particularly important when dealing with an emergent staff mutual or voluntary body, which may not be fully operational at the date of submitting an expression of interest;
- (c) information about the relevant service sufficient to identify it and the geographical area to which the expression of interest relates;
- (d) information about the outcomes to be achieved by the relevant body or, where appropriate, the consortium of which it is a part, in providing or assisting in the provision of the relevant service, in particular -
 - ◆ how the provision or assistance will promote or improve the social, economic or environmental well-being of the relevant authority's area; and
 - ◆ how it will meet the needs of the users of the relevant service; and
- (e) where the relevant body consists of two or more employees, details of how they propose to engage other employees of the relevant authority who are affected by the expression of interest.

5. VALIDATION OF EXPRESSIONS OF INTEREST

- 5.1 When an expression of interest is received, the Council needs to check that it is submitted by a “relevant body” for a “relevant service” which is not an “excluded service”. If it fails to meet these requirements, the Council notifies the person who submitted the expression of interest that it is not a valid expression of interest, but need take no further action.
- 5.2 There are ten grounds on which the Council may reject a valid expression of interest –
- (i) that the expression of interest does not meet the statutory requirements, because it is not from a relevant body or is not for a relevant service;
 - (ii) that the supporting information is inadequate or incorrect;
 - (iii) that any member of the body making the bid, or of their consortium, is not suitable to provide the service. This would cover absence of a necessary qualification, or past conduct;
 - (iv) that the Council has already taken a formal decision to cease to provide the service. So an expression of interest cannot be used as a means to challenge an authority’s decision to close a facility or cease a service;
 - (v) that taking this service in isolation would result in a loss of integration with NHS services to the detriment of users of the integrated service;
 - (vi) that the service is already the subject of a procurement exercise;
 - (vii) that the Council is already in negotiations in writing with a third party for the provision of the service;
 - (viii) that the Council has already published its intention to consider the provision of the service by a body to be set up by 2 or more employees;
 - (ix) that the expression of interest is vexatious or trivial; and
 - (x) that the acceptance of the expression of interest is likely to lead to a breach of law or statutory duty. This would cover an expression of interest which would require delegation of statutory powers which cannot be delegated.
- 5.3 In addition, the Localism Act provides that a Council may define services and set periods during which expressions of interest may be submitted for those services, and may then refuse to consider an expression of interest which is submitted at the wrong time. This enables the Council to ensure that, for example, it receives any expressions of interest for different parts of the waste collection and disposal and recycling services at the same time so that it can deal

with them in a co-ordinated manner. Consequently the Procurement Manager, where appropriate and after consultation with appropriate officers, will propose to Cabinet timescales for consideration of expressions of interest in specific services.

- 5.4 The Act also requires the Council, in considering an expression of interest, to consider whether the acceptance of the expression of interest would promote or improve the social, economic or environmental well-being of the area, over and above the provision of the service, e.g. creating local jobs, improving local skills or improving environmental conditions.

5.5 **Acceptance or rejection of an Expression of Interest**

Once an expression has been validated, it is necessary for the proper officer to conduct a review of the expression of interest to determine whether it falls within any of these criteria. This is partly a matter of fact and law, and partly a question of collecting information from the officer currently responsible for the running of the service. It is also a question of policy, because, where an expression of interest falls within one of these grounds for rejection, the Council still has a discretion and may decide to accept the expression of interest anyway. It must then notify the persons or body who submitted the expression of interest of its decision and of the reasons for that decision.

- 5.6 If the Council acts unreasonably in rejecting an expression of interest, that decision would be open to judicial review.

6. **THE PROCUREMENT EXERCISE**

- 6.1 Once a valid expression of interest has been accepted, the Council must conduct an appropriate procurement exercise, complying with the relevant statutory or Code of Procurement requirements, dependent upon the nature and value of the service concerned. The relevant Head of Service will be the project lead for any procurement exercise, but in close consultation with the Procurement Manager.

6.2 **Specifying the service**

The range of the service (in terms of the service and the geographical area) to be subject to a procurement exercise will be set by the expression of interest. The Council may only vary the range of services with the agreement of the body or persons who submitted it. But the specification to which the service is to be provided, the contract terms and conditions, and the criteria for evaluation of tenders are for the Council to determine.

6.3 **Tenders**

Although an expression of interest may be submitted by a genuine community or voluntary organisation, and the Council may wish to encourage such community involvement in service provision, once the Council goes out to open tender, it cannot prevent tenders being

submitted by purely commercial organisations, and will be required to evaluate all tenders received on the same evaluation criteria.

6.4 In-house bids

There is nothing in the legislation to prevent the Council submitting an in-house “tender” for the provision of the service, on the basis of its own employees. Such an in-house “tender” would not be a part of the statutory procurement exercise, but should be evaluated on exactly the same criteria as any third party bids, and can lead to the Council determining on best value grounds not to accept any of the third party tenders. However, it will be necessary for reasons of propriety to ensure that the team preparing any in-house “tender” are treated in exactly the same way as external tenderers and, as far as possible, do not improperly influence the manner in which the procurement exercise is conducted and do not receive any information which is not made available to all other bidders and which might give the in-house bid team an unfair advantage in the preparation of their bid. Where it is decided, therefore, that an in-house bid will be prepared and submitted, the relevant Head of Service must agree with the relevant Managing Director arrangements for the identification of separate commissioning and bid preparation teams.

6.5 Timescale

The Council must set a minimum and a maximum time from the acceptance of an expression of interest to the start of the procurement exercise. This allows time for the preparation of a specification for the service and for the invitation to bidders. Where the expression of interest comes from two or more staff, it could allow time for them to form a staff mutual as a separate legal entity to prepare and submit the bid. Consequently, the Procurement Manager, after consultation with appropriate officers, will propose to Cabinet timescales for the period between acceptance of an expression of interest and start of the procurement exercise.

6.6 Acceptance of Tenders

This phase of the process is essentially a procurement exercise which will be led by the appropriate Head of Service (or Managing Director where the Head of Service will head up an in-house or staff mutual bid team), assisted by the procurement Manager and with appropriate legal, financial, HR and other support.

6.7 Resources

It is uncertain at present as to the amount of time and resources that will be involved in dealing with the ‘community right to challenge’. If expressions of interest are few, then it is likely they can be handled within existing resources. If, however, there are a larger number or they involve major services, then additional resource is likely to be required, as a procurement process is a significant exercise. The need for any additional resource will only become apparent in the light of experience and may be the subject of an MTP bid.

7. RECOMMENDATIONS

It is RECOMMENDED that –

- (i) the Managing Directors be authorised, after consultation with appropriate Head(s) of Service (and the relevant Cabinet Member if considered necessary), to accept or reject an expression of interest on behalf of the Council.

BACKGROUND PAPERS

- ◆ Sections 81 - 86 of the Localism Act 2011
- ◆ The Community Right to Challenge (Expressions of Interest and Excluded Services) (England) Regulations 2012 [SI 2012 No. 1313]
- ◆ The Community Right to Challenge (Fire Services and Rejection of Expressions of Interest) (England) Regulations 2012 [SI 2012 No. 1647 -
- ◆ DCLG Statutory Guidance

Contact Officer: Colin Meadowcroft,
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COMMUNITY RIGHT TO CHALLENGE
(Report by the Overview and Scrutiny Panel (Economic Well-Being))

1. INTRODUCTION

- 1.1 At its meeting held on 4 October 2012, the Overview and Scrutiny Panel (Economic Well-Being) considered the report by the Head of Legal and Democratic Services outlining proposed arrangements to operate the new Community Right to Challenge. The Right to Challenge has been created by the Localism Act and introduces a right for defined organisations and persons to submit an expression of interest in taking over the provision of a service on behalf of the Council. The following paragraphs contain a summary of the Panel's discussions on the report.

2. THE PANEL'S DISCUSSIONS

- 2.1 In considering the content of the report, Members have raised a number of questions about the proposed process. In so doing, they have enquired whether there is a test for reasonableness which can be applied to an expression of interest and have been informed that there are no prescribed limits within the legislation. On the face of it the right to challenge could be a time consuming and resource intensive process. Members have also noted that in the case of an internal application being submitted in competition with an expression of interest from elsewhere, these will be judged independently against the criteria which has been defined as part of the procurement process.
- 2.2 In response to a question about the national situation and specifically whether other Authorities have been receiving a significant number of expressions of interest, Members have been informed that this does not appear to be the case at this stage.
- 2.3 In considering the grounds upon which the Council may reject a valid expression of interest, Members have queried whether the Council should specify the terms on which any interest may be considered vexatious or trivial. The Head of Legal and Democratic Services has explained that this reflects the wording of the Statutory Instrument and that there has been no Government guidance on the matter to-date. It will be a matter for the Council to interpret at the appropriate time and the view has been expressed that it is better to be less prescriptive in this case.
- 2.4 In view of the additional costs which may be incurred by the Council in dealing with the Community Right to Challenge', Members have questioned whether there is any funding currently included within the Council's Medium Term Plan for this purpose. There is currently no provision made. The need for additional resource will only become apparent in the light of experience. The comment has been made that this is a further example of Central Government passing down additional responsibilities without providing additional necessary funding.

- 2.2 In considering the recommendation within the report, Members have asked that the matters that are to be delegated and the process leading to a decision to be clarified for the Cabinet meeting.

3. CONCLUSION

- 3.1 Having concluded their discussions and noted that the procurement exercise has the potential to be a time consuming and costly exercise for the Council, the Panel has endorsed the recommendation that this matter be delegated to the Managing Directors.
- 3.2 The Cabinet is invited to consider the discussions of the Overview and Scrutiny Panel (Economic Well-Being) as part of their deliberations on this item.

**Contact Officer: A Roberts - Scrutiny and Review Manager – 01480
388015**

Background Documents

Report and Minutes of the meeting of the Overview and Scrutiny Panel (Economic Well-Being) held on 4th October 2012.

UPDATE OF THE COUNCIL'S CORPORATE TRAVEL PLAN

(Report by Head of Environmental Management)

1. INTRODUCTION

- 1.1 This report accompanies a revision of the Council's Corporate Travel Plan (Annexe A attached). The updated plan replaces the Council's existing Travel Plan 2006/07 to 2011/12 and is designed to build on work already undertaken to reduce single occupant car use by employees travelling to and for work and to encourage a modal shift towards more sustainable forms of transport.
- 1.2 The updated plan will cover the period 2012/13 to 2017/18. It provides an overview of progress to date, objectives and targets going forward and an action plan of measures some corporate and some specific to the Council's main sites at Pathfinder House and Eastfield House. Travel associated with Huntingdonshire District Council's call centre located at Speke House is covered under the remit of Cambridgeshire County Council, and therefore does not feature in this plan.

2. BACKGROUND

- 2.1 Work related travel whether for commuting or business accounts for around 27% of the total distance travelled in the UK every year. As a local authority responsible for a wide range of services across the district, travel is essential for the Council to function successfully and convenient travel has the potential to promote economic development and improve the quality of life for employees and residents of the district.
- 2.2 However, it has been estimated that road congestion costs the UK economy £20 billion annually and this figure is expected to rise as traffic volumes increase by over 40% to 2035. Furthermore transport is a large contributor to carbon emissions, responsible for 20% of the UK's total emissions in 2009. At a local level, particularly in a district that will see considerable growth in the coming years, further road congestion and traffic pollution will have a significant detrimental impact on the lives of residents and potential economic prosperity of the district as a whole.
- 2.3 Travel planning has the ability to reduce car use, increase public transport and active travel, enhance social inclusion, improve staff recruitment and retention, bring financial savings and reduce noise congestion and pollution. As a major employer Huntingdonshire District Council has a responsibility to promote good practice in travel behaviour and must lead by example through adopting and maintaining a comprehensive travel plan.
- 2.4 Significant progress was made in changing employee travel behaviour during the period covered by the Councils existing Corporate Travel Plan. Employees travelling to work alone by car fell by 14% from 64% to 50% and there was a

notable increase in the number of employees cycling to work (up from 4% to 14%) walking to work and working from home on a regular basis. Despite the many improvements made, considerable challenges remain, and these will be tackled through the measures set out in the updated Travel Plan attached.

2.5 The travel plan has four main objectives:

- To reduce local traffic and road congestion
- To reduce the Councils transport related carbon emissions
- To improve the health and wellbeing of Council employees
- To deliver financial savings through a reduction in business mileage

2.6 The Travel Plan contains a concise set of indicators to monitor the progress of the four objectives and these will be regularly reviewed, as part of the annual review of our Environment Strategy, reflecting a focus on continuous monitoring and improvement.

3. FINANCIAL/RESOURCE IMPLICATIONS

3.1 With the public sector facing considerable ongoing financial pressure, it will be essential to work with partners in both the public and private sectors to make the most of opportunities and available funding to meet the objectives of the Travel Plan. To this end the Council will continue to work co-operatively with the Huntingdon Travel for Work Cluster organising joint events and sharing best practice. Members of the Huntingdon Cluster include a range of major local employers including the Cambridgeshire Constabulary, the Environment Agency, Cambridgeshire Fire and Rescue, Hinchingsbrooke Hospital and School and Huntingdon Regional College amongst others.

3.2 The Council is also a Member of the Cambridgeshire Travel for work Partnership benefiting from a range of services offered including Travel planning assistance and advice on sustainable travel promotions. The Council's membership of the partnership will also enable us to benefit directly from Local Sustainable Transport Funding (LSTF), £5 million of which was recently awarded to Cambridgeshire County Council to support the implementation of a range of transport measures focusing on the A14 and M11 transport corridors. As a result services including adult cycle training, business grant funding, event organisation and subsidised electric vehicle charging points will be made available to the Council over the three year funding period.

3.3 Aside from partnership working and external grant funding, resources to implement the measures included within the Corporate Travel Plan will come predominantly from the existing budgets. Where larger scale projects are proposed such as any replacement of the Councils Pool Car fleet, they will be subject to approval through the Medium Term Plan (MTP) process in the usual manner.

4. CONCLUSIONS

4.1 As a major employer, Huntingdonshire District Council has a responsibility to promote good practice in travel behaviour by adopting and maintaining a comprehensive travel plan.

4.2 This update to the Corporate Travel Plan will ensure that the Council continues to lead by example and make measurable improvements to its travel footprint.

- 4.3 The actions contained within the plan will result in reduced costs for the Council, reduced traffic congestion in the district and improvements to the health and well-being of the Council's employees.

6. RECOMMENDATIONS

It is recommended that:

- 6.1 Members support the adoption of this updated Corporate Travel Plan (2012/13 to 2017/18) supporting the objectives, targets and action plan contained within it.
- 6.2 That the targets are regularly reviewed, as part of the annual review of the Council's Environment Strategy, reflecting our focus on continuous monitoring and improvement.

BACKGROUND INFORMATION

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Huntingdonshire District Council
Corporate Travel Plan
2012/13 – 2017/18

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1.0 Introduction

1.1 Introduction

A travel plan is a management strategy for an organisation seeking to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed. Developing a travel plan involves the identification of a package of appropriate measures aimed at reducing dependency on sole occupancy car use and encouraging the uptake of more sustainable modes of travel.

According to Cambridgeshire's Third Local Transport Plan, a comprehensive travel plan has the ability to reduce car use, increase public transport and active travel, enhance social inclusion, improve staff recruitment and retention, bring financial savings and reduce noise, congestion and pollution.

As a major employer, Huntingdonshire District Council has a responsibility to promote good practice in travel behaviour and must therefore lead by example in adopting a comprehensive travel plan.

1.2 This Travel Plan

This travel plan will replace the Council's existing Travel Plan (2006/07 to 2011/12) which detailed key objectives and introduced a number of measures aimed at reducing car dependency, promoting and facilitating walking and cycling and increasing the use of public transport. Significant progress has been made in the period covered by the existing Travel Plan (2006/07 to 2011/12), however, existing challenges remain, many of which will be tackled through the measures set out in this document.

The reasons for the development of the Travel Plan are as follows:

- Reduce reliance on single occupancy car travel and encourage the use of more sustainable travel modes
- Reduce localised congestion and greenhouse gas emissions associated with Huntingdonshire District Council's transport footprint
- Improve the health and wellbeing of our workforce and encourage a healthy work-life balance
- Meet our goal of managing a resource-efficient council as set out in 'Growing Awareness – A Plan for Our Environment'

This Travel Plan will cover the period 2012/13 to 2017/18 and provide an overview of objectives, targets and measures for our main sites at Pathfinder House and Eastfield House. Travel associated with Huntingdonshire District Council's call centre located at Speke House is covered under the remit of Cambridgeshire County Council, and therefore will not feature in this travel plan.

The Travel Plan will be regularly reviewed, as part of the annual review of our Environment Strategy, reflecting our focus on continuous monitoring and improvement.

1.3 Policy context

Travel is an essential part of our daily lives enabling mobility, promoting economic development and improving the quality of our social interactions. Nevertheless, despite the opportunities created by increased mobility, rising car dependency, coupled with ever-increasing journey distances, is creating a transport crisis, with a range of economic, social and environmental implications.

Road congestion costs the UK economy £20 billion annually, and is expected to increase further as traffic volumes rise by up to 43% to 2035. In Huntingdonshire, host to one of the most congested sections of the A14 and the A1 (M), frequent congestion-related delays cause severe disruption to employees either travelling to and from work, or travelling on the course of business.

Transport is also a significant contributor to greenhouse gas emissions, responsible for 26% of the UK's CO₂ emissions in 2011, rises in which are exacerbating global climate change (Figure 1.1). At the local level, localised congestion has increased the concentrations of a variety of air pollutants and led to the designation of four Air Quality Management Areas across the District.

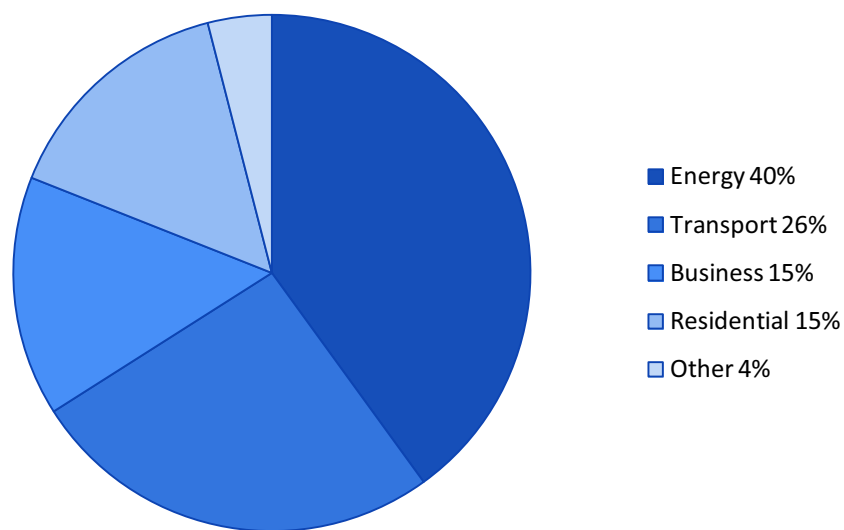


Figure 1.1: Sources of UK Carbon Dioxide Emissions (2011)

Car travel in particular is a major contributor to the emission of greenhouse gases, compared with alternative motorised modes. As Figure 1.2 suggests, the emission of CO₂ over a distance of 100 miles is significantly higher for large cars, compared with equivalent travel by train or bus.

