

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 19 DECEMBER 2012** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

	Time Allocation
PRAYER	2 minutes
The Bishop of Huntingdon, the Right Reverend Dr David Thomson will open the meeting with prayer.	
APOLOGIES	2 minutes
CHAIRMAN'S ANNOUNCEMENTS	10 minutes
1. MINUTES	2 minutes
To approve as a correct record the Minutes of the meetings held on 14th November 2012 - to follow.	
2. MEMBERS' INTERESTS	3 minutes
To receive from Members declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.	
3. UPDATE - 2013/14 BUDGET AND MEDIUM TERM PLAN (Pages 1 - 44)	45 minutes
Councillor J A Gray, Executive Councillor for Resources to update the Council, by reference to a report by the Head of Financial Services, on progress towards the Budget 2013/14 and Medium Term Plan.	
4. DELEGATION OF NDR1 CALCULATION (Pages 45 - 46)	5 minutes
Councillor B S Chapman to introduce a report by the Head of Customer Services.	
5. GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES (Pages 47 - 96)	10 minutes
Councillor J W Davies, Chairman of the Licensing Committee to present a report by the Head of Legal and Democratic Services proposing the adoption by the Council of the Statement of Licensing Principles under the Gambling Act 2005.	
6. GREEN PAPER ITEM	10 minutes
Update by Councillor N J Guyatt, Executive Councillor for Planning and Housing Strategy on the proposed scheme of improvements to the A14.	

7. REPORTS OF THE CABINET, PANELS AND COMMITTEE

30 minutes

- (a) Cabinet (Pages 97 - 100)

Report of the meeting to be held on 13th December 2012 - to follow.

- (b) Overview and Scrutiny Panel (Economic Well-Being) (Pages 101 - 108)

- (c) Overview and Scrutiny Panel (Environmental Well-Being) (Pages 109 - 112)

Report of the meeting held on 11th December 2012 - to follow.

- (d) Overview and Scrutiny Panel (Social Well-Being) (Pages 113 - 120)

- (e) Development Management Panel (Pages 121 - 122)

- (f) Employment Panel (Pages 123 - 128)

- (g) Standards Committee (Pages 129 - 130)

- (h) Corporate Governance Panel

Report of the meeting held on 12th December 2012 - to follow.

8. ORAL QUESTIONS

30 minutes

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

Dated this 11th day of December 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 Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: Christine.Deller@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Council.

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.

Si vous voulez une traduction de ce document, veuillez nous contacter au 01480 388388 et nous ferons de notre mieux pour satisfaire à vos besoins.

Jeigu norite gauti šio dokumento išverstą kopiją arba atspausdintą stambiu šriftu, prašau kreiptis į mus telefonu 01480 388388 ir mes pasistengsime jums padėti.

Jeśli chcieliby Państwo otrzymać tłumaczenie tego dokumentu, wersję dużym drukiem lub wersję audio, prosimy skontaktować się z nami pod numerem 01480 388388, a my postaramy się uwzględnić Państwa potrzeby.

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Update - 2013/14 Budget and MTP

Report by the Head of Financial Services

1. PURPOSE

- 1.1 To consider those areas where the Council has enough information to make preliminary decisions in relation to the 2013/14 Budget and the updated MTP.
- 1.2 To update the Council on the latest position on various issues which will require decision in the February cycle of meetings.

2. BACKGROUND

- 2.1 The Council would normally expect to have enough information by the time this report was prepared in November to consider a final draft of the following year's budget and future MTP. However this year there are a number of very significant changes which have led to a later date for the Government announcement of the key financial data required.
- 2.2 The outlook appears to be bleak because a briefing paper for the LGA Executive Committee refers to additional grant funding cuts for local government of £1bn and that "in some authorities it appears possible that new cuts could amount to more than 10% of core funding from government". The Council's current plan is based on a reduction of 4.9% in cash terms, which is over 7% in real terms.
- 2.3 The Chancellor's "autumn" statement is programmed for the 5 December and the details of the financial impact for individual local authorities may not be announced until 19 December and there has even been a recent suggestion that some of the information will be issued on 24 December.
- 2.4 This report therefore concentrates on the following topics:

Section 3

Service budgets including new MTP bids and variations to existing bids. This also includes commentary on the significant changes and any areas where further savings proposals are still being considered for this year or future years.

Section 4

Current proposals and the estimated impact of the changes from Council Tax Benefit to Council Tax Subsidy

Section 5

Retention of business rates – latest position

Section 6

New Homes Bonus – latest forecast

Section 7

Council Tax level – Secretary of State’s proposed limitation and reward grant.

Section 8

Inflation and Interest Rates – Current proposals.

3. SERVICE BUDGETS

- 3.1 Annex A shows the current year’s budget together with the proposals for the next 5 years for both capital and revenue items. At the start of each Head of Service’s section there is a commentary highlighting the most significant aspects and referring to any further savings areas being considered.
- 3.2 **It is important to note that there are still many adjustments to be made and so the variations at the bottom line of the annex are NOT a reliable indication of what the final Budget/MTP, to be presented in February, will be.**
- 3.3 The Council has already achieved significant savings and made improvements to its forecasting over the years. In February 2007 the 2013/14 budget was forecast at £31.2M with a savings target of £6.3M to get it down to £24.9M. This report is based on a figure of £22.8M.

4. COUNCIL TAX SUBSIDY

- 4.1 A separate report on your agenda deals with the approval of the scheme which the Council intend to apply for 2013/14. The table below summarises the impact of that proposal for 2013/14.

Impact on the Collection Fund

Benefit Subsidy changes	£737k
Council Tax Reforms	- £814k
Net	-£77k

Impact on Huntingdonshire

Share of above total	£31k
Loss of overpayment subsidy	£100k
Extra collection costs	£40k
Loss of admin subsidy	£30k
Cost of extra payments via post office	£25k
Total HDC Impact	£226k

4.2 There is a potential further increase in 2014/15 due to the loss of fraud team funding and extra preparation and software costs this year which will, at least partly, be met from grant.

4.3 These figures are still liable to change due to alterations in the basic scheme when it is finalised, the Government's final announcement on grant levels and the level of Council Tax rises for this Council and all precepting authorities.

5. RETENTION OF BUSINESS RATES

5.1 The Council agreed to support pooling of business rates subject to a final review once the government's proposed starting data is made available. The critical aspects are whether the starting base appears to a fair and realistic position, whether there might be any significant impact from appeals etc. that are yet to be resolved and, most importantly, what levels of business rates growth (outside the enterprise zone) are anticipated for each authority.

5.2 A conference of the relevant planning, economic development and finance staff is planned for early December so that each Council will be better able to respond promptly to whether they wish to stay in the pool when the final Government figures are known later in December.

6. NEW HOMES BONUS

6.1 The table below shows the funding included in the approved MTP and the current best forecast of the figure for 2013/14 assuming the rate per property is frozen at the 2012/13 level. There could be a small addition if the Government were to allow any inflation. It also shows an increase in later years because experience is showing that, on average, the homes being built are at a higher Council Tax band than originally assumed.

6.2 The risk provision includes a sum of £96k per year for the possible non achievement of this year's target. This has therefore been removed.

6.3 Forecast numbers built for future years have not been adjusted at this stage because they are based on the planning profile which is currently under review and should be available in early December. There are two risks for the Council. Firstly that growth is slower than forecast and secondly that the Government will have to reduce Formula Grant to fully fund the New Homes Bonus. Some provision for this is included in the current Risk provision which will be reviewed in finalising the February budget report.

NEW HOMES BONUS	2013/14	2014/15	2015/16	2016/17	2017/18
	£000	£000	£000	£000	£000
Approved MTP	-2,857	-3,704	-4,845	-6,095	-6,452
Draft Budget	-2,909	-3,791	-4,979	-6,281	-6,686
Removal of 2013/14 risk provision	-96	-96	-96	-96	-96
VARIATION (- = better)	-148	-183	-230	-282	-330

7. COUNCIL TAX LEVEL

- 7.1 The Secretary of State has proposed that the Council Tax level that will be allowed without a positive referendum result will be 2% for 2013/14. He has also offered a 1% reward grant for one year for any authority that makes no increase.
- 7.2 Obviously this is significantly less than the 3.5% per year increase that Council approved in the current plan.
- 7.3 The Leader met with Baroness Hanham at DCLG with a proposal that any limitation be based on the average Council Tax level for that class of authority so as not to benefit those already with a high tax level and disadvantage those with a low level like Huntingdonshire. Until the formal announcement is made it will not be clear whether this proposal was successful.
- 7.4 The table below shows the impact of various options compared with the current planned Council Tax increases of 3.5% per year. Any decision on Council Tax level needs to be left until February when we have all the Government financial data.