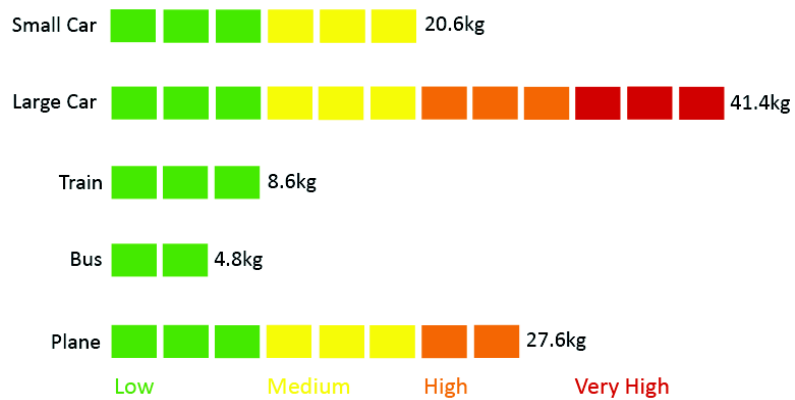


Figure 1.2: Amount of CO₂ per passenger over a distance of 100 miles

Furthermore, rising car dependency, and the resulting congestion and pollution, has a harmful impact on public health, a result of road casualties, which rose for the first time in a decade in 2011, pollution-related deaths, estimated to be in excess of 13,000 each year, and the detrimental impact of more sedentary lifestyles; only 40% of men and 28% of women meet the minimum recommendations for physical activity.

The wide ranging implications of unsustainable transport have led policymakers to highlight the importance of reducing car dependency, encouraging the participation in walking and cycling and making public transport a more attractive option. The Government's most recent policy publication, *Creating Growth, Cutting Carbon: Making Sustainable Local Transport Happen* (2011), set out the Government's priority to 'encourage sustainable local travel and economic growth by making public transport, cycling and walking more attractive and effective, promoting lower carbon transport and tackling local road congestion'. It also saw the creation of the Government's Local Sustainable Transport Fund, a £560 million fund over four years to enable local authorities to deliver local solutions.

At the local level, Cambridgeshire's *Local Transport Plan* (2011-2026) has identified 'making sustainable modes of transport a viable and attractive alternative to the private car' as a key challenge and aims to improve the environment for pedestrians, cyclists and public transport users and reduce the transport impact on the natural environment. A successful bid to the Local Sustainable Transport Fund has seen Cambridgeshire receive £5 million to promote and facilitate sustainable travel, a clear indication of the counties commitment to facilitating a sustainable transport future for Cambridgeshire as a whole.

Work-related travel, whether for commuting or business, forms a significant proportion of personal travel, accounting for 27% of the total distance travelled in the UK. Consequently, reducing the number of work-related journeys and encouraging modal shift for work-related journeys, has significant potential to contribute to the greening of our transport system. Huntingdonshire District Council recognises the crucial role employers have in encouraging modal shift to reduce congestion, improve air quality and contribute to the healthier lives of residents of the District. As such, this

Travel Plan will aim to reduce the car dependency of the organisation by encouraging the uptake of more sustainable alternative modes of transport.

2.0 Existing Travel Situation

2.1 Introduction

This section provides an overview of our organisation and the current travel situation at both our sites at Pathfinder House and Eastfield House.

2.2 Our Organisation

Huntingdonshire District Council is located in Huntingdon in the south west of the county of Cambridgeshire. Situated alongside the A14, a major strategic route for international heavy goods vehicles and local traffic and with rail links to the surrounding area via the East Coast Mainline, the organisation is well connected to the wider District and beyond.

Huntingdonshire District Council is a large employer in the District with approximately 1,100 employees. Around 573 employees are based at our two main sites in Huntingdon, at Pathfinder House (372) and Eastfield House (201). The remainder are based at outlying sites including the five One Leisure sites at St Ives (129), Huntingdon (96), St Neots (123), Ramsey (45) and Sawtry (44), our Customer Service Centre at Speke House (22) and smaller offices in Ramsey, Yaxley and the other market towns.

As a Local Authority, Huntingdonshire District Council is responsible for a wide range of service areas within the District, some of which require regular work journeys, often by car, to the surrounding areas. Furthermore, as a result of the largely rural characteristic of the District, employees are widely dispersed, car dependency is high and the feasibility of walking and cycling for many is limited.

However, a flexible working framework has enabled employees to balance their work-life commitments while maintaining an acceptable level of service. This arrangement has the added benefit of making public transport more feasible.

Nevertheless, there remain a range of transport issues for the organisation which can be summarised as follows:

- High car dependency associated with travel within a rural District
- Poor perceptions of public transport availability and feasibility
- Limited take-up of walking and cycling
- Traffic congestion in the historic market towns and on major routes such as the A14
- The cost of essential business travel by employees
- The environmental impact and financial cost of fleet vehicle operation

2.3 Current Trends in Staff Travel Behaviour

2.3.1 Travel to Work Survey

The annual Travel to Work survey provides a snapshot of how Huntingdonshire District Council employees are travelling to work. Respondents are asked to complete the survey, based on their travel behaviour over a specified one week period, and the results are thereafter used to inform a range of promotional campaigns undertaken throughout the year by Huntingdonshire District Council's Environment Team.

The results from the Travel to Work Survey's covering the period of the previous Travel Plan (2006/07 to 2011/12) can be seen below in Table 2.1.

Table 2.1: Huntingdonshire District Council Staff Mode Share (Percentage)

	2006	2007	2008	2009	2010
Car	64.1	62.8	50.7	50.5	50.3
Car Share	18.5	12.1	17.5	18.5	15.8
Motorcycle	0.7	0.7	1.2	2	2.1
Bus	1.6	1.1	1.5	1.9	3.4
Train	1.3	3.7	3.3	3.6	1.1
Cycle	4	6.5	0.7	10.8	14.5
Walk	7	8.4	10.1	8.4	8.3
Home	1.2	3.1	2.9	2	3.4

Table 1 demonstrates the progress made on a variety of modes with the implementation of the previous Travel Plan (2006/07 to 2011/12). For instance, since 2006, sole occupancy car travel saw a 14% reduction, while the percentage of employees cycling to work has increased by 10%. However, less significant progress has been made with other transport modes. While car sharing amongst staff has decreased by 2.7%, the number of staff travelling by bus has increased by only 1.8% and the number walking by only 1.3%.

In order to set challenging yet achievable objectives for the period of the Travel Plan (2012/13 to 2017/18), the baseline year for data was established as 2011. Correspondingly, the results from the most recent Travel to Work survey (2011) can be seen in Figure 2.1.

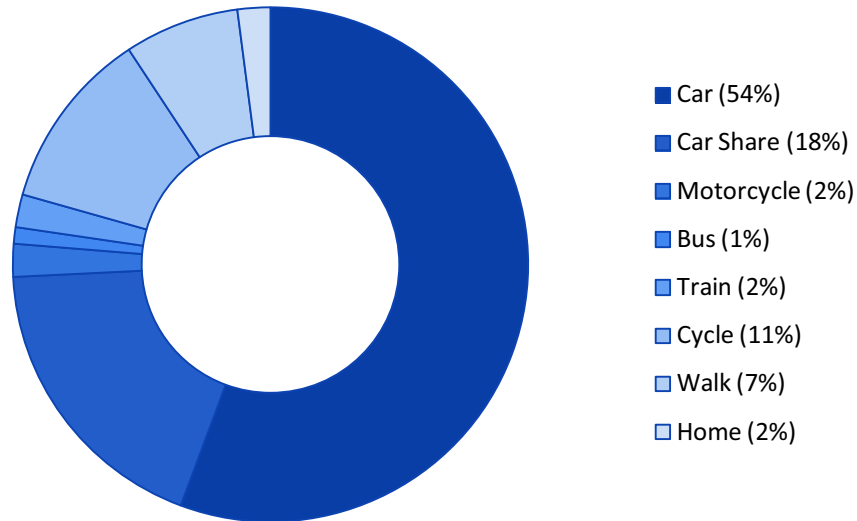


Figure 2.1: Huntingdonshire District Council Employee Mode share (2011)

2.3.2 Business Travel

Business travel forms a significant part of the daily working of the Council and also contributes substantially to our environmental impact. The majority of employees at Huntingdonshire District Council undertake business journeys throughout the year; however, some employees are more regular business travellers and therefore pose an essential target group for modal shift.

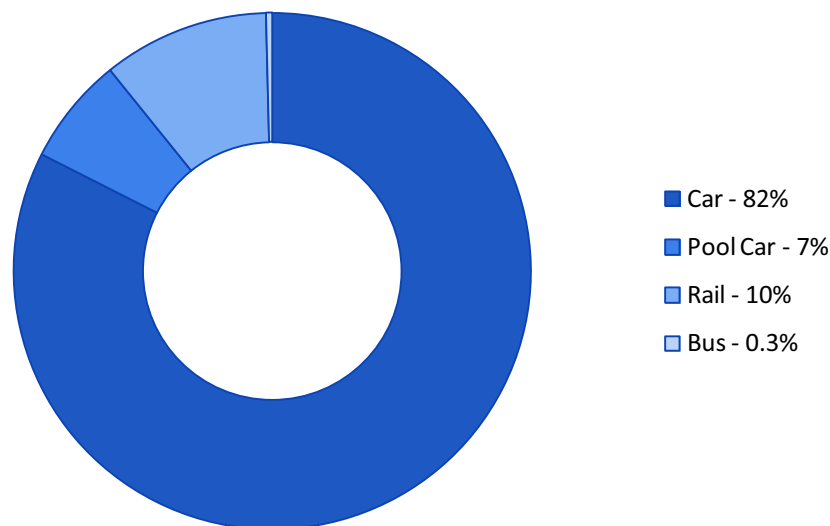


Figure 2.2: Business Mileage by Mode (2011)

As data from Figure 2.2 suggests, employees travelled 435,465 miles by private car for business travel in 2011/12 producing 142 tonnes of CO₂e. In contrast, employees travelled 35,561 miles by pool car (producing 7 tonnes of CO₂e), 55,018 miles by rail (producing 5 tonnes of CO₂e) and 2054 miles by bus (producing 0.6 tonnes of CO₂e).

There is evidently considerable scope to encourage modal shift for business travel towards more sustainable forms of transport which produce fewer greenhouse gas emissions and reduce road congestion on local routes. In particular, and with 12% of business journeys conducted by pool car less than 5 miles in length, there are significant gains to be made by increasing the number of employees travelling by cycle. Furthermore, with pool car availability in 2011/12 at 49%, there is sufficient availability to encourage more employees to travel by pool car, freeing up their commute to be taken by other modes besides the car.

2.3.3 Postcode Mapping

As part of the Council's involvement in the Travel for Work Partnership, a mapping exercise was undertaken to identify the distribution of employee home addresses. The aims of the exercise were twofold: to provide a tool to assist in the more accurate targeting of Travel Plan actions by the Environment Team, and to provide a visual aid to easily inform employees of their most feasible transport options.

The postcode mapping exercise has revealed the feasibility of three key travel options for a large proportion of our employees:

- **Walking** – Up to 10% of Huntingdonshire District Council employees live within 1 mile of their workplace, a distance easily reachable on foot.
- **Cycling** - Over 41% of employees live less than 5 miles from their workplace, a distance widely considered to be easily cycle-able in around 30 minutes.
- **Car Sharing** – Maps demonstrate clustering of employee's home postcodes with large clusters in St Ives and St Neots, and smaller clusters in Ramsey, Peterborough, Cambridge and March. A high concentration of employees living within close proximity of one another is extremely conducive to encouraging car sharing.

The information gathered as part of the postcode mapping exercise was also able to provide a useful insight into the potential carbon and financial savings from various mode shift options. For instance, if 50% of the employees travelling from the six car share cluster areas shared their journey with one other employee, up to 167 tonnes of CO₂ could be saved annually, saving employees up to £150,895 in commute-related expenditure. Similarly, if employees living within 5 miles of their workplace commute by either cycle or on foot, between 221-382 tonnes of CO₂, depending on the car engine size and fuel type, could be saved.

3.0 Objectives, Targets and Indicators

3.1 Introduction

This section outlines the overarching objectives for our Travel Plan alongside the targets we will seek to meet over the period covered by the Travel Plan.

3.2 Objectives, Targets and Indicators

Objective	Target	Baseline	Five Year Target
To reduce local traffic and road congestion	Reduce the proportion of journeys to work undertaken by single occupancy car	54%	45%
	Increase the proportion of journeys to work undertaken by car sharing	18%	20%
	Increase the proportion of journeys to work undertaken by public transport	3%	4%
To reduce transport-related greenhouse gas emissions	Reduce greenhouse gas emissions from fleet vehicle operation	1,320 tonnes CO ₂ e	925 tonnes CO ₂ e
	Reduce greenhouse gas emissions from business travel	148 tonnes CO ₂ e	104 tonnes CO ₂ e
To improve the wellbeing of Council employees	Increase the proportion of journeys to work undertaken by cycle	11%	14%
	Increase the proportion of journeys to work undertaken on foot	7%	8%
	Increase the proportion of business journeys undertaken by cycle	*	1%
To deliver financial savings through a reduction in business mileage	Increase the proportion of employees routinely working from home	2%	4%
	Reduce miles travelled on business	528,099 miles	475,289 miles
	Increase the proportion of business mileage undertaken by pool car	7%	12%
	Increase the proportion of business mileage undertaken by public transport	10.3%	15%
	Decrease the proportion of business mileage undertaken by private car	82%	72%

*Data Unavailable

4.0 Roles and Responsibilities

4.1 Introduction

This section identifies the employees and departments responsible for coordinating, implementing and overseeing the Travel Plan and its measures.

4.2 Travel Plan Co-ordination

The responsibility for Travel Plan development and coordination will fall to the Council's Environment Team, based within the Environmental Management section. In conjunction with other services, the team will be responsible for overseeing and implementing many of the measures outlined in the Travel Plan, which will include:

- Encouraging commitment and support from staff
- Implementing an effective marketing campaign of the Plan and its measures
- Coordinating data collection and monitoring

4.3 Employee Involvement

Consultation on the issues contained within the Travel Plan has taken place through discussions with our internal Environmental Resource Efficiency Group (EREG). EREG consists of a group of employees from a range of service areas who meet quarterly to analyse, monitor and target the Council's energy, water and fuel consumption in order to reduce the Council's carbon emissions and expenditure. The key issues, objectives and measures identified by the Travel Plan have been presented to the group, and feedback, ideas and comments fed back into the Travel Plan itself.

Throughout the Travel Plan period, employees from a range of service areas will be involved in the implementation of many of the measures outlined through the Council's environmental group Green Force. Green Force is made up of representatives from teams across the Council who work in partnership to plan and coordinate a series of environmental campaigns and projects to change behaviour within the organisation. The Environment Team will work closely with Green Force Reps to raise awareness of the initiatives, campaigns and measures outlined in the Travel Plan.

4.4 Member Involvement

The updated Travel Plan will be presented to the Council's Overview and Scrutiny Panel (Environment and Well Being) and Cabinet for final approval.

4.5 Support from Partners

Huntingdonshire District Council is a member of the Cambridgeshire Travel for Work Partnership, a county-wide not-for-profit partnership dedicated to working with employers to deliver sustainable travel to work solutions. With over 100 members from the public and private sectors across

Cambridgeshire, our involvement in the partnership provides access to a wide range of resources and assistance in the implementation of our Travel Plan. Further, and as part of our work with the Cambridgeshire Travel for Work Partnership, the Council is also a member of the Huntingdon Travel for Work Cluster, working with large employers in the more local area. We will continue to work with both Cambridgeshire Travel for Work and within the Huntingdon Travel for Work Cluster to develop local transport solutions for our employees and in the implementation of the Travel Plan.

4.6 Communication

Ensuring the Travel Plan is communicated effectively will be essential in influencing a change in travel behaviour. As such, the Travel Plan will be promoted in the following ways:

- **Summary Leaflet** – An outline the key objectives and measures of the Travel Plan to be sent to all employees and councillors.
- **Intranet Site**– Publish the Travel Plan, including news and updates, on a dedicated Travel Plan webpage.
- **News** – Feature Travel Plan news in external publications including the Council’s Green News page in the News & Crier.
- **Website** – Publish the Travel Plan on the public website www.huntingdonshire.gov.uk to enable employees and members of the public to consider their travel options to site.
- **Induction** – Provide Travel Plan information during the induction stage for new employees.
- **Events** – Hold regular profile-raising events at appropriate times to coincide with national campaigns.

5.0 Package of Measures

5.1 Introduction

This section sets out the package of measures which we will introduce in order to change behaviour and encourage more sustainable travel to and from our sites, both for commuting, and during the course of business.

5.2 Walking

With 16% of Huntingdonshire District Council employees living within 2 miles of their workplace, walking is a healthy and feasible alternative to the use of motorised transport. Not only will increasing the proportion of employees walking to work reduce congestion on local roads, it will also reduce transport-related greenhouse gas emissions. For instance, if all 160 employees living in Huntingdon walked to work, the emission of 42-74 tonnes of CO₂ could be avoided each year.

In order to encourage more employees to walk to work, the following initiatives will be undertaken:

- **Route Maps** – Provide links to and make employees aware of walking route maps identifying walking routes to and from our sites at Pathfinder and Eastfield House.
- **Campaigns** - Implement ‘Walk to Work’ campaigns to engage staff.
- **Buddying** - Promote a ‘buddying’ scheme so staff have company on their journey to work.
- **Organised Walks** - Organise lunchtime walks to improve health amongst employees.

5.3 Cycling

It is widely agreed that cycling provides a range of benefits which include financial savings combined with improvements in health and wellbeing. Cycling is already a relatively popular mode of transport for employees at Huntingdonshire District Council with 11% of employees cycling to work in 2011. Nevertheless, with 41% of employees living within 5 miles of their workplace, there is significant scope and infrastructure to increase cycling to work further.

For instance, Huntingdon is well connected to the surrounding areas via a series of National Cycle Routes leading through Alconbury, St Neots, Buckden, Brampton, Godmanchester and Fenstanton and Cycleways leading through Sapley, Hartford, Hinchingsbrooke and St Ives (Appendix 1). Furthermore, with planned route upgrades to improve the connection between Huntingdon and St Ives, a major cluster of residence for our employees, increasing the mode share of cycling amongst Huntingdonshire District Council employees has been an ongoing priority, with measures to facilitate cycling already embedded within the organisation:

- Secure and covered cycle parking at Pathfinder House and Eastfield House.
- Shower, changing room and locker facilities at Pathfinder House and Eastfield House.
- Bicycle allowance of 20p per mile for staff using their own cycle for business trips.

- Cycle to Work salary sacrifice scheme available to employees.

Nevertheless, with significant scope for increasing the number of employees travelling to work by bicycle, Huntingdonshire District Council will continue to support cycling through the following measures:

- **Route Improvements** – Continue to upgrade local cycle networks to improve connections throughout the District.
- **Procure** – Procure a new cycle to work salary sacrifice scheme provider to increase the level of service and cycle availability to employees.
- **Cycle Scheme** - Continue to offer employees the opportunity to purchase a cycle through a salary sacrifice cycle to work scheme.
- **Mileage Allowance** – Raise awareness of and encourage employees to claim bicycle mileage allowance.
- **Cycle Training** - Offer the opportunity for employees to undertake cycle training.
- **Buddying** - Promote a ‘buddying’ scheme to encourage new cyclists.
- **Cycle Maps** – Provide cycle route maps for the local area and promote cycle route planning websites including www.cyclestreets.net.
- **Maintenance** – Promote the availability of an onsite Bike Doctor as part of the annual National Bike Week promotion.
- **Promotional Events** - Highlight the feasibility of cycling to relevant employees via a series of promotional events and campaigns.

5.4 Public Transport

Both Pathfinder House and Eastfield House are situated within easy reach of both Huntingdon’s railway station and bus station with links to the surrounding areas (Appendix 2). However, as the previous Travel to Work surveys have demonstrated, the use of public transport by Huntingdonshire District Council employees is extremely low. While a range of bus services are available serving the areas surrounding Huntingdon, the rural, low density character of the District means services are often infrequent and indirect. Train travel is also underused by employees, despite fast links to Peterborough (17 minutes) and St Neots (8 minutes) from Huntingdon Railway Station.

Nevertheless, with the recent extension of busway services to Hinchbrooke, and with the planned route improvements to develop the pedestrian and cycle connection between Huntingdon town centre and the railway station, the potential to increase usage of public transport modes in the area is encouraging.