EXTRA SPENDING REDUCTIONS REQUIRED	MTP			
	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000
VARIATIONS FROM approved 3.5% Council Tax rise per year				
2% in 2013/14 then 3.5% per year	-100	-89	-78	-78
2% for three years and then 3%	-100	-193	-294	-343
2.6% for three years then 3.8% in 2016/17**	-60	-109	-165	-147
No rise in 2013/14 and then 3.5% per year	-156	-152	-226	-234

Notes

Changes in Council Tax levels will now have an impact on the cost to the Council of Council Tax benefit support. These have been taken into account in a simplified manner in the table above.

*** Approximates to 2% and then 3% of average District Council.*

- 7.5 The exemplifications in section 10 of this report are based on 2% for 2013/14 and then reverting to 3.5% per year but this does not preclude other decisions in February.

8. INFLATION AND INTEREST RATES

CURRENT ASSUMPTIONS

(Subject to review before February report)

INFLATION	<i>for Apr 2013</i>	<i>for Apr 2014</i>	<i>for Apr 2015</i>	<i>for Apr 2016</i>	<i>for Apr 2017</i>
<i>Pay award and Performance Pay ##</i>	2.0%	2.0%	2.0%	2.0%	2.0%
<i>Prices</i>	2.5%	2.5%	2.5%	2.5%	2.5%
<i>electricity</i>	6.0%	13.0%	6.0%	13.0%	6.0%
<i>gas</i>	19.0%	8.0%	11.0%	8.0%	11.0%
<i>fuel</i>	5.0%	5.0%	5.0%	5.0%	5.0%
<i>car park charges \$\$</i>					
<i>planning fees</i>				10.0%	

See para 8.1 onwards

\$\$ See the Budget Commentary relating to Operations Division (Annex A)

INTEREST RATES	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018
Temporary Borrowing	0.3%	0.4%	0.4%	0.76%	1.2%
Temporary Investments	0.7%	0.6%	0.6%	0.86%	1.3%
PWLB 20 year borrowing	3.63%	3.73%	3.8%	4.05%	4.3%

- 8.1 Members will be aware that a Pay Review is underway that is ensuring the robustness of the job evaluation system and scores for each post before considering changes to the number of grades and how long each grade will be. The final step will be to link this to pay levels that ensure the Council can continue to retain and attract good employees.
- 8.2 This work will not be completed until next year and so it is impossible to forecast any financial implications in relation to future provision for performance pay at this stage.
- 8.3 Although a 2% pay award has been agreed for April 2013 and that there will be no performance pay there will still need to be provision for more than 2% in the budget as it is normal practice to provide an element of protection to any staff who might have their pay reduced whilst immediately paying any increases to those staff affected. The pay assumption has therefore been reduced to 2% but an allowance has been made in the risk section for potential cost of protection, increases for changes to pay scales and future performance pay.
- 8.4 It is important to recognise that the provision of any particular sum in the MTP is not intended to imply or constrain the normal negotiation process for pay awards.
- 8.5 A full review of these figures can be undertaken once the review is completed, consultation has been concluded and the changes implemented next year.

9. TIMETABLE FOR BUDGET APPROVAL

9.1 The key dates in the process are shown below:

December	This Update Report
6	Overview & Scrutiny
13	Cabinet
19	Council

February	Final Budget, MTP and Council Tax Level for 2013/14
7	Overview & Scrutiny
14	Cabinet
20	Council

10. CURRENT POSITION

10.1 Starting Point

All of the MTP new items and variations have been identified and included in this paper. Provisional assumptions have been made on inflation and interest rates. The latest assessment of the current year's outturn has been included. **If the need to provide for uncertain risks was totally ignored** the Council would have a very positive position. The drawing on reserves would fall away without any additional savings being necessary. In addition, extra spending and/or reductions in future planned Council Tax increases could be considered. The table below exemplifies such a situation.

WITHOUT RISK PROVISION	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000
Total Spending	22,013	22,514	22,817	21,899	22,671
Use of Reserves	-1,729	-1,607	-307		
Unidentified Savings Available for extra spending or Council Tax reductions	0	0	0	1,206	1,542

10.2 Key Risks

However many risks remain. The biggest ones are:

- ◆ Reductions in central government grant funding for 2013/14 (available for February report).
- ◆ Reductions in central government grant funding for subsequent years (**may** be some narrowing of uncertainty by February).
- ◆ Final information on new Council Tax support scheme and levels of Government Subsidy (details of position for 2013/14 available for February but impact of the economy on applicant growth or reduction far from certain).
- ◆ Result of introduction of "Localisation of Business Rates" (a clearer position of some aspects by February but continued uncertainty on business rate variations especially in the light of the Enterprise Zone which is excluded).

- ◆ Position on New Homes Bonus will only be confirmed a year at a time plus some uncertainty about the long term continuation of the scheme.
- ◆ Implications of Pay Review on need for protection and provision for performance pay (details will emerge during 2013/14). The economic situation will also impact on future levels of pay award needed to ensure the Council can attract and retain good employees.
- ◆ Achievement of existing identified savings e.g. car park charge increases in 2015 and 2017.
- ◆ Impact of housing growth on the need to increase the volume of services provided.
- ◆ Impact of the economic situation particularly on income levels and the costs of homelessness.

10.3 The MTP has been adjusted to reflect some changes consequent on other adjustments or where the picture is clearer but otherwise no revisions have been made particularly on the grant situation. The items currently proposed are as follows:

CURRENT RISK PROVISION	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000
Reductions in grant	398	501	608	713	713
Business Rates Growth		-86	-177	-272	-372
New Homes – slower completions		85	199	324	360
Demographic Growth		101	203	315	316
Car Park Charges	50	60	150	160	200
MMI Drawdown		140			
Pay – Protection and Performance	320	640	960	1,300	1,600
Total	768	1,441	1,943	2,540	2,817

10.4 Given the likelihood of some significant elements of uncertainty beginning to clarify either by February or during 2013/14 the critical question at this stage is whether the risk provision for 2013/14 is excessive as it will directly influence any decisions on what further savings are required.

10.5 The LGA quote in paragraph 2.2 above suggests that the likelihood is that the risk level shown in the risk table above in relation to Government Grant reductions may well not be sufficient, especially in 2013/14.

10.6 **Impact on the use of reserves and unidentified savings**

The position including the risk proposals in section 10.3 above is shown below:

ILLUSTRATIVE SUMMARY	2013/14	2014/15	2015/16	2016/17	2017/18
	£000	£000	£000	£000	£000
Total Spending					
Before risk provision	22,014	21,375	21,689	21,899	22,671
Risk Provision	768	1,441	1,943	2,540	2,817
Total	22,782	22,816	23,632	24,439	25,488
Use of Reserves	-2,498	-1,909	-1,122	0	0
Unidentified Savings (-)					
Approved MTP	-337	-550	-616	-891	-846
Variation (+ = better)	+337	-564	-463	-370	-355
Potential Requirement	0	-1,114	-1,079	-1,261	-1,201

A summary giving further information is attached at Annex B

10.7 If no further savings can be identified in advance for 2013/14 then this table shows £2,498k of reserves being used. This is £544k more than assumed in the current MTP. (The figures for subsequent years have not changed). If the previous assumption were to be retained then this level of savings would need prompt identification and agreement ready for inclusion in the February report.

10.8 Attempts could be made during 2013/14 to make savings in advance of the 2014/15 target. Members should consider their timetable for determining savings.

10.9 As already referred to earlier in the report, this position will change, possibly significantly, when the final elements of information are received in December. Therefore the figures must be regarded as **PURELY ILLUSTRATIVE** at this stage.

10.4 It is important that the Council focuses on the items that are relevant at this stage. The most significant aspects are:

- ◆ Agreement or otherwise of any optional variations in Annex A.
- ◆ Confirmation or otherwise of the retained target for car park charges (commentary pages for Operations in Annex A).
- ◆ Identification of any further acceptable savings that should be introduced anyway, or if there is any significant worsening of the situation emerging by February.

11. RECOMMENDATIONS

In the light of the comments of the Overview & Scrutiny Panel (Economic Well-Being) and the recommendations of the Cabinet, the Council is requested to note the contents of the report and to recommend accordingly.