Accordingly, the following measures will be implemented with the aim of increasing the proportion of employees travelling to work by public transport:

- **Lobbying** - Work with the Huntingdon Travel for Work Cluster to lobby for improved bus services to Huntingdon from the surrounding towns.
- **Route and Timetable Information** - Provide up-to-date public transport route and timetable information to employees via a dedicated travel plan page on the staff intranet.
- **Journey Planning** - Publicise journey planning websites, such as transportdirect.info, via the Council's website and staff intranet.
- **Discount** – Explore the possibility of providing discounts and/or loans for public transport season ticket purchase via our membership with Travel for Work.
- **Rail Warrants** – Raise awareness of the ability to pre-book rail travel through the Council in advance of travel.
- **Interchange Improvements** – Continue to invest in infrastructural improvements to enable effective inter-modal travel.

5.5 Car Use

As part of the Council's objective to reduce single occupancy car use, a range of measures have been undertaken since the previous Travel Plan (2006/07 to 2011/12). Huntingdonshire District Council will continue to discourage single occupancy car use via the promotion of alternative modes and the restriction of car parking availability.

5.5.1 Car Parking

In 2009, the construction of the new Council headquarters at Pathfinder House, Huntingdon, was completed. As part of the building's design, and with the advantage of easing congestion on the Huntingdon ring road and discouraging car use, all onsite car parking for employees was removed, reducing car parking capacity by up to 200 spaces.

The provision of free car parking in Huntingdon's out of town car parks, at Bridge Place and Riverside, has also been removed and replaced with pay and display parking. A season parking permit scheme has also been introduced to enable employees and members of the public to purchase a parking permit covering four car parks in Huntingdon for a period of either 6 or 12 months. To incentivise the purchase of low carbon vehicles, cars with emissions of 99g/km of CO₂ or less will be able to purchase the permit at a discounted rate in line the current rate of zero road tax and the London Congestion Charge.

5.5.2 Car Sharing

In 2006, Huntingdonshire District Council joined the Cambridgeshire-wide Camshare, a car sharing website matching potential car sharers from across the county. Increasing the proportion of employee's car sharing on their commute to work can provide a range of benefits, both private and public. For instance, individuals can reduce their expenditure on fuel and parking by sharing these costs with one or more passengers while reducing congestion and pollution on some of the Counties most overcrowded roads.

Currently, Huntingdonshire District Council has 22 registered Camshare users of which 20 have registered journeys. It is estimated that these users have saved up to 65,933 miles since 2009, saving 21.7 tonnes of CO₂. Increasing the number of registered users of Camshare is an essential measure to reduce the number of single occupancy car journeys by the Council's employees. As the postcode mapping exercise identified (Appendix 3), employee home postcodes are largely clustered in six areas, making car sharing to work a feasible option for a large proportion of Huntingdonshire District Council employees.

Various initiatives will aim to increase the number of employees both registering to Camshare, and car sharing with fellow users:

- **Intranet** – Communicate the benefits and opportunities provided by car sharing via the staff intranet facility.
- **Staff Induction** – Work with the HR Department to ensure all new employees are made aware of the scheme.
- **Postcode Events** – Organise a postcode coffee morning to bring together potential car sharers.
- **Promotion** – Organise a range of events to raise awareness and encourage participation.
- **Guaranteed Ride Home** – Provide a guaranteed free ride home for employees in case of emergencies.
- **Parking** – Explore the possibility of providing dedicated car sharing spaces in privileged areas of our car parks.
- **Incentives** – Develop a range of incentives to persuade car sharing on a more regular basis.
- **Permits** – Offer employees the opportunity to share the cost and use of car parking permits.

5.5.3 Smarter Driving

Encouraging smarter driving is one of the cheapest and easiest ways to improve fuel consumption to reduce carbon, save money and decrease accident rates. Not only will encouraging employees to drive smart reduce the carbon footprint of the organisation, it will also save our employees money in both fuel and wear and tear. By limiting engine idling, reducing excessive gear changes and harsh braking and properly inflating tyres, employees can reduce their fuel consumption, whilst commuting and during the course of business, by up to 15%.

At Huntingdonshire District Council, we will encourage smarter driving techniques in the following ways:

- **Training** – Build on the success of previous eco-driver training events to offer access to training to a wider range of employees.
- **Online Training** – Encourage employees to access the online training portal and take part in the eco-driver training constructed by the Information Management Department.
- **Campaigns** – Raise awareness of smarter driving techniques with information provided through promotional campaigns.

5.5.4 Low Carbon Vehicles

As part of the Council's commitment to reducing transport-related greenhouse gas emissions, we will seek to encourage a shift towards low carbon and alternative fuel vehicles amongst our employees in the following ways:

- **Parking Permit Scheme** – Raise awareness of the Council's car parking permit scheme which offers a discount to employees and members of the public driving cars emitting less than 120g/km of CO₂.
- **Electric Vehicle Charging Points** – Explore the possibility of installing electric vehicle charging points at our main sites at Pathfinder House and Eastfield House, and at selected Council car parks across the District, in line with available government funding.

5.6 Reducing the need to travel

5.6.1 Home Working

As part of Huntingdonshire District Council's commitment to reduce the impact of our transport-related activities and promote a healthy work-life balance, home-working was introduced for relevant employees prior to 2005. As part of this arrangement, staff are able to work from home during agreed periods, with the benefit of reducing their work-related travel.

To increase security, the Council have successfully implemented the appropriate technology to support effective home-working in the form of Citrix, a secure way for staff to work from home.

5.6.2 Flexible Working

Flexible working is actively encouraged, as set out in the Flexible Working Hours Framework available on the staff intranet, with employees able to work flexibly to accommodate childcare and other arrangements. Not only does flexible working encourage a healthy work-life balance, it also increases the feasibility of various sustainable travel options including car sharing and public transport. Adjusting the timing of essential journeys can also significantly reduce congestion on major roads during peak periods. The Council will continue to actively encourage and promote the option of flexible working amongst its employees.

5.6.3 Alternative Ways of Working - Tele-conferencing

In order to reduce the need to travel on the course of business, the Council have implemented a range of technologies to enable conference calling, available on any telephone throughout the organisation, including in bookable meeting rooms.

In order to further facilitate the uptake of alternative ways of working, the Council will:

- **Awareness** – Raise awareness of the availability of conference calling through information available on the staff intranet.

- **Information** – Provide a link to guidance and user information on the Travel Plan intranet site.
- **Improvements** – Continue to improve tele-conferencing facilities in line with advances in technology

5.6.4 Recruitment and Relocation

The recruitment of new employees presents an opportunity to encourage the use of sustainable transport modes to the workplace, and, to reduce the need to travel altogether through encouraging local relocation.

- **Local Information** – Provide new starters with information on the local residential areas to encourage local relocation.
- **Sustainable Transport Information** – Provide new starters with information on options for sustainable travel throughout Huntingdonshire.
- **Corporate Travel Plan** – Direct new starters towards the Corporate Travel Plan page on the Huntingdonshire District Council website.

5.7 Business Travel

As a Local Authority providing services in a range of different areas, business travel is often essential. Carefully managing and monitoring our business travel is therefore a crucial aspect of the Travel Plan. A variety of measures have been implemented to influence business travel behaviour across the organisation:

5.7.1 Pool Cars

In 2007, the Council introduced a fleet of pool cars for use by members of staff on business journeys. The fleet are available to book by staff through the Council's internal intranet and journeys are charged at 50p per mile. The fleet consists of:

- Three Toyota Yaris' with CO₂ emissions of 119g/km
- One Toyota Pruis Hybrid with CO₂ emissions of 104g/km

The current fleet of pool cars has proven popular amongst employees with all four cars used at least once on 126 out of 249 standard working days.

The management of the pool car fleet has now been transferred to the Operations Division who will explore the options for upgrading the current fleet.

5.7.2 Pool Bikes

Alongside the Council's fleet of pool cars, we also supply seven pool bikes for use by employees on shorter business journeys, two located at Pathfinder House and five at Eastfield House. The management of the pool bike fleet at Pathfinder House has now been transferred to the

Environmental Management division who are responsible for bike maintenance, safety and servicing, with inspections carried out on a monthly basis. At Eastfield House, the management of the pool bike fleet remains with the Operations Division who book and maintain the bike fleet. The availability of the pool bikes for business journeys will be reinforced among Huntingdonshire District Council employees along with the following measures:

- **Maintenance** – Maintain and potentially expand the pool bike fleet where appropriate
- **Promote** – Promote the availability of the pool bikes for short business journeys on the staff intranet and through travel-related events throughout the year.
- **Guidance** – Provide guidance on road safety and etiquette to pool bike users.
- **Monitor** – Monitor pool bike use via an employee log book to record journey distance and destination.

5.7.3 Employee Car Allowances

In September 2011, a review of the arrangements for employee travel allowances was carried out. The changes made are as follows:

- **Mileage Rates** - Mileage rates for both Essential and Casual car users were changed to the HM Revenue and Customs approved mileage rate of 45p per mile and 25p per mile above 10,000 miles. The mileage rate has therefore been standardised across all engine sizes and no longer favours larger vehicles.
- **Lump Sum Payments** - From September 2012, lump sum payments for Essential car users, paid when users drive over 1,500 miles, will be phased out with users receiving 50% of the sum until April 2013, when thereafter, payments will be completely withdrawn. Hereafter, there will be no distinction between Essential and Casual users.
- **Lease Cars** - From September 2012, no further cars will be leased to staff and those currently leased will continue until the leases expire; the last expiry date is in 2015.

5.8 Fleet Vehicles

As a Local Authority providing services to residents over 350 square miles, the operation of fleet vehicles ranging from refuse trucks to gardening and grounds maintenance vehicles, is an essential part of service provision. As such, reducing the environmental impact of fleet vehicle operation will be essential in achieving our objectives of reducing the Council's greenhouse gas emissions and in reducing the cost associated with daily service provision.

Already significant progress has been made, with a 35% reduction in CO₂e emissions since 2008/09. Nevertheless, with increasingly constrained resources, and significant growth expected across the District in the coming years, behaviour change and ongoing savings, both environmental and financial, will be crucial to ensure effective service provision continues.

With the aim of reducing the environmental impact of the Council's fleet operation, the following measures will be explored:

- **Round Rescheduling** – Rescheduling the rounds undertaken by the Council’s refuse truck fleet to achieve both cost and emissions savings.
- **Smarter Driving** – Explore the possibility of introducing compulsory smarter driver training as part of driver induction.
- **Procurement** – Encourage the procurement of low-carbon and fuel-efficient vehicles in fleet vehicle renewal.

6.0 Monitoring and Review

6.1 Introduction

The Travel Plan is an ongoing process for improvement in our travel behaviour and therefore requires regular monitoring and review of progress. This section sets out the plan for monitoring and review of the Travel Plan over the next five years.

6.2 Monitoring

In order to effectively monitor progress towards the objectives and targets set out in this Travel Plan, various data collection exercises will be carried out throughout the year in order for an annual review to be conducted.

Firstly, the majority of the targets set out in the Travel Plan will be monitored through an annual Travel to Work survey conducted by Travel for Work. The survey monitors employee travel over a one week period in October and will provide up to date information on changes in employee travel behaviour over the Travel Plan period.

Secondly, with respect to the monitoring of business journeys, the Environment Team will continue to collect data on business journey details to include transport mode and journey distance. Pool car usage data will also be collected from the in-car log book to record journey distance and pool bike journeys will be recorded via a dedicated log book.

The monitoring data collected will be analysed and reviewed as part of the annual Environment Strategy Review.

6.3 Review

As stated previously, the Travel Plan covers a period of five years from 2012/13 to 2017/18 and will be reviewed annually. In order to streamline the review process in line with other relevant documentation, the Travel Plan will be reviewed each year as part of the Environment Strategy Review. The completion of an annual review of this kind will allow those responsible to monitor progress towards the targets set out in the Travel Plan and produce an action plan for its implementation for the year ahead.

7.0 Financial Issues

7.1 Introduction

This section outlines the financial implications of the Travel Plan and the sources of finance required to implement the measures identified.

7.2 Financial Issues

As local government is currently facing a testing time financially, we need to work hard with fewer resources to overcome the challenges we face. In this light, it will be essential to work with partners in both the public and private sector to make the most of the opportunities and funding available.

As such, Huntingdonshire District Council will continue to work with the Huntingdon Travel for Work Cluster as part of the Cambridgeshire Travel for Work Partnership. Established in 2011, the Huntingdon Cluster features a range of large local employers including the Cambridgeshire Constabulary, the Environment Agency, Huntingdon Regional College and Hinchingsbrooke Hospital are working together to develop sustainable travel options for their employees. In working with the Huntingdon Cluster, the Council will partner to deliver improvements in local public transport provision, share best practice in active travel promotion and organise events to encourage widespread involvement.

Alongside benefiting from a range of services offered including travel planning assistance, travel-related discounts and advice on sustainable travel promotions, the Council's membership of the Cambridgeshire Travel for Work Partnership will enable us to benefit from Local Sustainable Transport Funding, £5 million of which was recently awarded to Cambridgeshire County Council to support the implementation of a range of transport measures within the A14/A10 corridors over a three year period to 2015 (Appendix 4). As a result, Huntingdonshire District Council will have access to the following services:

- Up to £3,000 match funding to finance cycle stands, pool bikes, improving on-site access, lighting, signs, car drop zones, lockers and showers.
- Free cycle training sessions.
- Free cycle maintenance training sessions.
- Free electric pool bike loans.
- Partial funding for the installation of electric vehicle charging points.
- Event organisation.

Aside from partnership working and external grant funding, resources to implement the measures identified within the Travel Plan will come predominantly from the existing budgets. Where larger scale projects are proposed, such as the replacement of the Council's pool car fleet, they will be subject to approval through the Medium Term Plan (MTP) process in the usual manner.

8.0 Action Plan

8.1 Introduction

This section sets out the action plan for the implementation of the measures identified in the Travel Plan, and the timescales for data collection, monitoring and review.

8.2 Action Plan

Action	When	Who
Walking		
Provide links to, and make employees aware of, walking route maps	Ongoing	Environmental Management
Implement 'Walk to Work' campaigns	Ongoing	Environmental Management
Promote a 'buddying' scheme to staff	Ongoing	Environmental Management
Organise lunchtime walks	Quarterly	Leisure Services
Cycling		
Upgrade local cycle networks to improve connections	Ongoing	Planning Services/ Environmental Management
Procure a new cycle to work salary sacrifice scheme provider	April 2013	Environmental Management
Offer employees cycle purchase via a salary sacrifice scheme	Annually	Environmental Management
Offer cycle training to employees	June Annually	Environmental Management/TfW Funding
Promote a 'buddying' scheme to staff	Ongoing	Environmental Management
Provide cycle route maps of the local area	April 2013	Planning Services
Promote the availability of an onsite Bike Doctor	June Annually	Environmental Management
Highlight the feasibility of cycling via promotional events and campaigns	Ongoing	Environmental Management
Raise awareness of, and encourage employees to claim, bicycle mileage allowance	Ongoing	Environmental Management
Public Transport		
Work with Huntingdon Travel for Work Cluster to lobby for improved bus services	Ongoing	Environmental Management
Provide up-to-date public transport route and timetable information	April 2013	Planning Services
Publicise journey planning websites	April 2013	Planning Services
Explore possibility of providing discounts/loans for season ticket purchase	Ongoing	Environmental Management
Raise awareness of rail warrants	Ongoing	Environmental Management
Car Sharing		
Communicate the benefits of car sharing via	Ongoing	Environmental Management

the staff intranet facility		
Work with HR to ensure all new employees are made aware of Camshare	Ongoing	Environmental Management
Hold postcode coffee morning to partner potential car sharers	January 2013	Environmental Management
Raise awareness of car sharing via series of events	Ongoing	Environmental Management
Develop a range of incentives to encourage car sharing	Ongoing	Environmental Management
Smarter Driving		
Offer employees access to eco-driver training	Ongoing	Environmental Management
Encourage employees to access online eco-driver training portal	Ongoing	Environmental Management
Raise awareness of smarter driving techniques	Ongoing	Environmental Management
Low Carbon Vehicles		
Raise awareness of permit parking discounts for low emissions vehicles	Ongoing	Environmental Management
Explore possibility of installing electric vehicle charging points in Council-owned car parks	April 2013	Environmental Management /Planning Services
Home Working		
Raise awareness and improve attitudes towards home working	Ongoing	Environmental Management
Flexible Working		
Raise awareness of the Council's Flexible Working Policy	Ongoing	Human Resources/ Environmental Management
Tele-Conferencing		
Raise awareness of tele-conferencing via the staff intranet	Ongoing	Environmental Management
Provide a link to guidance and user information on the Travel Plan intranet site	Ongoing	Environmental Management
Improve tele-conferencing facilities in line with advances in technology	Ongoing	Environmental Management
Relocation and Recruitment		
Encourage local relocation to new starters	Ongoing	Human Resources
Provide new starters with information on options for sustainable travel	Ongoing	Human Resources
Direct new starters towards the Travel Plan page on the website	Ongoing	Human Resources
Pool Cars		
Continue to promote the availability of the pool car fleet for business journeys	Ongoing	Environmental Management
Maximise the use of the pool car fleet to minimise the unit cost per mile	Ongoing	Environmental Management
Pool Bikes		
Maintain the pool bike fleet	Ongoing	Environmental Management

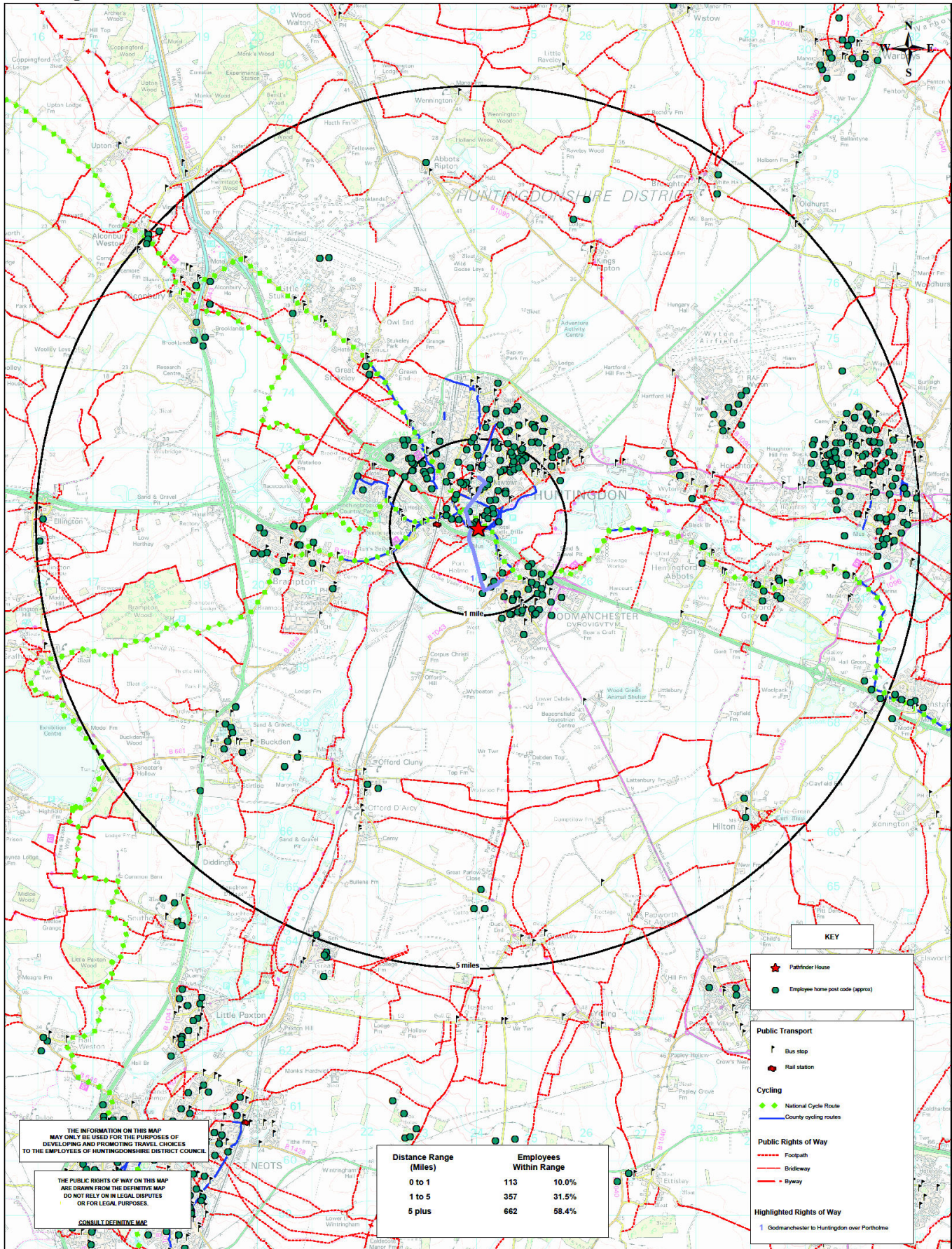
Promote the availability of the pool bikes for short business journeys	Ongoing	Environmental Management
Provide guidance on road safety and etiquette to pool bike users	Ongoing	Environmental Management
Monitor pool bike use via an employee log book	Annually	Environmental Management
Fleet		
Undertake a round rescheduling exercise	February 2013	Operations Division
Explore the possibility of introducing compulsory smarter driver training	Ongoing	Operations Division
Encourage the procurement of low carbon and fuel-efficient vehicles	Ongoing	Operations Division
Communications		
Summary leaflet of the key Travel Plan measures to all employees and councillors	November 2012	Environmental Management
Publish Travel Plan on dedicated staff intranet page	November 2013	Environmental Management
Travel Plan news published on staff intranet and external publications	Ongoing	Environmental Management
Travel Plan made available on public website	Ongoing	Environmental Management
Present new employees with link to Travel Plan website	Ongoing	Environmental Management
Hold regular profile-raising events to align with national campaigns	Ongoing	Environmental Management
Monitoring and Review		
Conduct Travel to Work survey	Annually October	Environmental Management
Collect pool car and pool bike usage data	Annually	Operations Division
Collect business mileage claim data	Annually	Human Resources
Review Travel Plan as part of the Environment Strategy Review	Annually June	Environmental Management