ACCESS TO INFORMATION ACT 1985

Source Documents:

Working papers in Financial Services

Financial Forecast (September 2012), 2011/12 Outturn, 2012/13 Revenue Budget and the 2013/17 MTP

Project Appraisals

Contact Officer: Steve Couper, Head of Financial Services
☎ 01480 388103

ANNEXES

- A Controllable Budgets by Manager
- B Illustrative Summary

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**CONTROLLABLE BUDGETS BY BUDGET HOLDER
2013/14 BUDGET and MTP 2014 to 2018**

Key	
Type of variation	
Rephasing	Grey
Saving	Green
Net Nil	Orange
Transfers (net nil)	Light Blue
Extra Cost	Red
Revenue to Capital	Dark Red
Technical	Dark Blue

December 2012

Budget Holders: Malcolm Sharp, Terry Parker and Helen Donnellan

KEY POINTS

Estates (Industrial and Commercial Units)

A review of the operation of the service and the return on individual properties is underway and due to be completed in December. This may well lead to savings but it may not be possible to identify these sufficiently accurately for them to be included in the February Budget/MTP report. In the meantime some adjustments are needed based on current information. Income from the New Industrial Units at St Ives is lower than anticipated (£28k) due to a general decline in the demand for office space. There is also a minor adjustment on the Creative Industries Centre at St Neots (£3k).

Savings

The target was £270k saving which was allocated to various budget holders and the unallocated section at the end of this annex last year. The overall result is that savings will be £89k ahead of target this year but that the overall target may be missed by £16k per year in 2014/15 onwards. However provision has been retained to allow any necessary improvements to the management of Estates that emerge from the above review. If the sum reserved turns out to be more than needed then there will be a further saving.

Pay Review

There is provision included for the additional cost of LGSS supporting the Council in the Pay Review. It is too early to take any view on what the financial impact of the review will be but it should be noted that there may be additional costs due to increases in some people's pay whilst other people's current pay would still be protected for whatever period is agreed. Consideration should therefore be given to the inclusion of a "risk item" to cover such a cost.

EXTRA COSTS

The budget for Town Centre Partnerships was only £40k per year so it has not been possible to save the targetted £60k.

The introduction of the HR/Payroll contract with LGSS is based on a five year fixed price contract which gives some extra cost initially but this effectively reduces (as shown) due to the impact of ongoing inflation.

SAVINGS

Ongoing Corporate Office Savings of £11k have been identified.

The reduction (£25k) in the need to provide cover for staff side representatives has been brought forward to 2014/15 because the Pay Review will be completed in 2013/14.

	REVENUE										NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS										
	Budget		F'cast		Budget		MTP		MTP		Budget		F'cast		Budget		MTP		Budget		F'cast		Budget		MTP		
	2012	2013	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	
Managing Directors and Corporate Office																											
Management Units																											
	2012/13 Budget and MTP																										
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	2012/13 Budget and MTP																										
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	2012/13 Budget and MTP																										
	DRAFT 2013/14 Budget and MTP																										
	1,143	1,143	1,143	1,143	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	1,093	
#	-120	-120	-65	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15
	2012/13 Budget and MTP																										
	DRAFT 2013/14 Budget and MTP																										
	1,143	1,012	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	1,067	
	2012/13 Budget and MTP																										
	DRAFT 2013/14 Budget and MTP																										
	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	256	
#	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5	-5
	2012/13 Budget and MTP																										
	DRAFT 2013/14 Budget and MTP																										
	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301
#	38	17	5	5	-8	-8	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21	-21
	2012/13 Budget and MTP																										
	DRAFT 2013/14 Budget and MTP																										
	301	352	333	281	288	288	255	273	273	273	273	273	273	273	273	273	273	273	273	273	273	273	273	273	273	273	273
	2012/13 Budget and MTP																										
	DRAFT 2013/14 Budget and MTP																										

	REVENUE										NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS						
	Budget		F'cast		Budget		MTP		MTP		Budget		F'cast		Budget		F'cast		Budget		MTP		
	2012	2013	2012	2013	2014	2015	2016	2017	2018	2012	2013	2014	2015	2016	2017	2018	2012	2013	2014	2015	2016	2017	
Planning																							
239 Economic Development (Estates)	-1,566	-1,566	-1,566	-1,566	-1,566	-1,566	-1,566	-1,566	-1,566	-28	-28	-28	-28	-28	-28								
657 New Industrial Units																							
2012/13 Budget and MTP	-1,566	-1,566	-1,594	-1,594	-1,594	-1,597	-1,597	-1,597	-1,597	-28	-28	-3	-3	-3	-3								
239 New Industrial Units			19	39	34	28	28	28	28														
657 Creative Industries Centre, St Neots																							
509 Industrial Estate Repairs																							
DRAFT 2013/14 Budget and MTP	-1,566	-1,547	-1,555	-1,560	-1,560	-1,566	-1,566	-1,566	-1,566														
2012/13 Budget and MTP	670	670	622	572	544	544	544	544	544														
VARIATION			-61	15	8	17	4	22	22														
DRAFT 2013/14 Budget and MTP	670	609	637	580	561	548	561	548	566														

Legal and Democratic Services.**Budget Holder:** Colin Meadowcroft**EXTRA COSTS**

The provision for elections has been reviewed and adjusted to reflect the fact that there are more polling stations required in two of the three District Council election years than in the third year. The fourth year continues to show a saving as there is a County election but no District elections that year. There are also some minor adjustments to the costs of electoral administration.

SAVINGS

- Higher savings predicted from increased charges and reduced costs in licensing.
- Removal of remaining Twinning budget (£2k).
- Partial reduction in the provision for external support for Overview and Scrutiny Panels due to experience showing it is not needed (£6k).
- Following a review there have been savings and deferrals of the cost for replacing Document Centre equipment and MFDs.

Environmental and Community Services

Budget Holder: Sue Lammin

KEY POINTS

Loves Farm Community Centre

This scheme was originally included in the MTP on the basis that it would cost £580k which would be funded from a lottery bid. This was unfortunately unsuccessful and so the proposed funding of the revised cost of £610k is £30k from energy efficiency funding, £383k from S106, £100k from St Neots Town Council and a further contribution from this Council of £97k.

	2011/12	2012/13	2013/14	TOTAL
Approved MTP	£000	£000	£000	£000
Gross Spend	45	535		580
Income		-580		-580
Net Cost to HDC	45	-45		0
Proposed MTP				
Gross Spend	37	108	465	610
Income		-108	-405	513
Net Cost to HDC	37	0	60	97

17

EXTRA COSTS

The Management Unit has a savings target of £75k from 2013/14 but £50k has already been achieved in the current year. However this will only rise to £65k in future years leaving a shortfall of £10k.

Operations.

Budget Holder: Eric Kendall

KEY POINTS

Refuse and Recycling

It has now been identified that, due to the levels of recent housing growth, it will not be possible to save a refuse round and so the provision has had to be removed from the budget. Due to the continuing growth pressures it is also necessary to include provision for an additional round (£120k) in 2017/18. This has allowed the risk provision for demographic growth to be correspondingly reduced from 2017/18. The extra Council Tax income from more houses is already forecast in the MTP.

Gate Fees payable to the Council for recyclates are forecast to increase due to the value of the material and joint working with other Cambridgeshire authorities to provide a saving of £188k per year by 2017/18. This is index based so will be affected by any fluctuations in the prices of recycled materials.

It is difficult to judge the life of refuse bins but current experience has allowed the provision to be slipped further into the future.

The Council will be able to charge developers for the cost of bins for new properties from April and this results in a further capital saving.

The Council has been notified that recycling credits will be increased by 7.9% from April so and adjustment has been included for 5.4% as the other 2.5% is included within the general inflation provision.

Provision has also been included for charges for second and subsequent green bins amounting to £101k in 2013/14 rising to £158k in a full year.

Car Parking

The proposed adjustments are based on the following:



- Including the changes to fees currently under consultation with the public and their introduction in February.
- Future increases will be every two years from 1 February
- Adjustment for current reductions in volume compared with the previous MTP assumptions
- Future price rises will achieve the previous overall target of broadly 10% per year for 2012/13 to 2015/16 and 2017/18.
- Adjustments to give a realistic profile in the light of the February introduction dates.

The table below highlights the calculation of the target that it is proposed to retain in the MTP:

	2012	2013	2014	2015	2016	2017
	2013	2014	2015	2016	2017	2018
	£000	£000	£000	£000	£000	£000
Forecast Income						
Before price increases	-1,691	-1,720	-1,720	-1,720	-1,720	-1,720
Price Increases (February 2013)	-57	-339	-357	-357	-358	-360
Total	-1,748	-2,059	-2,077	-2,077	-2,078	-2,080
Current MTP Target						
Volume	-1,770	-1,780	-1,790	-1,800	-1,844	-1,844
Price Increases	-150	-300	-477	-677	-677	-871
Total	-1,920	-2,080	-2,267	-2,477	-2,521	-2,715
CURRENT SHORTFALL	172	21	190	400	443	635
Volume reductions	79	60	204	80	124	124
Profile changes	93	-39	-67		-33	
Proposed MTP adjustment	172	21	137	80	91	124
February 2015 Target			-53	-320	-320	-320
February 2017 Target					-32	-191
LEAVING Proposed target for fee increases			-53	-320	-352	-511

-ve figures represent income and so +ve figures represent increased cost.