9.0 Appendices

Appendix 1: Local cycle routes and bus stops

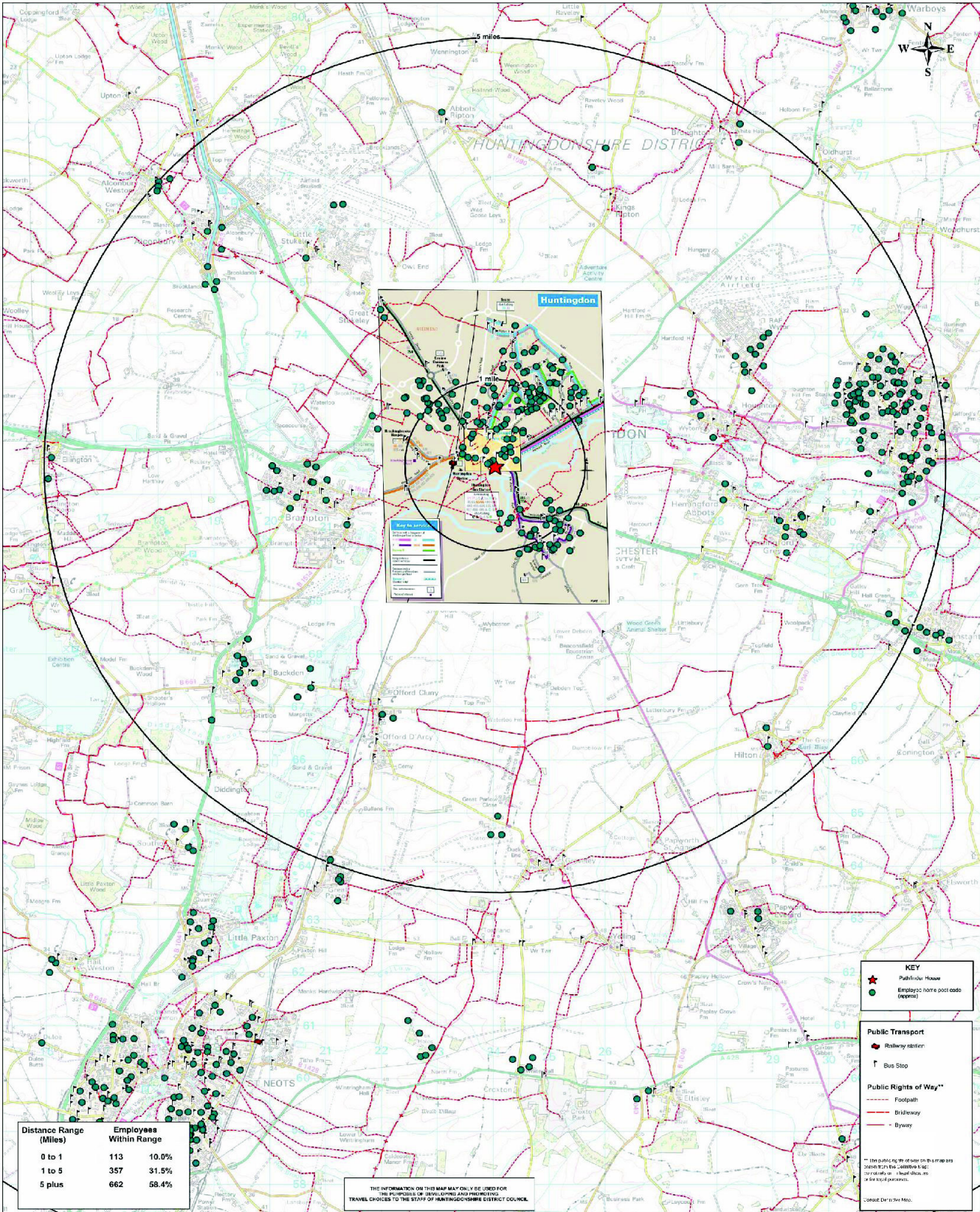
Huntingdonshire District Council

Cambridgeshire County Council



Appendix 2: Bus stops within 5 mile radius

Huntingdonshire District Council

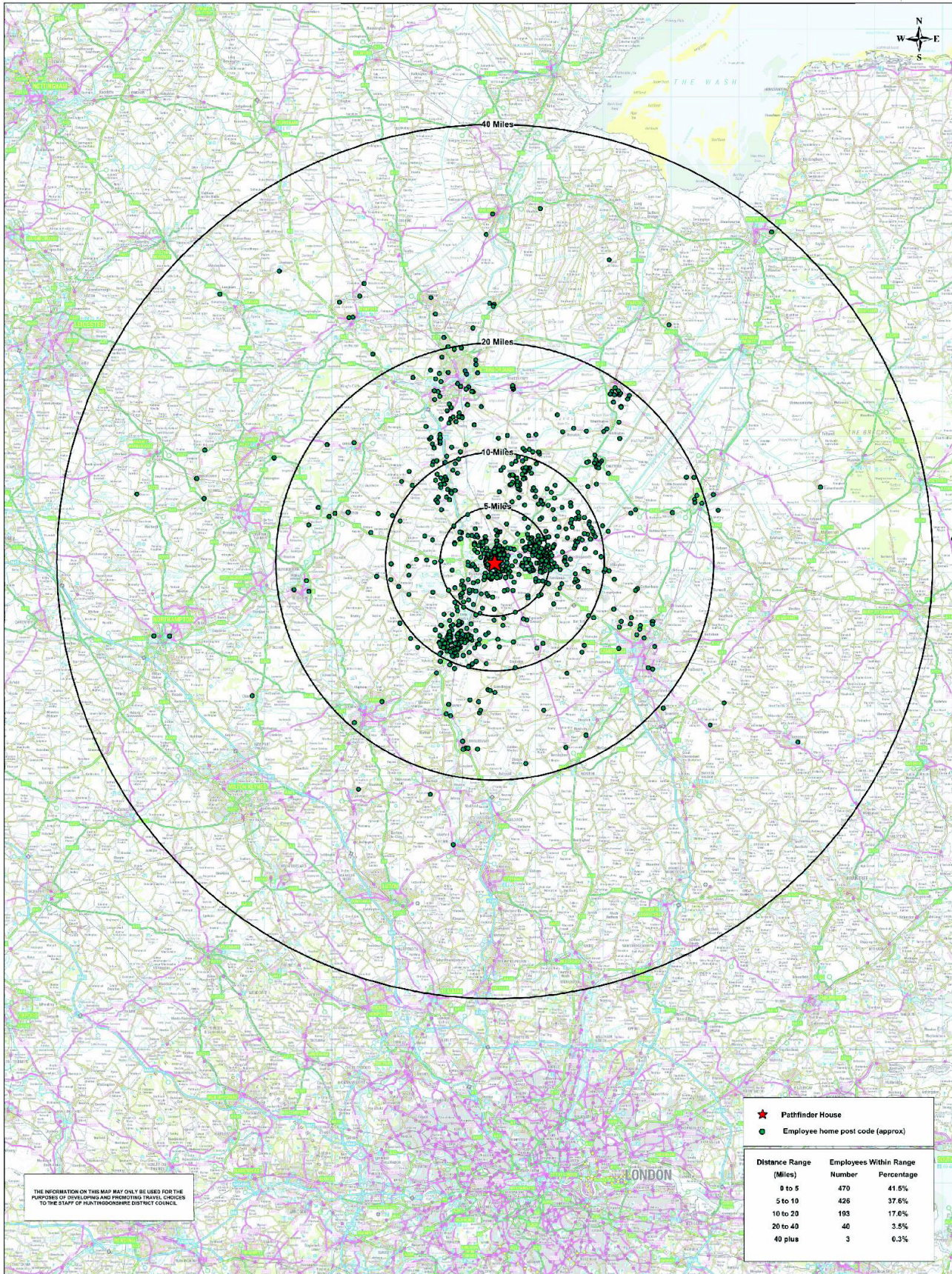


Travel for Work, working in partnership with Cambridgeshire County Council.

Title: TFW Project
 Andy Davison
 Date: 24/05/2012
 Dwg No: Map 2
 Scale: 1:30000
 © Crown copyright and database right 2012
 Ordnance Survey 10002585

Appendix 3: Huntingdonshire District Council employee home postcodes

Huntingdonshire District Council



THE INFORMATION ON THIS MAP MAY ONLY BE USED FOR THE PURPOSES OF DEVELOPING AND PROMOTING TRAVEL CHARGES TO THE STAFF OF HUNTINGDONSHIRE DISTRICT COUNCIL.

★ Pathfinder House
● Employee home post code (approx)

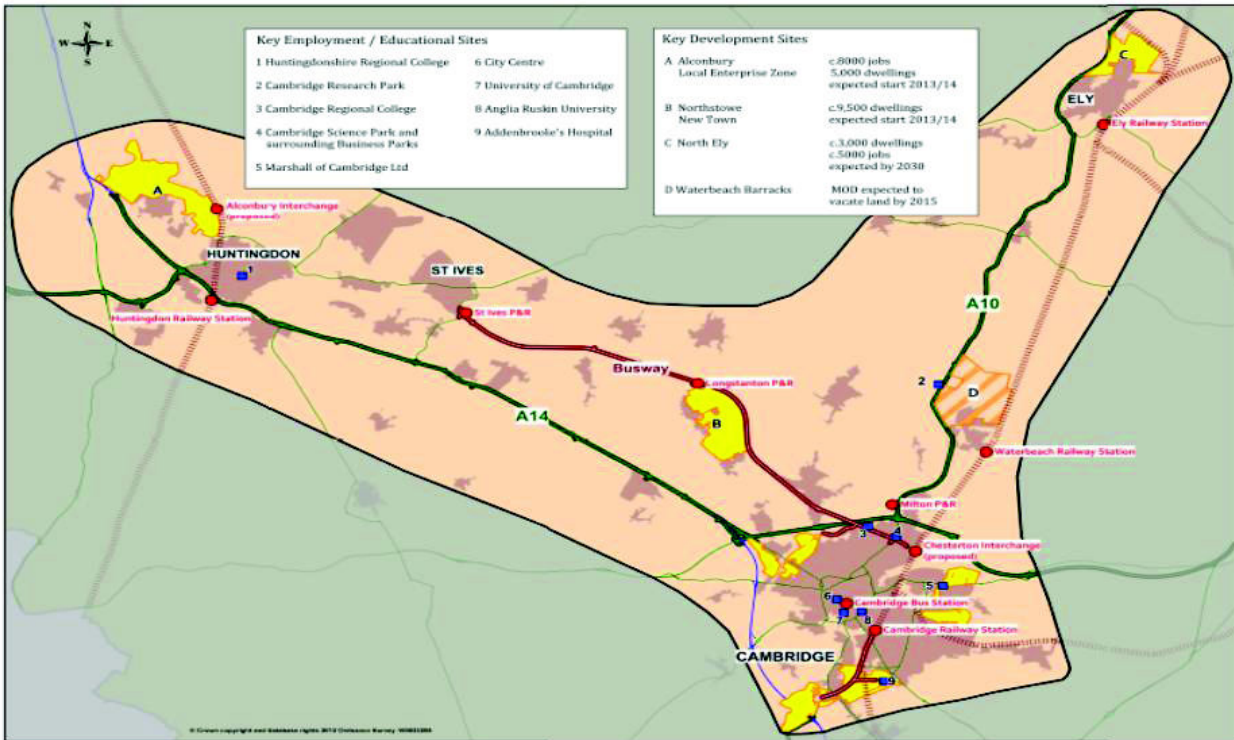
Distance Range (Miles)	Employees Within Range	Number	Percentage
0 to 5	470	41.5%	
5 to 10	426	37.6%	
10 to 20	193	17.0%	
20 to 40	46	3.8%	
40 plus	3	0.3%	



Travel for Work, working in partnership with Cambridgeshire County Council.

TitE: TFW Project
Andy Davison
Date: 20/07/2012
Org.No.: Map 1
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Appendix 4: Local Sustainable Transport Fund Area



CORPORATE TRAVEL PLAN UPDATE
(Report by the Overview and Scrutiny Panel (Environmental Well-Being))

1. INTRODUCTION

- 1.1 At its meeting held on 9th October 2012, the Overview and Scrutiny Panel (Environmental Well-Being) considered the report by the Head of Environmental Management on the Corporate Travel Plan. This report summarises the Panel's discussions.

2. THE PANEL'S DISCUSSIONS

- 2.1 Having questioned how the updated Travel Plan differs from the original, the Panel has been advised that there have been a number of minor modifications, most notably relating to the incentives offered to owners of low carbon vehicles who are able to purchase car parking permits at a reduced rate.
- 2.2 Members' attention has been drawn to a mapping exercise undertaken to show where Council employees reside. Owing to the availability of this information, a Member has suggested that the District Council should explore the possibility of providing a bus service from the main settlements to Pathfinder House. Similarly, a Member has stressed the effectiveness of car sharing as a means of meeting the Travel Plan's objectives and questioned whether the Council offers any incentives to employees choosing to car share.
- 2.3 The Panel has discussed the increase in the percentage of employees cycling to work from 2006 to 2010 and have requested an analysis of the usage of cycling routes. Having commented on the lack of information relating to staff travel in 2011, Members have also requested 2011 statistics for staff travel behaviour.
- 2.4 With specific reference to the Council's Objectives, Targets and Indicators and specifically the Objective 'to reduce local traffic and road congestion', the Panel has questioned whether the targets are sufficiently challenging to cover a five year period. It has been suggested that these targets should be revised so that more challenging.
- 2.5 Having recognised that an increase in home working could be a means of delivering the Council's Travel Plan objectives, it has been suggested that the Council should place more emphasis on home working on the grounds that it rather than use more efficient means of transport, it is preferable not to undertake a journey. There should be a systematic analysis of posts for which home working is appropriate.
- 2.6 The Panel has recommended the Panel to adopt the updated Corporate Travel Plan 2012/13 to 2017/18.

3. CONCLUSION

- 3.1 The Cabinet is requested to take into consideration the views of the Overview and Scrutiny Panel (Environmental Well-Being) as set out above when considering this item.

Contact Officer: A Roberts, Scrutiny and Review Manager 01480 388015

Background Documents - Reports and Minutes of the meeting of the Overview and Scrutiny Panel (Environmental Well-Being) held on 9th October 2012.

**LICENSING COMMITTEE
CABINET**

**23 OCTOBER 2012
22 NOVEMBER 2012**

**GAMBLING ACT 2005 – STATEMENT OF PRINCIPLES
(Report by the Head of Legal and Democratic Services)**

1. INTRODUCTION

- 1.1 The Council is the licensing authority for the purposes of the Gambling Act 2005 (the Act), taking over licensing responsibilities when it came into effect in September 2007. Section 349 of the Act requires the licensing authority to prepare and publish a Statement of Principles that it proposes to apply in exercising its functions under the Act. The Statement of Principles must be kept under review and reviewed at least every three years.
- 1.2 The current statement was approved by the Licensing Committee on 27th October 2009 and full Council on 2nd December 2009. It came into effect on 31st January 2009 and therefore expires on 30th January 2013.
- 1.3 The Council is now required to undertake a review of its statement. The statement must be drafted and consulted upon prior to it being adopted. A draft policy was approved by the Licensing Committee on 20th June 2012. Twelve weeks public consultation took place between 9th July and 1st October 2012. All comments received must be considered and reported back to the Licensing Committee with a view to recommending approval to Full Council.
- 1.4 Attached as Appendix 1 is a revised statement of principles, which has been re-drafted to take into account the relevant provisions as they apply to Huntingdonshire District Council, with the consideration of all comments received as a result of the consultation exercise. The Statement has been prepared following the Local Government Association June 2012 template and taking into account the 4th version of the Gambling Commission's Guidance to Licensing Authorities published on 28th September 2012.
- 1.5 The purpose of this report is to invite members to consider the revised draft Statement of Principles and to recommend to Full Council its approval for publication and subsequent adoption with effect from 31st January 2013.
- 1.6 The Act specifies that the functions of the Licensing Authority be delegated to the Licensing Committee, with three exceptions where decision making falls to the Full Council and cannot be delegated. One of these exceptions is the publication and adoption of the Statement of Principles.

2. CONSULTATION

- 2.1 Section 349 of the Act requires that the Council consults with the police, persons representing the interests of people carrying on gambling businesses in the area and persons likely to be affected by the exercise of the authority's functions under the Act.

- 2.2 Twelve weeks consultation took place between 9th July and 1st October 2012 in accordance with the best practice set by the Department for Business, Innovation and Skills. Consultation was undertaken in accordance with the guidance and was undertaken by a variety of means, including our website, in libraries and at the authority's offices in Pathfinder House, St Mary's Street, Huntingdon PE29 3TN.
- 2.3 Approval of the Statement of Principles is reserved to Full Council but requires the consideration of the Cabinet before a recommendation can be made. Cabinet will therefore be asked to endorse the statement at its meeting to be held on 22nd November 2012 for approval by the Council on 19th December 2012. This will be in time to publish the statement four weeks before it comes into effect on 31st January 2013 and will enable us to continue to fulfil our statutory duties.
- 2.4 It is important that the views of consultees are taken into account. Four responses have been received. The responses have been attached and are summarised in Appendix 2 with consideration given in the drafting of the final version. It is a requirement that the Statement complies with the Gambling Act 2003, codes of practice and guidance issued by the Gambling Commission and is reasonably consistent with the licensing objectives. For this reason it is not always possible to adopt suggestions put forward. Appendix 2 indicates the consideration given to each comment received and provides reasons for the decision taken.