Markets

There has been a significant fall in market income (£57k) believed to be due to a combination of the recession and changes in shopping habits. A review will be undertaken on the position on individual markets.

EXTRA COSTS

CCTV camera replacements have been deferred or achieved by using cameras that have been removed as far as possible but now that the service's future has been confirmed the need for replacements has been reviewed and some increases are necessary.

The original target for Countryside savings was £199k but £50k of this cannot be achieved.

£20k capital expenditure on Play Equipment & Safety Surface Renewal has been included for 2017/18

The Vehicle Fleet replacement programme has been reviewed to reflect the latest expected economical lives of vehicles. After allowing for deferrals from 2012/13 the increase is £121k. It is proposed to invest £70k in In-Cab Technology in order to provide a faster and more accurate response when dealing with customer queries and complaints, particularly in relation to missed bins.

SAVINGS

£24k less than expected will be required to deal with the extra costs of changes to the agency workers' regulations

Pool Cars are transferring to Operations and provision is included for extra vehicles to cover the anticipated impact of the phased removal of essential user allowances. The current service has a net cost but it is hoped that by changing the pricing mechanism and increasing use the total cost can be funded from car mileage allowance budgets.

Income of £120k per year has been assumed from 2017/18 in relation to potential developer contributions in relation to the Paxton Pits nature reserve.

Planning.

Budget Holder: Steve Ingram

KEY POINTS**A14 Inquiry**

Due to the uncertainty of timing and recognising the very high importance of achieving improvements to the A14 it is proposed to transfer the £200k provision to an earmarked reserve to ensure it will be available at the appropriate time.

EXTRA COSTS

Continuation of the previously approved contribution towards Great Fen Governance (£20k per year).
2017/18 capital provision for Disabled Facilities Grants (£1,250k), a statutory service, and Repairs Assistance (£100k)

SAVINGS

Some savings on Disabled Facilities Grants due to latest projections and some initial volume problems with joint Housing Investment Agency.
Some rephasing of expenditure and external contributions, increase in total cost funded from increased contributions resulting in cash flow benefits to the Council.

REPHASING

Various adjustments on capital schemes.

Head of Planning Services

	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS						
	Budget		F'cast		MTP		Budget		F'cast		MTP		Budget		F'cast		MTP		
	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Planning																			
Development Management	-1,097	-1,097	-1,097	-1,097	-1,097	-1,097													
904 Community Infrastructure Levy - Preparations	-36	-36	-80	-143	-179	-199	25	25											
997 RAF Alconbury Development	140	140																	
	-993	-993	-1,177	-1,240	-1,276	-1,296	25	25											
904 Community Infrastructure Levy - Preparations	-4	-12																	
997 RAF Alconbury Development	-115	75																	
	-993	-1,112	-1,114	-1,240	-1,276	-1,296	25	25											
DRAFT 2013/14 Budget and MTP							25	25											
Planning policy and conservation																			
903 Local Development Framework examinations	412	412	412	412	412	412	63	63											
358 Ramsey Rural Renewal	68	68	-90	-230	-225	-200													
A14 Inquiry			-2	-5	-5	-5	63	63											
909 Great Fen Project - Governance arrangements	25	25	175																
	505	505	495	157	162	162	63	63											
2012/13 Budget and MTP																			
903 Local Development Framework examinations	71	71	71			-25													
358 Ramsey Rural Renewal			2	3															
875 A14 Inquiry (transfer to reserve)	175	-175					-63	63											
909 Great Fen Project - Governance arrangements	20	20	20	20	20	20													
DRAFT 2013/14 Budget and MTP							63	63											
Planning																			
Economic Development																			
401 Huntingdon Town Centre Development	2	2	2	2	2	2													
224 Town Centre Developments							80	80											
850 Huntingdon West Development (Housing Growth Fund)							902	902											
998 St Neots Development	25	25																	
	27	27	2	2	2	2	982	982											
2012/13 Budget and MTP																			
401 Huntingdon Town Centre Development							10	10											
224 Town Centre Developments			86				-80	210											
850 Huntingdon West Development (Housing Growth Fund)	4	4					-902	-1663											
998 St Neots Development																			
	27	27	92	2	2	2	982	10											
DRAFT 2013/14 Budget and MTP							683	80											
Highways & Transportation																			
Transportation Strategy	98	98	98	98	98	98													
871 Safe Cycle Routes																			
351 St Neots Pedestrian Bridges																			
363 Ramsey Transport Strategy																			
977 Perry Cycle Scheme																			
	98	98	98	98	98	98	33	33											
2012/13 Budget and MTP																			
977 Perry Cycle Scheme																			
	98	98	98	98	98	98	33	33											
DRAFT 2013/14 Budget and MTP																			

Environmental Management.