3. CONCLUSION

- 3.1 The Council has a statutory duty to approve and publish a revised Statement of Principles before 3rd January 2013 in order to fulfil its legal obligations under the Act.

4. RECOMMENDATIONS

- 4.1 It is therefore

RECOMMENDED

that the Council be recommended to approve the Statement of Principles under Section 349 of the Gambling Act 2005 as set out in Appendix 1 for a period of three years commencing on 31st January 2013.

BACKGROUND INFORMATION

LGA Statement of Principles template – June 2012 version
Gambling Commission Guidance to Licensing Authorities – 4th Edition – September 2012

Contact Officer: Christine Allison, Licensing Manager
☎ 01480 388010

Filepath: F://licensing/ GA2005 statement of principles report Oct 2012



Gambling Act 2005

Statement of Principles

www.huntingdonshire.gov.uk

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Tel 01480 388388

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Pathfinder House

St Mary's Street

Huntingdon

PE29 3TN

PREFACE

With effect from 1st September 2007, all gambling and betting in the United Kingdom is unlawful, unless permitted under the Gambling Act 2005 or by way of the national lottery or spread betting. Gambling and betting is regulated by the Gambling Commission, whose duties include licensing the operators and individuals involved in providing gambling and betting facilities.

Huntingdonshire District Council, along with other licensing authorities, is responsible under the Act for the licensing of premises where gambling and betting is taking place, the issue of various permits and certain other activities such as the registration of small lotteries. This document explains how the District Council, as the licensing authority for Huntingdonshire, intends to approach its responsibilities under the Act. It comes into effect on 31st January 2013 and replaces the Statement of Principles adopted by the Council in 2010.

All references in this document to 'the licensing authority' means the Huntingdonshire District Council.

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This Statement of Principles has had regard to the Gambling Commission's Guidance to Licensing Authorities 4th edition that was published in September 2012. It can be viewed on the Commission's website at www.gamblingcommission.gov.uk.

The Gambling Commission also has issued a number of codes of practice and other explanatory publications in relation to gambling that are referred to in this statement. These also are available on the Commission's website.

PART A

GENERAL

1. INTRODUCTION

- 1.1 This Statement of Licensing Principles was approved by the licensing authority at a meeting of Huntingdonshire District Council held on 19th December 2012 in accordance with section 349 of the Gambling Act 2005 ('the Act'). Copies are available on request from the licensing authority at Pathfinder House, St Mary's Street, Huntingdon, Cambs. PE29 3TN and can viewed at public libraries in Huntingdonshire and on the Council's website at www.huntingdonshire.gov.uk
- 1.2 This Statement of Principles will not override the right of any person to make an application, make representations about an application or apply for a review of a licence. Each will be considered on its own merits and in accordance with the statutory requirements of the Act.

2. HUNTINGDONSHIRE

- 2.1 Huntingdonshire District Council is one of five district councils situated in the County of Cambridgeshire. Huntingdonshire has a population which is currently estimated at 167,300 and covers an area of 906 square kilometres. Huntingdonshire's population has grown rapidly in recent years and is expected to continue to grow more quickly than in most other districts in the next decade. Nevertheless it remains predominately rural with four main market towns, St. Neots, Huntingdon, Ramsey and St Ives. A map of the District is attached as Appendix A.
- 2.2 The District is prosperous economically with good communications links. It has higher than average earnings and low unemployment, although relatively small pockets of deprivation exist in some of the market towns.
- 2.3 There are no areas within the District that are considered particularly suitable or unsuitable for the provision of facilities for gambling. Potential operators should refer to the Core Strategy and the emerging Local Development Framework for details about the local planning authority's approach to planning permission for development where such activities may take place by contacting the Planning Division or visiting the authority's website at www.huntingdonshire.gov.uk.

3. GAMBLING COMMISSION

- 3.1 The Gambling Commission was established by the Gambling Act 2005 to regulate all commercial gambling. It has an overriding obligation to pursue and have regard to the licensing objectives described in section 5 below and to permit gambling so far as it thinks it reasonably consistent with them. The Commission has published a Statement of Principles on how it will approach its regulatory and other functions. The Commission also provides independent advice to the government about the incidence of gambling, the manner in which gambling is carried out, the effects of gambling and the regulation of gambling generally.

3.2 The Commission is required to provide licensing authorities with guidance under section 25 of the Act about the manner in which they should exercise their licensing functions and the principles which should be applied. The 4th edition was issued in September 2012. The licensing authority is required to take account of the guidance in producing this statement of principles and in undertaking its responsibilities under the Act.

3.3 The Commission also has issued codes of practice under section 24 of the Act about the way in which facilities for gambling are provided. These are referred to later in this statement.

3.4 The Gambling Commission can be contacted at -

The Gambling Commission
Victoria Square House,
Victoria Square
Birmingham
B2 4BP.

Website: www.gamblingcommission.gov.uk
e-mail: info@gamblingcommission.gov.uk

4. LICENSABLE ACTIVITIES

4.1 'Gambling' is defined in the Act as either gaming betting or taking part in a lottery.

'Gaming' means playing a game of chance for a prize.

'Betting' means making or accepting a bet on the outcome of a race, competition or any other event or process, the likelihood of anything occurring or not occurring, or whether anything is or is not true.

A 'lottery' is an arrangement where persons are required to pay in order to take part in the arrangement, during the course of which one or more prizes are allocated by a process or processes which relies wholly on chance.

4.2 Certain permitted and exempt gambling is defined in the Act without the need for a licence or permit. Private gaming in a private dwelling and on a domestic occasion is exempt from licensing or registration providing that no charge is made for participating, only equal chance gaming takes place and it does not occur in a place to which the public have access. Domestic betting between inhabitants of the same premises or between employees of the same company is also exempt. Non-commercial gaming and betting (where no part of the proceeds is for private gain) may be subject to certain exemptions.

4.3 Further advice is available on what is licensable, permissible or exempt from the licensing authority's licensing section at the above address or by telephoning 01480 387075.

5. THE LICENSING OBJECTIVES

5.1 In exercising most of its functions under the Gambling Act 2005, the licensing authority must have regard to the three licensing objectives defined in the Act. These are -

- ◆ preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- ◆ ensuring that gambling is conducted in a fair and open way; and
- ◆ protecting children and other vulnerable persons from being harmed or exploited by gambling.

5.2 The licensing authority acknowledges that, in accordance with Section 153 of the Act and in exercising its functions in relation to premises licences and occasional and temporary use notices, it should aim to permit the use of premises for gambling in so far as it thinks it is -

- (a) in accordance with any relevant code of practice issued by the Gambling Commission (i.e. as found in the Commission's *Licence Conditions and Codes of Practice*);
- (b) in accordance with any relevant guidance issued by the Gambling Commission (referred to in paragraph 3.2 above);
- (c) reasonably consistent with the licensing objectives (subject to (a) and (b) above) ; and
- (d) in accordance with the authority's statement of licensing principles (i.e. this document).

6. LICENSING AUTHORITY FUNCTIONS

6.1 Under the Act, the Gambling Commission is responsible for the issue of operating licences and personal licences.

6.2 The licensing authority is responsible for -

- ◆ the licensing of premises where gambling activities are to take place by issuing premises licences;
- ◆ issuing provisional statements;
- ◆ regulating members' clubs that wish to undertake certain gaming activities by issuing club gaming permits and/or club machine permits;
- ◆ issuing club machine permits to commercial clubs;
- ◆ granting permits for the use of certain lower stake gaming machines at unlicensed family entertainment centres;
- ◆ receiving notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- ◆ issuing licensed premises gaming machine permits for premises licensed to sell and supply alcohol for consumption on licensed premises, under the Licensing Act 2003, where there are more than two machines;
- ◆ registering small society lotteries below prescribed thresholds;
- ◆ issuing prize gaming permits;
- ◆ receiving and endorsing temporary use notices;

- ◆ receiving occasional use notices;
- ◆ providing information to the Gambling Commission regarding details of licences issued (see section below on information exchange);
- ◆ maintaining registers of the permits and licences that are issued by the authority; and
- ◆ exercising its powers of compliance and enforcement under the Act in association with the Gambling Commission and other relevant responsible authorities.

6.3 The licensing authority will not be involved in the licensing of remote gambling which is the responsibility of the Gambling Commission through the issue of operating licences.

7. STATEMENT OF PRINCIPLES

7.1 The licensing authority is required by the Act to publish a statement of the principles which it proposes to apply when exercising its functions. This statement must be published at least every three years. The first statement came into effect in January 2007, the second statement in January 2010 and this 3rd statement will come into effect on 31st January 2013. The statement will be reviewed and revised from time to time, subject to consultation on those parts that are revised and the statement then will be re-published.

7.2 A wide variety of premises in Huntingdonshire will require a licence or a permit to permit gambling to take place, including tracks, betting shops, bingo halls, pubs, clubs and amusement arcades.

7.3 To meet the licensing objectives, the licensing authority will establish a close working relationship with the police, the Gambling Commission and, where appropriate, other responsible authorities. The authority will avoid duplication with other regulatory regimes so far as is possible. These include, for example, other legislative requirements in terms of health and safety at work, fire safety, planning and building control.

In determining its policy, the licensing authority has had regard to the Gambling Commission's guidance and given appropriate weight to the views of those that it has consulted. In determining the weight given to particular representations, the factors taken into account have included –

- ◆ who is making the representations in terms of their expertise or interest;
- ◆ the relevance of the factors to the licensing objectives;
- ◆ how many other people have expressed the same or similar views; and
- ◆ how far the representations relate to matters that the licensing authority should be including in the statement of principles.

7.4 Where children, young persons and other vulnerable people are allowed access to premises where gambling takes place, the licensing authority may take whatever steps are considered necessary to either limit access generally or by introducing measures to prevent under-age gambling where it believes it is right to do so for the prevention of their physical, moral or psychological harm,

especially where it receives representations to that effect.

- 7.5 Applicants seeking premises licences are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate. However the overriding principle is that all applications and the circumstances prevailing at each premises will be considered on their own individual merits. When applying these principles, the licensing authority will consider, in the light of relevant representations, whether exceptions should be made in any particular case.
- 7.6 The three licensing objectives contained in the Act are referred to more specifically below.

Preventing gambling from being a source of crime and disorder

- 7.7 The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling or being associated with providing such facilities.
- 7.8 Anyone applying to the licensing authority for a premises licence (other than in the case of tracks if the gambling is to be provided by others) will have to hold an operating licence from the Commission before a premises licence can be issued. Therefore the authority will not generally be concerned with the suitability of an applicant and where concerns about a person's suitability do arise, the authority will bring those concerns to the attention of the Commission.
- 7.9 If an application for a licence or a permit is received in relation to premises which are in an area noted for particular problems with organised crime, the licensing authority will consider, in consultation with the police and other relevant authorities, whether special controls need to be applied to prevent those premises from being a source of crime.
- 7.10 There are already powers in existing anti-social behaviour and licensing legislation to deal with measures designed to prevent nuisance, whether it arises as a result of noise from a building or from general disturbance once people have left a building. The licensing authority does not therefore intend to use the Act to deal with general nuisance issues relating for example to parking problems, which can be dealt with under existing alternative powers.
- 7.11 Issues of disorder will only be dealt with under the Act if the disorder amounts to activity that is more serious and disruptive than mere nuisance and it can be shown that gambling is a source of that disorder. For example, a disturbance might be serious enough to constitute disorder if police assistance was required to deal with it. Another factor that could be taken into account is how threatening the behaviour was to those who see or hear it and whether those people live sufficiently close to be affected or have business interests that might be affected.
- 7.12 When making decisions in this regard, the licensing authority will give due weight to any comments by the police.

Ensuring gambling is conducted in a fair and open way

- 7.13 The Gambling Commission does not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be either a matter for the management of the gambling business or will relate to the suitability and actions of an individual. These issues will be addressed by the Commission through the operating and personal licensing regimes respectively. However if the licensing authority suspects that gambling is not being conducted in a fair and open way, this will be brought to the attention of the Commission so that it can consider the continuing suitability of the operator to hold an operating licence or of an individual to hold a personal licence.
- 7.14 Because track betting operators do not require an operating licence from the Commission, the licensing authority may require conditions to be attached to the licence, in certain circumstances, relating to the suitability of the environment in which betting takes place.

Protecting children and other vulnerable persons from being harmed or exploited by gambling

- 7.15 With limited exceptions, the intention of the Act is that children and young persons should not be allowed to gamble and should therefore be prevented from entering gambling premises which are adult only environments.
- 7.16 In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may also be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children, excepting category D gaming machines.
- 7.17 When considering whether to grant a premises licence or permit, the licensing authority will consider whether any measures are necessary to protect children, such as the supervision of entrances, the segregation of gambling from areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises, such as pubs, clubs and tracks.
- 7.18 In seeking to protect vulnerable persons, the licensing authority will regard them as people who gamble more than they want to, people who gamble beyond their means, and people who may not be able to make informed or balanced decisions about gambling, perhaps due to mental health needs, a learning disability or substance misuse relating to alcohol or drugs.
- 7.19 Children (defined in the Act as under 16s) and young persons (16 and 17 year olds) may take part in private and non-commercial betting and gaming but the Act contains a number of restrictions on the circumstances in which they may participate in gambling or be on premises where gambling is taking place. An adult is defined as a person aged 18 or over. In summary –

- ◆ betting shops cannot admit children and young persons;
- ◆ bingo clubs may admit children and young persons but must have policies to ensure that they do not gamble on the premises, except on category D machines;
- ◆ adult entertainment centres cannot admit children and young persons;
- ◆ family entertainment centres and premises with a premises licence under the Licensing Act 2003 that includes the sale of alcohol can admit children and young persons but they may not play category C machines which are restricted to adults;
- ◆ clubs with a club premises certificate under the Licensing Act 2003 can admit children and young persons but they must have policies to ensure that they do not play machines other than category D machines; and
- ◆ tracks will be required to have policies to ensure that children and young persons do not participate in gambling other than on category D machines.

7.20 The licensing authority will treat each case on its own individual merits and when considering whether specific measures are required to protect children and other vulnerable persons will balance its considerations against the overall principle of aiming to permit the use of premises for gambling.

7.21 The licensing authority acknowledges that it is subject to the Human Rights Act and in particular –

Article 1 Protocol 1 – peaceful enjoyment of possessions, in accordance with which a licence is considered a possession in law which a person should not be deprived of except in the public interest

Article 6 – right to a fair hearing

Article 8 – respect for private and family life and in particular the removal or restriction of a licence affecting a person's private life

Article 10 – right to freedom of expression.

The licensing authority will consider whether, in the light of relevant representations, exceptions to those articles should be made in any particular case.

8. RESPONSIBLE AUTHORITIES

8.1 The Act defines a number of public bodies as responsible authorities that must be notified of applications submitted for premises licences and who are entitled to make representations to the licensing authority if they are relevant to the licensing objectives and who can call for a review of an existing licence. These are –

- ◆ a licensing authority in whose area the premises are situated in whole or in part (i.e. Huntingdonshire District Council and any neighbouring authority where a premise straddles the district boundary);
- ◆ the Gambling Commission;
- ◆ the chief officer of police (i.e. Cambridgeshire Constabulary);
- ◆ the fire and rescue authority (i.e. Cambridgeshire Fire and Rescue

- Service);
- ◆ the local planning authority (i.e. Huntingdonshire District Council);
 - ◆ the local environmental health authority (i.e. Huntingdonshire District Council);
 - ◆ HM Revenues and Customs; and
 - ◆ a body designated by the licensing authority to advise about the protection of children from harm (see below)
- 8.2 The Secretary of State may also prescribe any other person as a responsible authority.
- In relation to a vessel, the following are also responsible authorities -
- ◆ the Environment Agency
 - ◆ the British Waterways Board
- 8.3 The licensing authority is required by regulations to state the principles it will apply in exercising its duty to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. Those principles are -
- ◆ the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
 - ◆ the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.
- 8.4 The licensing authority has designated the Office of Children and Young People's Services of Cambridgeshire County Council for this purpose.
- 8.5 The contact details of all the responsible authorities are set out in Appendix B and available on the licensing authority's website at www.huntingdonshire.gov.uk.
- 8.6 Any representations by a responsible body in relation to their own functions cannot be taken into account unless they are relevant to an application itself and the licensing objectives. In this regard, the licensing authority generally will not take into account representations which are not deemed to be relevant, such as -
- ◆ there are too many gambling premises in the locality (because need for gambling facilities cannot be taken into account);
 - ◆ the premises are likely to be a fire risk (because public safety is not a licensing objective);
 - ◆ the location of the premises is likely to lead to traffic congestion (because this does not relate to the licensing objectives);
 - ◆ the premises will cause crowds to congregate in one area causing noise and nuisance (because this can be dealt with under other legislative powers and public nuisance is not a licensing objective).
- 8.7 Each representation will be considered on its own individual merits.

9. INTERESTED PARTIES

9.1 Interested parties can make representations about licence applications or apply for a review of an existing licence. These parties are defined in the Act as follows:

9.2 “For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the application is made, the person -

- (a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;
- (b) has business interests that might be affected by the authorised activities;
or
- (c) represents persons who satisfy paragraph (a) or (b)”.

9.3 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Act to determine whether a person is an interested party. These are:

9.4 Each case will be decided upon its merits. The authority will have regard to the examples contained in the Gambling Commission’s guidance to licensing authorities (paragraphs 8.14 to 8.16 inclusive), i.e.

(a) **Persons living close to the premises**

‘The factors that licensing authorities should take into account when determining what ‘sufficiently close to the premises’ means (in each case) might include -

- ◆ the size of the premises;
- ◆ the nature of the premises;
- ◆ the distance of the premises from the location of the person making the representation;
- ◆ the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment); and
- ◆ the circumstances of the complainant. This is not the personal characteristics of the complainant, but the interests of the complainant which may be relevant to the distance from the premises.

‘For example, it could be reasonable for an authority to conclude that ‘sufficiently close to be likely to be affected’ could have a different meaning for (a) a private resident (b) a residential school for children with truanting problems and (c) a residential hostel for vulnerable adults.’

(b) **Persons with business interests that could be affected**

'It could be argued that any gambling business could be affected by another gambling business expanding into any part of Great Britain. But that is unlikely to be enough to satisfy the test of being 'a person with business interests that might be affected by the premises' under consideration. For example, an operator in a particular sector (be it casino, bingo, betting etc.) should not be able to lodge representations on every application put in by a rival operator anywhere in the country, simply because they are in competition within the same gambling sector. The licensing authority should be satisfied that the relevant business is likely to be affected. In this respect, licensing authorities should bear in mind that the 'demand test' in the 1963 and 1968 Acts has not been preserved in the 2005 Act. Factors that are likely to be relevant include -

- ◆ the size of the premises;
- ◆ the 'catchment' area of the premises (i.e. how far people travel to visit); and
- ◆ whether the person making the representation has business interests in that catchment area that might be affected.

- 9.5 The licensing authority will give the terminology 'has business interests' the widest possible interpretation and include partnerships, charities, faith groups and medical practices in that category.
- 9.6 Interested parties can include trade associations and trade unions, and residents' and tenants' associations. The licensing authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Act, i.e. lives sufficiently close to the premises to be likely to be affected by the activities being applied for.
- 9.7 Interested parties can be persons who are democratically elected such as councillors and Members of Parliament. No specific evidence of being asked to represent an interested person will be required as long as the councillor or MP represents the ward or constituency likely to be affected. Likewise town and parish councils likely to be affected will be considered to be interested parties. Other than these, the licensing authority will generally require written evidence that a person or body (e.g. an advocate/relative) represents someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities or has business interests that might be affected by the authorised activities. A letter from one of those persons requesting the representation will be sufficient.
- 9.8 If an interested party wishes to approach a councillor to ask him/her to represent their views then care should be taken that the councillor is not part of the Licensing Sub Committee dealing with the licence application. The licensing authority has adopted a Members' Licensing Code of Good Practice which forms part of its constitution which is available on the authority's website at www.huntingdonshire.gov.uk. If in doubt, an interested party should contact the licensing section for further information.

9.9 The licensing authority will not consider representations that are frivolous or vexatious or which relate to demand or need for gambling facilities. A decision on whether representations are frivolous or vexatious will be made objectively and if a representation is rejected, the interested party making the representation will be informed of the reason in writing. A vexatious representation is generally one that is repetitive, without foundation or made for some other reason such as malice. A frivolous representation is generally one that is lacking in seriousness or is unrelated to the licensing objectives, Gambling Commission guidance or this statement of licensing principles.

9.10 In the absence of regulations to the contrary, representations should in general -

- ◆ be made in writing (including by electronic communication);
- ◆ indicate the name and address of the person or organisation making the representation;
- ◆ indicate the premises to which the representation relates;
- ◆ indicate the proximity of the premises to the person making the representation. A sketch map or plan would be helpful; and
- ◆ clearly set out the reason(s) for making the representation.

10. EXCHANGE OF INFORMATION

10.1 The licensing authority is required to include in its statement the principles to be applied by the authority in exercising its functions under sections 29 and 30 of the Act with regard to the exchange of information between it and the Gambling Commission and its functions under section 350 of the Act with regard to the exchange of information between it and the other bodies listed in Schedule 6 to the Act.

10.2 The principle that the licensing authority will apply is that it will act in accordance with the provisions of the Act in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to the Commission's Guidance to Licensing Authorities (Part 13) which contains information about the protocols by which the information exchange is managed and sets out the nature of the returns that the authority is required to forward to the Commission each quarter.

11. COMPLIANCE AND ENFORCEMENT

11.1 A licensing authority is required by regulation under the Act to state the principles to be applied by the authority in exercising its functions under Part 15 of the Act with regard to the inspection of premises and its powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

In terms of compliance and enforcement activity, the Commission and the licensing authority are required to act in a proportionate manner to reflect the Regulators Compliance Code which is a central part of the Government's better regulation agenda. The code is available at www.bis.gov.uk/files/file45019.pdf.

- 11.2 The licensing authority's principles are that it will be guided by the Gambling Commission's Guidance to Licensing Authorities, will have regard to the Commission's approach to compliance in the document '*Compliance and Enforcement Policy Statement*' and will endeavour to be -
- ◆ proportionate: the authority will only intervene when necessary, remedies will be appropriate to the risk posed, and costs identified and minimised;
 - ◆ accountable: the authority will justify its decisions and be subject to public scrutiny;
 - ◆ consistent: rules and standards will be joined up and implemented fairly
 - ◆ transparent and open: licence conditions will be simple and user friendly; and
 - ◆ targeted: regulation will be focused on the problem and side effects minimised.
- 11.3 The licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 11.4 The licensing authority will adopt a risk-based approach to compliance and enforcement. In so doing, it will review existing records and risk assessments, including those supplied by the Commission and other responsible authorities. This will guide the pattern of visits to premises and the reaction to complaints. The risk assessment will be reviewed in the light of visits undertaken. Complaints, information and intelligence received by the licensing authority relating to gambling premises will also inform the general risk rating of premises.
- 11.5 The main enforcement and compliance role for the licensing authority in terms of the Act will be to ensure compliance with the premises licences and other permissions which it has authorised. The Gambling Commission will be the enforcement body for operating and personal licences and concerns about manufacture, supply or repair of gaming machines will be referred by the authority to the Commission. The licensing authority will work with the Commission to identify and investigate organised or persistent illegal activity.
- 11.6 Having regard to the principle of transparency, the licensing authority's enforcement and prosecution policies are available upon request from the authority's licensing section.

12. CONSULTATION

- 12.1 The licensing authority has consulted widely upon this statement before its confirmation and adoption by the authority. A list of those persons consulted is provided at Appendix C, including the following statutory consultees required by the Act -
- ◆ the Chief Officer of Police;
 - ◆ one or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area;

- ◆ one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.
- 12.2 The consultation took place between 9th July and 1st October 2012, following best practice as set out by the Department for Business, Innovation and Skills. A full list of comments made and their consideration by the authority is available on request to the licensing section on 01480 387075 and via the Council's website at www.huntingdonshire.gov.uk.
- 12.3 The policy was approved at a meeting of the Council held on 19th December 2012 and will be published via the authority's website. Copies have been placed in public libraries in the District and are available at the authority's offices at Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN.
- 12.4 Any comments with regard to this statement of principles should be addressed to the authority's Licensing Manager by e-mail at licensing@huntingdonshire.gov.uk or by writing to the above address. This statement of principles will not override the right of any person to make an application, make representations about an application or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.
- 13. DECLARATION**
- 13.1 In producing this statement of licensing policy, the licensing authority declares that it has had regard to the licensing objectives contained in the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

PART B

PREMISES LICENCES

14. GENERAL PRINCIPLES

- 14.1 Premises licences will be subject to the requirements set out in the Gambling Act 2005 and associated regulations, as well as specific mandatory and default conditions which are defined in regulations issued by the Secretary of State. The licensing authority may exclude default conditions and attach others where this is believed to be appropriate.
- 14.2 The licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it -
- (a) in accordance with any relevant code of practice issued by the Gambling Commission;
 - (b) in accordance with any relevant guidance issued by the Gambling Commission;
 - (c) reasonably consistent with the licensing objectives (subject to (a) and (b) above); and
 - (d) in accordance with the authority's statement of principles (subject to (a) to (c) above).
- 14.3 The authority is aware of the Gambling Commission's guidance which states that "moral objections to gambling are not a valid reason to reject applications for premises licences" (except as regards any 'no casino resolution' - see the section on Casinos below) and that unmet demand is not a criterion for a licensing authority.

15. DEFINITION OF "PREMISES"

- 15.1 Premises are defined in the Act as "any place". Section 152 therefore prevents more than one premises licence applying to any place. However it is possible for a single building to be subject to more than one premises licence, provided they relate to different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. However the Gambling Commission does not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.
- 15.2 The licensing authority takes particular note of the Gambling Commission's guidance to authorities which states that licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular the authority will be aware –

- ◆ of the need to protect children from being harmed by gambling. In

practice this means not only preventing them from taking part in gambling but also preventing them from being in close proximity to gambling. Premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating;

- ◆ that entrances and exits to and from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not 'drift' into a gambling area. In this context, it should not normally be possible to access the premises without going through another licensed premises or premises with a permit; and
- ◆ that customers should be able to participate in the activity named on the premises licence.

In considering whether two or more proposed premises are separate, the licensing authority will have regard to the following circumstances -

- ◆ whether a separate registration for business rates is in place for the premises;
- ◆ whether the premises' neighbouring premises are owned by the same person or someone else;
- ◆ whether each of the premises can be accessed from the street or a public passageway; and
- ◆ whether the premises can only be accessed from any other gambling premises.

Provisional Statements

15.3 An applicant cannot obtain a full premises licence until the premises in which it is proposed to offer the gambling are constructed. The Gambling Commission has advised that a reference to "the premises" are to the premises in which gambling may now take place. Thus a licence to use premises for gambling will only be issued in relation to premises that are ready to be used for gambling. It will be a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence. Requiring a building to be complete also ensures that the authority can inspect it fully, if necessary, as can other responsible authorities with inspection rights.

15.4 A person therefore may make an application to the authority for a provisional statement in respect of premise that he/she expects to be constructed, expects to be altered or expects to acquire a right to occupy. It should be noted that, following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account in the grant of a premises licence unless they concern matters which could not have been addressed at the provisional statement stage or they reflect a change in the applicant's circumstances. The authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters -

- ◆ which could not have been raised by objectors at the provisional

- statement stage; and
- ◆ which, in the opinion of the authority, reflects a change in the applicant's circumstances.

Where an operator can apply for a premises licence in respect of premises that have still to be constructed or altered, the licensing authority will deal with an application in a two stage format. The first stage will establish the principle of whether the authority considers the premises should be used for gambling and the second will determine whether appropriate conditions can be applied if the licence is to be granted that will cater for the situation whereby the premises are not yet in a state in which gambling can take place.

Location

- 15.5 The licensing authority is aware that the question of demand cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision making. The authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon with regard to areas where gambling premises should not be located, this statement will be updated. It should be noted that this policy does not preclude any application from being made and each application will be decided on its merits, with the onus upon the applicant to show how potential concerns can be overcome.

Duplication with other regulatory regimes

- 15.6 In determining applications, the licensing authority has a duty to consider all relevant matters and not take into account irrelevant matters such as those not related to gambling and the licensing objectives. The authority therefore will seek to avoid any duplication with other statutory or regulatory systems wherever possible, including planning. The authority will not consider whether premises are likely to be granted planning permission or building regulations approval in its consideration of an application. It will however listen to and consider carefully any concerns about conditions which are not able to be met by licence holders due to planning restrictions, should such a situation arise.

Licensing objectives

- 15.7 The grant of a premises licences must be reasonably consistent with the licensing objectives.

Conditions

- 15.8 The Secretary of State has set mandatory and default conditions that must be attached to premises licences.

The following mandatory conditions will apply to all premises licences -

- ◆ the summary of the terms and conditions of the premises licence issued by the licensing authority must be displayed in a prominent place on the

- premises;
- ◆ the layout of the premises must be maintained in accordance with the plan that forms part of the premises licence; and
- ◆ neither National Lottery products nor tickets in a private or customer lottery may be sold on the premises.

There are also mandatory conditions attaching to each type of premises licence controlling access between premises.

The licensing authority may decide if there are clear regulatory reasons for doing so to exclude default conditions from a premises licence and may substitute it with one that is either more or less restrictive

Any conditions attached to a licence by the licensing authority will be proportionate to the circumstances that they are seeking to address and will be -

- ◆ relevant to the need to make the proposed building suitable as a gambling facility;
- ◆ directly related to the premises and the type of licence applied for;
- ◆ fairly and reasonably related to the scale and type of premises; and
- ◆ reasonable in all other respects.

15.9 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures that the licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signs for adult only areas etc. Specific comments are made in this regard under some of the licence types referred to below. The authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

15.10 The licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances, segregation of gambling from non-gambling areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

15.11 The authority will ensure that where category C or above machines are provided in premises to which children are admitted -

- ◆ all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective in preventing access other than through a designated entrance;
- ◆ only adults are admitted to the area where these machines are located;
- ◆ access to the area where the machines are located is supervised; and
- ◆ the area where these machines are located is arranged so that it can be observed by the staff or the licence holder.
- ◆ at the entrance to and inside any such areas there are prominently

displayed notices indicating that access to the area is prohibited to persons under 18

These considerations will apply to premises including buildings where multiple premises licences are applicable.

- 15.12 The licensing authority is aware that tracks may be subject to one or more premises licence, provided each licence relates to a specified area of the track. In accordance with the Gambling Commission's guidance, the authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas that they are not permitted to enter.
- 15.13 The authority acknowledges that there are conditions that cannot be attached to premises licences which are -
- ◆ any condition which makes it impossible to comply with an operating licence condition;
 - ◆ conditions relating to gaming machine categories, numbers, or method of operation;
 - ◆ conditions which provide that membership of a club or body be required which is specifically prevented by the Act; and
 - ◆ conditions in relation to stakes, fees, winnings or prizes.

Door Supervisors

- 15.14 If the licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children or young persons) then it may require that the entrances to the premises are controlled by a door supervisor and is entitled to impose a premises licence to this effect
- 15.15 Where it is decided that the supervision of entrances/machines is appropriate for particular cases' A consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per the Gambling Commission Guidance to Licensing Authorities, Part 33).

16. ADULT GAMING CENTRES

- 16.1 Adult gaming centres may provide category B, C and D machines. (a summary of machine provisions by premises and the various categories of machine are defined in Appendices D and E respectively which can be found at the end of this statement.) The licensing authority will have specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.
- 16.2 Mandatory conditions set by the Secretary of State will attach to adult gaming centre premises licences.

Currently there are no default conditions specific to adult gaming centre premises licences. The licensing authority therefore will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -

- ◆ proof of age schemes;
- ◆ CCTV;
- ◆ supervision of entrances/machine areas;
- ◆ physical separation of areas;
- ◆ location of entry;
- ◆ notices/signage
- ◆ specific opening hours;
- ◆ self-exclusion schemes; and
- ◆ provision of information leaflets/helpline numbers for organisations such as GamCare.

16.3 This list is not mandatory, nor exhaustive, and is merely indicative of possible examples of the measures that may be taken.

17. LICENSED FAMILY ENTERTAINMENT CENTRES

17.1 Licensed family entertainment centres may provide category C and D machines. The licensing authority will have specific regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

17.2 Mandatory conditions set by the Secretary of State will attach to licensed family entertainment centre premises licences.

Currently there are no default conditions specific to licensed family entertainment centre premises licences. The authority therefore will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -

- ◆ CCTV;
- ◆ supervision of entrances/machine areas;
- ◆ physical separation of areas;
- ◆ location of entry;
- ◆ notices/signage
- ◆ specific opening hours;
- ◆ self-exclusion schemes;
- ◆ provision of information leaflets/helpline numbers for organisations such as GamCare; and
- ◆ measures/training for staff on how to deal with suspected truant school children on the premises.

17.3 This list is not mandatory, nor exhaustive, and is merely indicative of possible example of the measures that may be taken.

- 17.4 The authority will refer to the Gambling Commission's website to view any conditions that apply to operating licences covering the way in which the area containing category C machines should be delineated.

18. CASINOS

- 18.1 The licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005 but is aware that it has the power to do so. If the authority decides to pass such a resolution in the future, it will update this statement of principles with details of that resolution. Huntingdonshire is not a District that has been chosen for the issue of a casino premises licence.
- 18.2 However the authority is aware that where a licensing authority area is enabled to grant a premises licence for a new style casino, there are likely to be a number of operators who will want to run the casino. In such circumstances, the authority will comply with the provisions of Schedule 9 of the Gambling Act 2005 and any regulations made thereunder, as well as following the procedure set out in Part 17 of the Gambling Commission's guidance.

19. BINGO PREMISES

- 19.1 Bingo is a class of equal chance gaming that will be permitted on premises licensed for the supply of alcohol and in clubs, provided that it does not exceed certain thresholds. Rules are laid down in the Act about the playing of bingo in those premises within exempt gaming allowances but where these are exceeded, a bingo operating licence will be required from the Gambling Commission. The holder of a licence can provide any type of bingo game, including both cash and prize bingo.
- 19.2 Prize bingo is subsumed within the allowances for prize gaming in adult entertainment centres, both licensed and unlicensed family entertainment centres and travelling fairs (or premises with a prize gaming permit). Commercial bingo halls will require a bingo premises licence from the licensing authority and amusement arcades providing bingo will require a prize gaming permit, also from the authority.
- 19.3 Children and young persons are allowed to enter premises licensed for bingo, however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young persons are allowed.

Mandatory conditions set by the Secretary of State will attach to bingo premises licences. One default condition also has been set by the Secretary of State.

- 19.4 The Gambling Commission has developed a statutory code of practice to help clubs and institutes to comply with the full range of statutory requirements for gaming. The *Code of Practice for gaming machines in clubs and premises with an alcohol licence* is available on the Commission's website.

20. BETTING PREMISES

- 20.1 Any person wishing to operate a betting office will require a betting premises licence from the licensing authority. Children and young persons will not be permitted to enter premises with a betting premises licence.
- 20.2 Premises with a betting premises licence also will be able to provide up to four gaming machines of category B, C or D and some betting machines (i.e. machines designed or adapted for use to bet on future real events). In considering the number of betting machines and the nature and circumstances in which they are to be made available, the authority will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people.
- 20.3 Mandatory conditions set by the Secretary of State will attach to betting premises licences. One default condition also has been set by the Secretary of State.

Where certain bookmakers have a number of premises within the area and in order to ensure that any compliance issues are recognised and resolved at the earliest stage, the operators are encouraged to provide the authority with the name and contact details of a single named point of contact who should be of a senior capacity. The authority will contact that person first should any compliance or other issues arise.

21. TRACKS

- 21.1 Tracks are sites (including horse racecourses and dog tracks) where races or other sporting events take place or is intended to take place. In addition to horse racecourses and dog tracks, this can include a variety of other sporting or competitive venues where betting facilities are provided. The restriction that only one premises licence can be issued for any particular premises at any one time does not apply to a track.
- 21.2 Track operators are not required to hold an operators licence issued by the Gambling Commission. Therefore a premises licence for a track that is issued by the licensing authority is likely to contain requirements on the premises licence holder about his responsibilities in relation to the proper conduct of betting. A track operator has an important role to play in ensuring that betting areas are properly administered and supervised.
- 21.3 Although primarily there will be a betting premises licence for a track, there may be a number of other licences, provided each licence relates to a specified area of the track. The authority will have particular regard to the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas that they are not permitted to enter.
- 21.4 The authority will expect the applicant for a betting premises licence for a track

to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. Although children and young persons will be permitted to enter track areas where facilities for betting are provided on days when horse and/or dog racing takes place, they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

21.5 Mandatory conditions set by the Secretary of State will attach to track premises licences. Default conditions also have been set by the Secretary of State. The authority will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -

- ◆ CCTV;
- ◆ supervision of entrances/machine areas;
- ◆ physical separation of areas;
- ◆ location of entry;
- ◆ notices/signage
- ◆ specific opening hours;
- ◆ self-exclusion schemes;
- ◆ provision of information leaflets/helpline numbers for organisations such as GamCare; and
- ◆ measures/training for staff on how to deal with suspected truant school children on the premises.

This list is not mandatory, nor exhaustive, and is merely indicative of possible example of the measures that may be taken.

21.6 Specific guidance on the responsibilities of track premises licence holders in relation to the promotion of socially responsible gambling on their premises can be found in the *Advice to track premises licence holders* document available on the Gambling Commission's website.

Gaming machines

21.7 A betting premises licence in respect of a track does not give any automatic entitlement to use gaming machines. However where a licence holder has a pool betting operating licence issued by the Commission and intends to use his entitlement to four gaming machines, these machines should be located in areas from which children are excluded, unless they are category D machines.

Betting machines

21.8 Betting operators may install betting machines or bet receipt terminals on tracks. There is no restriction on the number of bet receipt terminals that may be in use but operators must supervise such terminals to prevent them being used by those under 18 years of age or by vulnerable people. The authority will also take into account the size of the premises when considering the number/nature/circumstances of betting machines an operator proposes to offer.

Applications and plans

- 21.10 In order to gain a proper understanding of what it is being asked to license, the licensing authority will require an applicant to submit detailed plans for the track itself and the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”). Plans for tracks need not be of a particular scale but should be drawn to scale and be sufficiently detailed to include the information required by the regulations. (see the Commission’s Guidance to Licensing Authorities paras 20.28-20.35).

22. TRAVELLING FAIRS

- 22.1 Category D machines and equal chance prize gaming may be provided at travelling fairs without a permit, provided that the facilities for gambling amount to no more than an ancillary amusement at the fair. The licensing authority will monitor the activities at travelling fairs to ensure that such gambling does not exceed the level at which a permit is required.
- 22.2 The authority will also monitor whether a fair falls within the statutory definition of a travelling fair by not exceeding the 27 days statutory maximum for land to be used as a fair in each calendar year. This applies to a piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The authority will work with its neighbouring authorities to ensure that land which crosses the District boundaries is monitored so that the statutory limits are not exceeded.

23. REVIEWS OF PREMISES LICENCES

- 23.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities at any time. However it is a matter for the licensing authority to decide whether a review is to be carried out. In so doing, the authority will have regard to whether the request -
- ◆ is frivolous or vexatious;
 - ◆ is substantially the same as previous representations or requests for a review in respect of the premises;
 - ◆ will certainly not cause the authority to alter, revoke or suspend the licence;
 - ◆ is in accordance with any code of practice issued by the Gambling Commission;
 - ◆ is in accordance with any relevant guidance issued by the Gambling Commission;
 - ◆ is reasonably consistent with the licensing objectives; and
 - ◆ is in accordance with the authority’s statement of licensing policy.
- 23.2 The authority itself can initiate a review of a licence for any reason which it thinks is appropriate.

PART C

PERMITS AND TEMPORARY & OCCASIONAL USE NOTICES

24. UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

24.1 If a premises does not hold a premises licence but wishes to provide category D gaming machines, application be made to the licensing authority for a gaming machine permit. However the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

24.2 The Act states that a licensing authority may prepare a statement of principles that it proposes to consider in determining an application for a permit, including the suitability of an applicant for a permit. A statement has not been prepared but in considering applications, the authority need not (but may) have regard to the licensing objectives, and shall have regard to any relevant guidance issued by the Commission.

24.3 An application for a permit may be granted only if the authority is satisfied that the premises will be used as an unlicensed family entertainment centre and the chief officer of police has been consulted on the application. As an unlicensed family entertainment centre will not require an operating licence or be subject to scrutiny by the Commission, the authority will wish to be satisfied as the applicant's suitability before granting a permit. In so doing, the authority will require an applicant to demonstrate -

- ◆ a full understanding of the maximum stakes and prizes of the gambling that is permissible in an unlicensed family entertainment centre;
- ◆ that the applicant has no relevant convictions;
- ◆ that employees are trained to have a full understanding of the maximum permissible stakes and prizes; and
- ◆ that there are policies and procedures in place to protect children and vulnerable persons from harm.

The authority cannot attach conditions to this type of permit.

24.4 Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will be considered on their merits but they may include appropriate measures and training for staff with regard to suspected truant school children on the premises, and how they would deal with unsupervised very young children being on the premises or children causing perceived problems on or around the premises.

24.5 An application for the renewal of a permit may be refused by the authority only on the grounds that an authorised officer of the authority has been refused access to the premises without reasonable excuse or that renewal would not be reasonably consistent with the licensing objectives.

25. (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS

- 25.1 Provision is made in the Act for premises licensed to sell alcohol for consumption on the premises to be entitled to have 2 gaming machines of categories C and/or D on the premises. The licence holder needs to give notice to the licensing authority of his intention to make gaming machines available for use and pay the prescribed fee. However the authority can remove the automatic authorisation in respect of any particular premises if -
- ◆ provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
 - ◆ gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that the gaming machines have been made available in a way that does not comply with the requirements as to the location and operation of gaming machines);
 - ◆ the premises are mainly used for gaming; or
 - ◆ an offence under the Gambling Act has been committed on the premises.
- 25.2 If more than 2 machines are required, application must be made to the licensing authority for a licensed premises gaming machine permit. The authority must consider the application based upon the licensing objectives, the guidance issued by the Commission and such matters as it thinks relevant. The authority will determine such matters on a case by case basis but generally it will have regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling. An applicant will be expected to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Such measures could include the adult only machines being in sight of the bar or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signs may also be of help. With regard to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.
- 25.3 Some licence holders with alcohol licensed premises may wish to apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for and dealt with as an adult gaming centre premises licence.
- 25.4 It should be noted that the authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions other than these cannot be attached to a permit.
- 25.5 Certain other forms of gambling may take place in alcohol-licensed premises. Two statutory codes of practice *The Code of Practice for equal chance gaming in clubs and premises with an alcohol licence* and *The Code of Practice for gaming machines in clubs and premises with an alcohol licence* have been

issued by the Gambling Commission and are available on the Commission's website. A summary of the gaming entitlements for clubs and pubs is also reproduced as Appendix F which can be found at the end of this statement.

26. PRIZE GAMING PERMITS

26.1 Gaming is defined as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. Normally prizes are determined by the operator before play commences.

26.2 Prize gaming may be provided in bingo premises as a consequence of a bingo operating licence. Any type of prize gaming may be provided in adult gaming centres and licensed family entertainment centres. Unlicensed family entertainment centres may offer equal chance prize gaming under a gaming machine permit. Prize gaming without a permit may be provided by travelling fairs, provided that none of the gambling facilities at the fair amount to more than an ancillary amusement. Children and young people may participate in equal chance gaming only.

26.3 The licensing authority may prepare a statement of principles that it proposes to apply in exercising its functions in relation to prize gaming permits which may specify particular matters that the authority proposes to consider in determining the suitability of an applicant for a permit.

The statement will require an applicant to set out in the application the types of gaming that is intended to be offered and that the applicant should be able to demonstrate -

- ◆ that he/she understands the limits to stakes and prizes that are set out in regulations; and
- ◆ that the gaming offered is within the law.

The authority will also consider any child protection issues and have regard to the need to protect children, young persons and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures in place for this purpose.

26.5 In making its decision on an application for a permit, the authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

26.6 There are conditions in the Act with which the holder of a permit must comply but the authority cannot attach conditions. The conditions specified in the Act are -

- ◆ the limits on participation fees, as set out in regulations, must be complied with;
- ◆ all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be

played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;

- ◆ the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- ◆ participation in the gaming must not entitle the player to take part in any other gambling.

27. CLUBS

27.1 Members clubs (but not commercial clubs) may apply for a club gaming permit or a club gaming machine permit. A club gaming permit will enable the premises to provide no more than 3 gaming machines from categories B3A, B4, C or D (subject to only one B3A machine), equal chance gaming and games of chance as set out in regulations. A club machine permit will enable the premises to provide up to 3 gaming machines of categories B3A, B4, C or D.

27.2 Members clubs must have at least 25 members and be established and conducted wholly or mainly for purposes other than gaming, unless the gaming is restricted to bridge and whist. A members club must be permanent in nature, not established as a commercial enterprise and conducted for the benefit of its members. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations. A commercial club is a club established for commercial gain (whether or not they are making a commercial gain). Examples include snooker clubs established as private companies and clubs established for personal profit. Commercial clubs may only apply for club machine permits.

27.3 The licensing authority may refuse an application only on the grounds that -

- ◆ the applicant does not fulfil the requirements for a members or commercial club and therefore is not entitled to receive the type of permit for which it has applied;
- ◆ the applicant's premises are used wholly or mainly by children and/or young persons;
- ◆ an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- ◆ a permit held by the applicant has been cancelled in the previous ten years; or
- ◆ an objection has been lodged by the Gambling Commission or the police.

27.4 There is also a fast-track procedure available under the Act for premises that hold a club premises certificate under the Licensing Act 2003. Under this procedure there is no opportunity for objections to be made by the Commission or the police and the grounds upon which an authority can refuse a permit are reduced, as follows -

- ◆ that the club is established primarily for gaming, other than gaming prescribed by regulations under section 266 of the Act;

- ◆ that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- ◆ that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

27.5 There are statutory conditions on both club gaming and club machine permits that no child uses a category B or C machine on the premises. A permit holder is also required to comply with the Code of Practice for *Gaming Machines in clubs and premises* issued by the Commission about the location and operation of gaming machines and which can be viewed on its website.

28. TEMPORARY USE NOTICES

28.1 A temporary use notice may be given to the licensing authority by the holder of an operating licence stating his intention to carry on one or more specified activities. There are a number of statutory limits with regard to temporary use notices, including a requirement that the same set of premises may not be the subject of a temporary use notice for more than 21 days in any period of 12 months. The definition of premises includes any place and the meaning of premises and set of premises will be questions of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of a set of premises, the authority will have regard, amongst other things, to the ownership, occupation and control of the premises.

28.2 The authority will consider whether to give a notice of objection to the person giving the temporary use notice having regard to the licensing objectives.

29. OCCASIONAL USE NOTICES

29.1 Where betting is to be provided on a track on 8 days or less in a calendar year, betting may be permitted by an occasional use notice without the need for a premises licence. Tracks include, not only a horse racecourse or a dog track, but also any other premises on any part of which a race or other sporting event takes place or is intended to take place.

29.2 The licensing authority has little discretion with regard to occasional use notices but will ensure that the statutory limit of 8 days in a calendar year is not exceeded and whether the person giving the notice is permitted to avail him/herself of the notice within the definition of a track.

PART D
LOTTERIES

30. GENERAL

- 30.1 Huntingdonshire District Council is the local authority responsible for the registration of societies to run small society lotteries. Registration is the responsibility of the Council as the local authority as opposed to the licensing authority. For convenience however and to ensure consistency, the Council is referred to as the licensing authority for the purposes of this section of the statement of principles.
- 30.2 To comply with the definition of a small society lottery in the Gambling Act, a society must be 'non-commercial' and the size of the lottery must be within certain limits.
- 30.3 A non-commercial organisation is a small society for the purposes of the Act if it is established and conducted –
- ◆ for charitable purposes;
 - ◆ for the purpose of enabling participation in, or supporting sport, athletics or a cultural activity; or
 - ◆ for any other non-commercial purpose other than that of private gain.
- 30.4 The proceeds of any lottery must be devoted to the above purposes as it is not permissible to establish a lottery whose sole purpose is to facilitate lotteries.
- 30.5 With regard to the size of the lottery, the total value of tickets to be put on sale in a single lottery must be £20,000 or less, or the aggregate value of tickets to be put on sale for all their lotteries in a calendar year must not exceed £250,000. If an operator plans to exceed either of these values they may need to be licensed with the Gambling Commission to operate large lotteries instead.
- 30.6 The Commission has produced advisory documents, including *Lotteries and the Law*, *Organising small lotteries* and a leaflet for fundraisers, *Running a Lottery*, all of which are available on the Commission's website. The documents will provide advice to enable potential applicants to establish what type of lottery they plan to operate. The licensing authority has produced its own guidance *Guidance in relation to Small Society Lotteries* which is available on its website.
- 30.7 Participation in a lottery is a form of gambling and societies that register should conduct their lotteries in a socially responsible manner and in accordance with the Act. As the minimum age for participation in a lottery is 16, societies will be required to implement effective procedures to minimise the risk of lottery tickets being sold to children, including procedures for checking the age of potentially under-age purchasers of lottery tickets and taking action where there are unlawful attempts to purchase tickets.
- 30.8 There are a number of offences in relation to lotteries. If a society running small

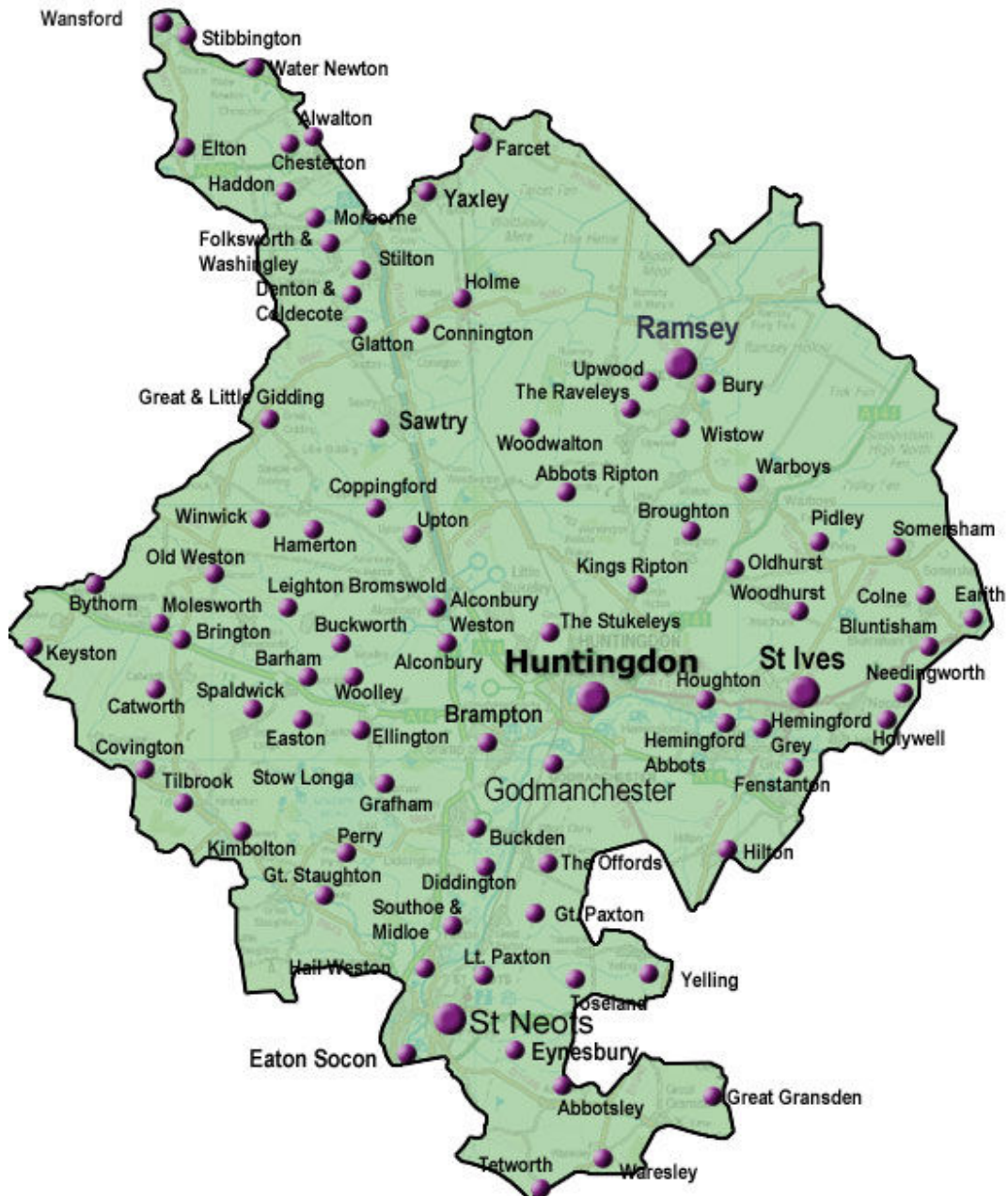
lotteries fails to comply with any of the conditions of running such lotteries, it will be operating in an illegal manner, irrespective of whether it is registered with the licensing authority or not. Although small society lottery operators may be prosecuted by the Commission, the police or the licensing authority, it is likely that alleged offences will be investigated by the authority. The authority will take a risk based approach towards its enforcement responsibilities but the following criteria is likely to affect the risk status of an operator –

- ◆ submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held);
- ◆ submission of incomplete or incorrect returns; and
- ◆ breaches of the limits for small society lotteries.

30.9 The licensing authority considers that the following scenarios will give reason or the investigation of the particular circumstances of a society –

- ◆ making a late return of a statement;
- ◆ making no returns at all within a year of registration;
- ◆ failure to pay the annual fee when it becomes due;
- ◆ reports of sales of lottery tickets to persons under the age of sixteen;
- ◆ reports of sales of lottery tickets by persons under the age of sixteen;
- ◆ reports of societies running lotteries without being registered;
- ◆ reports of tickets being sold in a street;
- ◆ indications that a society has breached permissible limits; and
- ◆ reports of a misappropriation of funds.

DISTRICT OF HUNTINGDONSHIRE




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RESPONSIBLE AUTHORITIES


The Licensing Authority

The Licensing Section
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3T

 01480 387075
Fax 01480 388099
E-mail Licensing@huntingdonshire.gov.uk


The Gambling Commission

4th Floor,
Victoria Square House
Victoria Square
Birmingham
B2 4BP

 0121 230 6500
Fax 0121 237 2236
info@gamblingcommission.gov.uk


The Chief Officer of Police

The Licensing Section
Cambridgeshire Constabulary
Huntingdon Police Station
Ferrars Road
Huntingdon
PE29 3DQ

 01354 606504


Cambridgeshire Fire and Rescue Service

Fire Safety Department
Huntingdon Fire Station
Hartford Road
Huntingdon
PE29 3RH


 01480 433297

Local Planning Authority

Head of Planning Services
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

 01480 388423/
01480 388424


Local Environmental Health Authority

Head of Environmental and Community Health  01480 388302
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

HM Revenues and Customs

National Registration Unit  0845 302 1448
Portcullis House  0845 302 1452
21 India House
Glasgow
G2 4PZ

Child Protection Services

Audit Manager  01480 372439
Child Protection and Review Unit
Castle Court
Shire Hall
Cambridge
CB3 0AP

LIST OF CONSULTEES

Association of British Bookmakers Ltd

Ground Floor,
Warwick House
25 Buckingham Palace Road
London SW1W 0PP
☎ 020 7434 2111
Fax: 020 7434 0444
Email: mail@abb.uk.com
Website: <http://www.abb.uk.com/>

BACTA

134-136 Buckingham Palace Road
London SW1W 9SA
☎ 020 7730 6444
Fax: 020 7730 8103
Email: infi@bacta.org.uk
Website: www.bacta.org.uk

The Bingo Association

Lexham House
75 High Street
NORTH DUNSTABLE
Beds
LU6 1JF
☎ 01582 86092
Fax: 01582 860925
Email: info@bingo-association.co.uk
Website: <http://www.bingo-association.co.uk>

British Beer and Pub Association

Brewers' Hall,
Aldermanbury Square
London EC2V 7HR
☎ 020 7627 9191
Email: contact@beerandpub.com
Website: www.beerandpub.com

Greyhound Board of Great Britain

Proctor House
1 Proctor Street

LONDON
WC1V 6DW
☎ 0207 421 3770
Fax: 0207 421 3777
Website: www.thedogs.co.uk

Racecourse Association Ltd

Winkfield Road
Ascot
Berkshire
SL5 7HX
☎ 01344 626 067
Fax: 01344 627 233
Email: info@racecourseassociation.co.uk
Website: www.britishracecourses.org

British Holiday and Home Parks Association

6 Pullman Court
Great Western Road
GLOUCESTER
GL1 3ND
☎ 01452 526911
Fax: 01452 508508
Email: enquiries@bhHPA.org.uk
Website: <http://www.bhHPA.org.uk>

Business in Sport and Leisure

Andy Sutch
Executive Director
12 Thornton Road
East Sheen
LONDON
SW14 8NS
☎ 0793844238
Fax: 0208241 8390
Email: andy.sutch@bisl.org
Website: <http://www.bisl.org>

Huntingdonshire Chamber of Commerce and Industry

John Bridge, Chief Executive
Enterprise House
The Vision Park
HISTON
Cambridge
CB24 9ZR

Cambridgeshire Business Services (Business Link)

Steve Clarke, Partnership Director
Export House
Minerva Business Park
LYNCHWOOD
Peterborough
PE2 6FT

Cambridgeshire Constabulary

Please see details in Appendix B

Cambridgeshire County Council

Shire Hall
Castle Hill
CAMBRIDGE
CB3 0AP

Cambridgeshire Fire & Rescue Service

Please see details in Appendix B

The Gambling Commission

Please see details in Appendix B

GAMCARE

2nd Floor
7 – 11 St John's Hill
LONDON
SW11 1TR

Greater Cambridge Partnership

Martin Garratt, Partnership Director
The Partnership Office
RES 1219
Shire Hall
CAMBRIDGE
CB3 0AP

HM Revenues & Customs

Please see details in Appendix B

Huntingdonshire Business Against Crime

Hannah Hancock
23A Chequers Court
HUNTINGDON
PE29 3LZ

Huntingdonshire Business Network

PO BOX 513
HUNTINGDON
Cambs
PE29 2YR

Huntingdonshire Citizens Advice Bureau

6 All Saints Passage
HUNTINGDON
PE29 5AL

Huntingdonshire Primary Care Trust

The Priory
Priory Road
ST IVES
PE27 4BB

Huntingdon Racecourse

Ms S Hodgkinson
CEO
Thrapston Road
Brampton
HUNTINGDON
PE28 4NJ

Child Protection Services

Please see details in Appendix B

St Ives Chamber of Commerce and Industry

Town Parish Councils in Huntingdonshire

The Local Environmental Health Authority

Please see details in Appendix B

The Local Planning Authority

Please see details in Appendix B

Town Centre Partnerships in Huntingdonshire

SUMMARY OF MACHINE PROVISIONS BY PREMISES

Premises type	Machine Category						
	A	B1	B2	B3	B4	C	D
Large casino (machine/table ration of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)					
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)					
Pre-2005 Act casino (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead					
Betting premises and tracks occupied by pool better		Maximum of 4 machines categories B2 to D(except B3A machines)					
Bingo premises					Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4**	No limit on category C or D machines	
Adult gaming centre					Maximum of 20% of the total number of gaming machines which are available for use on the premise categories B3 or B4**	No limit on category C or D machines	
Family entertainment centre (with premises licence)							No limit on category C or D machines
Family entertainment centre (with permit)							No limit on Category D machines
Clubs and miners' welfare institute (with permits)					Maximum of 3 machines in Categories B3A or B4 to D*		
Qualifying alcohol-licensed premises					1 or 2 machines of category C or D automatic upon notification		
Qualifying alcohol-licensed (with gaming machine permit)				Number of category C-D machines as specified on permit			
Travelling fair				No limit on category D machines			
	A	B1	B2	B3	B4	C	D

* It should be noted that members' clubs and miners' welfare institutes are entitled to site a total of three machines in categories B3A to D but only one B3A machines can be sited as part of this entitlement. Commercial clubs are entitled to a total of three machines in categories B4 to D.

** Adult gaming centre and bingo premises are entitled to make available a number of Category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises. Premises in existence before 13 July 2011 are entitled to make available four (adult gaming centre premises) or eight (bingo premises) category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Adult gaming centre premises and bingo premises licences granted on or after 13 July 2011 but before 1 April 2014 are entitled to a maximum of four or eight category B gaming machines or 20% of the total number of gaming machines, whichever is the greater; from 1 April 2014 these premises will be entitled to 20% of the total number of gaming machines only. But not B3A machines.

SUMMARY OF GAMING MACHINE CATEGORIES AND ENTITLEMENTS

Category of Machine	Maximum stake (from July 2011)	Maximum prize (from July 2011)
A	No category A machines are currently permitted	No category A machines are currently permitted
B1	£2	£4,000
B2	£100 (in multiples of £10)	£500
B3A	£1	£500
B3	£2	£500
B4	£1	£250
C	£1	£70
D – non-money prize (other than a crane grab machine or a coin pusher or penny falls machine)	30p	£8
D – non-money prize (crane grab machine)	£1	£50
D -money prize (other than a coin pusher or penny falls machine)	10p	£5
D – combined money and non-money prize (other than a coin pusher or	10p	£8 (of which no more than £5 may be a money prize)

penny falls machine)		
D - combined money and non-money prize (coin pusher or penny falls machine)	10p	£15 (of which no more than £8 maybe a money prize)

SUMMARY OF GAMING ENTITLEMENTS FOR CLUBS AND ALCOHOL LICENSED PREMISES

	Members' club or MW institute with club gaming permit	Bridge or whist club	Members' club or commercial club with club machine permit	Members' club, commercial club or MW institute without a club gaming permit or club machine permit	Pubs and other alcohol-licensed premises
Equal chance gaming	Yes	Bridge and/or Whist only	Yes	Yes	Yes
Limits on stakes	No limit	No limit	Poker £1000 per week £250 per day £10 per person per game Other gaming No limit	Poker £1000 per week £250 per day £10 per person per game Other gaming No limit	Cribbage & dominoes No limit Poker £100 per premises per day Other gaming £5 per person per game
Limits on prizes	No limit	No limit	Poker £250 per game Other gaming No limit	Poker £250 per game Other gaming No limit	Poker £100 per game Other gaming No limit
Maximum participation fees – per person per day	Bridge and/or whist* £20 Other gaming £3	£18 (without club gaming permit) £20 (with club gaming permit)	Bridge and/or whist* £18 Other gaming £3 (commercial club) £1 (members' club)	Bridge and/or whist* £18 Other gaming £1	No permitted
Bankers or unequal chance gaming	Pontoon Chemin de Fer	None permitted	None permitted	None permitted	None permitted
Limits on bingo	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	No bingo permitted	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.

* On a day when no other facilities for gaming are provided.

Allison, Christine (Licensing)

From: Marshall, Linda (Licensing) on behalf of Licensing
Sent: 10 July 2012 08:06
To: Allison, Christine (Licensing)
Subject: FW: Gambling Consultation Document

FYI

Linda Marshall
Licensing Officer
Tel: 01480 387063

 Before printing, think about the environment

From: Mike Shellens [<mailto:shellens@waitrose.com>]
Sent: 09 July 2012 14:59
To: JIC; Anne Saunders; Billie Leighton; Eileen Collier; John Childs; John Richmond; Jon Chitty; Liz Ruston; Maureen Wigley; Nathan Makwana; Nigel Maggs; Simon Jordan; Steven Goodwin
Cc: Licensing
Subject: Gambling Consultation Document

Janet, (et al)

4 personal comments. Not sure how we get PC agreement on this or, indeed, whether it is needed.

- 1) helpful if an email address were included on the covering letter.
- 2) 9.8 enjoins us not to contact a member of the Licensing Sub Committee.
I assume this is for predetermination reasons.
Pre-determination was explicitly rejected in the Localism Act.
Does the same apply here.
- 3) Whereas throughout the rest of the document the need to protect children is linked to the parallel need to protect young children, in 24.3 the vulnerable people get no mention. Is this an oversight?
- 4) The document does not make clear that virtual gambling is excluded by virtue of it being referred to in primary legislation.
For the sake of completeness it should be made clear in this document that things such as the National Lottery or virtual gambling on web sites, even if they be based in this District, are excluded from our consideration.

Hope this helps.

Happy to talk.

M

Allison, Christine (Licensing)


From: Ann Enticknap [annenticknap@stivestowncouncil.gov.uk]
Sent: 26 July 2012 16:26
To: Allison, Christine (Licensing)
Subject: Gambling Act 2005 - Draft Statement of Principles - consultation

Dear Christine

The draft Statement of Principles was discussed at a meeting of the Planning Committee last night where Members resolved that they had no comment to make.

Kind regards

Ann Enticknap
Deputy Town Clerk
St Ives Town Council
Town Hall
Market Hill
St Ives
Huntingdonshire
PE27 5AL
Tel: 01480 388933

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The information in this message should be regarded as confidential and is intended for the addressee only unless otherwise stated. If you have received this message in error please delete it and notify the sender. Any views expressed in this message are personal and not necessarily those of St Ives Town Council, unless otherwise stated.



The Racecourse Association Limited

Winkfield Road, Ascot, Berkshire, SL5 7HX

25 July 2012

Christine Allison
Huntingdon District Council
Pathfinder House
St. Mary's Street
Huntingdon
PE29 3TN

Dear Ms. Allison,

Revision of Statement of Gambling Licensing Policy – Consultation

I am writing on behalf of the Racecourse Association, the trade association for horse racecourses in Great Britain. We have reviewed the revision of statement of gambling licensing policy for Huntingdon District Council, to which we would like the opportunity to respond on behalf of our members.

Location (paragraph 15.5) - The proposed location of gambling premises may be taken into account when assessing the application. The Councils are asked to consider that the location of racecourses will not have altered since its foundation, and cannot be transferred to another location.

Conditions (paragraph 15.8) - In certain circumstances the Council may impose additional conditions on racecourses to ensure the licensing objectives are met. The Council is asked to ensure that these conditions do not exceed those premises license conditions outlined in the Premises License Mandatory and Default Conditions.

Door Supervisors (paragraph 15.14) - The Councils are asked to be aware that under the Licensing Act 2003 and the Private Security Industry Act 2001, racecourses are already required to provide licensed door supervisors in some roles.

Betting Machines (paragraph 21.8) - The Councils are asked to note that racecourses do not hold Operating Licenses and consequently any betting machines on racecourses will be provided by other operators. The racecourses will contractually require these operators to fulfill any conditions with regard to the provision and supervision of these machines.

www.britishracecourses.org e-mail: info@racecourseassociation.co.uk Fax: 01344 627233

The Racecourse Association is the trade organisation representing the racecourses in Britain. Registered office as above. Registered No. 93447

Should you wish to discuss the comments raised any further, please feel free to contact my colleague Holly Cook on 01344 873536 or holly.cook@racecourseassociation.co.uk

Kind Regards,

Paul Swain

www.britishracecourses.org e-mail: info@racecourseassociation.co.uk Fax: 01344 627233

The Racecourse Association is the trade organisation representing the racecourses in Britain. Registered office as above. Registered No. 93447



Ms. Christine Allison
Licensing Manager
Legal & Democratic Services
Huntingdonshire District Council
Pathfinder House, St. Mary's Street
Huntingdon PE29 3TN



28 September 2012

Dear Ms. Allison,

Thank you for your recent letter regarding the Huntingdonshire Council's review of its Gambling Act 2005 Statement of Principles (Gambling Policy).

The Association of British Bookmakers (ABB) is the leading trade association for high street bookmakers and represents the operators of around 7,000 betting shops in the UK, including Gala Coral, Ladbrokes, William Hill and about 130 independent bookmakers.

Betting is an everyday leisure activity which is more popular than ever, with 8 million people visiting betting shops every year. Betting shops are modern leisure retail businesses offering customers state-of-the-art video and audio systems, comfortable furniture, alcohol-free refreshments and friendly staff. They are an important part of the retail mix on high streets generating more footfall than other similar sized outlets apart from post offices and pharmacies.

We also play our part in supporting the UK economy, despite challenging conditions for the industry, contributing nearly £1 billion in tax every year - about £400 million more than we make in profit – and support 100,000 jobs. The industry takes on a relatively high proportion of staff with few qualifications and provides them with structured training and long term career opportunities.

Betting shops are highly regulated, licensed, responsible businesses who work pro-actively to tackle any issues in communities alongside the police, regulator and local authority.

We believe the Council's current Gambling Policy has been effective in promoting the licensing objectives as set out in Section 1 of the Gambling Act 2005, and we are satisfied with the proposed Policy.

If the Council considers any further changes I should be grateful if you would let me know.

Please do let me know if you would require further background information on the LBO sector and/or our responsible gambling procedures.

Yours sincerely,

Dirk Vennix
Chief Executive

E: dirkvennix@abb.uk.com

Association of British Bookmakers Ltd, Warwick House, 25 Buckingham Palace Road, London SW1W 0PP
tel: +44 (0)20 7434 2111 fax: +44 (0)20 7434 0444 email: mail@abb.uk.com
Registered in England No. 4568235

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Date received	From	Comment summary	Response	Action
09.07.2012	Mike Shellens	Requests e-mail address on covering letter	Noted.	Will take into account for future consultation covering letters. No action required to policy.
		9.8 enjoins us not to contact a member of the Licensing Sub Committee. I assume this is for predetermination reasons.	Agreed	No action required.
		In 24.3 vulnerable people get no mention.	Noted	Amended as requested
		The document does not make it clear that virtual gambling is excluded by virtue of it being referred to in primary legislation. For completeness it should be made clear in this document that the Lottery/ virtual gambling are excluded from our consideration	6.3 of the policy states that the licensing authority will not be involved in the licensing of remote gambling which is the responsibility of the Gambling Commission. The National Lottery is regulated by the National Lottery Commission , not the Gambling Commission .	6.3 refers All exclusions are omitted for consistency reasons.
26.07.2012	St Ives Town Council Planning Committee	No comments to make	Noted	No action required
27.07.2012	The Racecourse Association	Location: Racecourses cannot be transferred to another location	Noted	No action required.
		Conditions: The council may impose conditions to ensure the licensing objectives are met. The council is asked to ensure that these conditions do not exceed those outlined	Any conditions imposed will be proportionate to the circumstances the licensing authority is seeking to address. They will be relevant, reasonable and will be made on a case by case basis. The licensing	This authority intends to follow the Commission's guidance.

		in the mandatory and default conditions.	authority also notes the Commission's view that conditions necessary for the general good conduct of gambling premises are those set as default and mandatory conditions. The guidance continues that where there are specific, evidenced risks or problems associated with a particular locality or specific premises a licensing authority will be able to attach individual conditions to address this.	
		Door supervisors: Under the LA2003 and PSIA2001 racecourses are already required to provide door supervisors in some roles.	Comment noted and accepted.	No action required
		Betting machines: Racecourses do not hold operating licences. Betting machines are provided by other operators. Racecourses contractually require these operators to fulfil any conditions regarding provision and supervision of these machines.	Comment noted and accepted.	No action required.
28.09.2012	Association of British Bookmakers Ltd	We are satisfied with the proposed policy.	Noted	No action required

Agenda Item 13

SAFETY ADVISORY GROUP

WEDNESDAY, 12 SEPTEMBER 2012

MEETING ROOM 1A/B

ACTION SHEET

MEMBERS PRESENT: **Management Side:**
Councillor Mrs B Boddington
Councillor A Hansard - Chairman
Councillor J W Davies

Employee Side:
K Lawson
Mrs S Mckerral
C Sneesby
G Vince

IN ATTENDANCE: T Bowmer
P Corley
S Howell
Mrs A Jerrom

APOLOGIES: Councillor Mrs P A Jordan
Councillor T V Rogers
Mrs G Smith

ITEM NO.	SUBJECT	ACTION BY
1	<p>Report of the Safety Advisory Group</p> <p>In receiving the report and action sheet of the meeting held on 27th June 2012, the Group was advised by the One Leisure Quality Facilities and Safety Manager that agreement regarding responsibility for first aid across the Council was due to be finalised shortly following a recent meeting with the Managing Director (Resources).</p> <p>With regard to the Fire Emergency Evacuation Plan (FEEP) and the Fire Evacuation Policy which were due to have been submitted to this meeting of the Advisory Group. Members were informed that the FEEP was awaiting submission to Chief Officers Management Team following amendments suggested by the Senior Officers' Group; however the Policy which would include arrangements to support the Plan had been delayed due to staff sickness in Facilities Management.</p>	

ITEM NO.	SUBJECT	ACTION BY
	<p>The Chairman took the opportunity to request training for all elected members on their Health and Safety responsibilities. Having agreed to provide a presentation for members, the Corporate Health and Safety Advisor suggested that Safety Advisory Group trade union appointed safety representatives might also benefit from attending the training. Mr Lawson explained that Unison was responsible for providing accredited safety courses for their representatives.</p> <p>In addition, Mr Corley undertook to liaise with the Member Development Officer to arrange first aid training for elected members. This followed a request from Councillor Davies who was concerned at the possible lack of trained first aiders at late meetings.</p>	<p>T Bowmer/A Jerrom</p> <p>P Corley/A Jerrom</p>
2	<p>MEMBERS' INTERESTS</p> <p>No declarations were received.</p>	
3	<p>Pathfinder House - Humidity Issues</p> <p>The Corporate Health and Safety Advisor reported that he and Mr Lawson had identified suitable monitoring equipment and researched the latest guidance and strategies for determining problems with humidity levels in order to start to address the humidity issues in Pathfinder House that had been highlighted at the previous meeting. Mr Bowmer advised that the task of monitoring humidity levels in areas where complaints had been received would be undertaken by a new environmental health student as part of her course work. The project was expected to commence in October and although the Group was informed that it was likely to be a lengthy process, it was anticipated that sufficient objective and consistent data would have been collated in time for a preliminary assessment to be presented to the February meeting.</p>	
4	<p>Hazard Reporting Procedure</p> <p>In updating members on the progress of the Hazard Reporting Procedure the Corporate Health and Safety Advisor advised members that the procedure had been approved by the Chief Officers Management Team and was now displayed on the Health and Safety pages of the Intranet. A training package has been offered to staff and a bespoke presentation had been scheduled for Operations' Management. Guidance had been sent to all Heads of Service and managers attending the training sessions would be given tool box talks in order to cascade information to their staff. Work was ongoing with IMD to create an online reporting facility.</p> <p>Mr Bowmer advised that the system had been introduced in a measured way which would ensure that it could be adequately managed.</p>	<p>T Bowmer/IMD</p>

ITEM NO.	SUBJECT	ACTION BY
	A recent fire drill which had led to 12 reports from concerned employees indicated staff awareness of the procedure.	
5	<p>Health and Safety Records</p> <p>The Corporate Health and Safety Advisor reported that he had been working with IMD in order to remove out of date health and safety information from the Council's website. Mr Bowmer confirmed that he had been given access to employee sharepoint pages following concerns raised by both COMT and the Safety Advisory Group.</p> <p>A procedure has been developed whereby old information can be archived but remain accessible. Information uploaded in other areas of the website can only be removed by the originator and Heads of Service would be provided with instruction on how to remove any outdated information held on individual drives. Intermittent checks for out of date information would be carried out by both Mr Bowmer and HR.</p>	T Bowmer
6	Quarterly Accident/Incident Reports	
	<p>(a) Pathfinder House</p> <p>The Group received and noted a report by the Corporate Health and Safety Advisor detailing the accidents and incidents that had occurred in the Council's office based premises and those reported by the Sports and Active Lifestyles Team during the previous quarter.</p> <p>Having been provided with details of an elderly walker who had fallen during a health walk across a freshly ploughed field where the footpath had not been reinstated following ploughing, the Group requested verification from the Sport and Active Lifestyles Manager that a risk assessment had been completed prior to the walk.</p>	J Peadon
	<p>(b) Operations Division</p> <p>Members noted a report by the Operations Division Health and Safety Co-ordinator giving details of the 9 accidents and 1 incident that had been reported during Operations Division activities since the last meeting of the Group.</p> <p>Two accidents had been reported under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All accidents had been reviewed at Operations Management Team meetings and remedial action taken was detailed in the report.</p>	

ITEM NO.	SUBJECT	ACTION BY
	<p>The Chairman congratulated Mr Howell on the continued reduction in accidents/incidents in the Division reflecting the effectiveness of the ongoing training and the preventative measures in place.</p>	
(c) One Leisure	<p>The Group also received a report by the One Leisure Quality, Facilities and Safety Manager detailing accidents which had been reported by the Leisure Centres since the last meeting. One accident had been reported under the requirements of RIDDOR, 6 employee related accidents had been reported and 149 non employee accidents had been reported during the period. 8 of these had not been caused as a direct result of taking part in an activity. The report included details of any remedial action that had been taken. An incident involving a personal sling used by a disabled hirer at Sawtry pool had led to the centre arranging for an unused disabled bed to be transferred over from One Leisure St Neots, the bed would be kept as emergency backup.</p> <p>In answer to a question regarding what appeared to be an ongoing problem with slips at One Leisure St Neots, Mr Corley explained that all slips are reported with the exception of those involving under 5 year olds. Areas where excess water is present are managed utilising the best floors and cleaning regimes available, however due to the type of environment there can be no guarantee that slipping will not take place.</p>	
7	<p>Fire Evacuation - Call Centre</p> <p>The Advisory Group received and noted a report by the Call Centre Manager containing details of a fire evacuation that had taken place at Speke House. The drill was carried out successfully and no problems had been identified.</p> <p>Mr Lawson then alerted the Group to a fire evacuation that had taken place in Pathfinder House the previous day. The evacuation which had taken place as a result of a contractor accidentally setting off the alarm had highlighted many inadequacies in procedures, including the absence of fire officers and responsible persons out of hours.</p> <p>Mr Bowmer advised that he would be meeting with the Head of Environmental Management following the meeting to discuss the problems and the progress of the Fire Emergency Evacuation Plan (FEEP) and arrangements to support the Plan. The Group expressed their concerns at the delay in adopting the FEEP and requested that an emergency plan be put in place in the interim in order to address the situation.</p> <p>The Facilities Manager has been requested to submit a full report on the evacuation to the November meeting of the Advisory Group.</p>	<p>Facilities Management/ T Bowmer</p> <p>G Ryan</p>

ITEM NO.	SUBJECT	ACTION BY
8	<p>Date of Next Meeting</p> <p>The next meeting of the Group was scheduled for 29th November 2012.</p>	

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