Budget Holder: Paul Jose

KEY POINTS

Godmanchester Flood Alleviation Scheme

Proposed contribution (£175k) to this Environment Agency scheme which would allow a surface water pumping station to be constructed in Rectory Gardens thus protecting the area from surface and ground water flooding.

Chequers Court Public Realm

Proposed new scheme fully funded from external contributions.

EXTRA COSTS

Cabinet decided to allow the Public Conveniences at South Street St. Neots to be transferred to the Town Council if they would maintain them rather than sell the site. Forecast lost income of £15k.

Continuation of revenue (£35k per year) and capital (£55k per year) provision for the Environment Strategy

Revision of the proportion of the Salix funded savings relating to OneLeisure which form part of their savings target. Rephasing and then £5k per year.

There is some risk that the Council will not be re-awarded the building control work from the Defence Estates next year. This could cost the council £40k less any saved expenditure but it is not felt certain enough to make provision at this stage.

Reduction in the expected capital receipt from selling Castle Hill House and the development site fronting St Mary's Street.

SAVINGS

The provision of PV Panels at Eastfield House was approved as an Invest to Save Scheme. Total capital cost was £446k which will result in a revenue saving of £39k per year at current electricity prices.

Removal of provision (£89k) for works on Cambridge Road Car Park at St Neots following the lease of the site for a cinema development which will result in a capital receipt of £250k.

REPHASING

Some rephasing of items including the contribution from the County Council, when it sells its California Road site, in recognition of this Council's investment on the Oxmoor. The contribution could be lower as it depends on the level of the sale value.

	REVENUE										NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS									
	Budget		F'cast		Budget		MTP		Budget		F'cast		Budget		MTP		Budget		F'cast		Budget		MTP			
	2012	2013	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017
Head of Environmental Management																										
Environmental Services																										
Drainage and sewers	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446
2012/13 Budget and MTP	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446
1009 Godmanchester Flood Alleviation Scheme																										
DRAFT 2013/14 Budget and MTP	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446	446
Public conveniences	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
South Street, St Neots	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
2012/13 Budget and MTP	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
1003 South Street, St Neots																										
DRAFT 2013/14 Budget and MTP	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
Environmental Health (energy efficiency)	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
Environment Strategy Funding	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
Sustainable Homes Retrofit																										
2012/13 Budget and MTP	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
Energy and Water Efficiency	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33
Building Efficiency Improvements (Salix Grant)	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21
Building Effic. Imps (Potential LC prportion)	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21
PV Panels - Other locations																										
2012/13 Budget and MTP	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68
St Neots District Heating Scheme	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68
2012/13 Budget and MTP	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68
879 Environment Strategy Funding																										
2012/13 Budget and MTP	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68
879 Environment Strategy Funding	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27
Building Efficiency Improvements (Salix Grant)	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15	-15
2012/13 Budget and MTP	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68	68
918A Building Effic. Imps (Potential LC prportion)																										
DRAFT 2013/14 Budget and MTP	68	80	60	44	39	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35
2012/13 Budget and MTP	68	80	60	44	39	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35
DRAFT 2013/14 Budget and MTP	68	80	60	44	39	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35
Closed Churchyards	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
2012/13 Budget and MTP	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
DRAFT 2013/14 Budget and MTP	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
2012/13 Budget and MTP	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
DRAFT 2013/14 Budget and MTP	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Building Control	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581
2012/13 Budget and MTP	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581
DRAFT 2013/14 Budget and MTP	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581	-581
2012/13 Budget and MTP	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106
Public transport	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106
2012/13 Budget and MTP	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106
DRAFT 2013/14 Budget and MTP	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106
Highways & Transportation	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41
2012/13 Budget and MTP	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41
DRAFT 2013/14 Budget and MTP	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41
Highways Services (street naming)	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41
2012/13 Budget and MTP	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41
DRAFT 2013/14 Budget and MTP	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41

	REVENUE										NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS										
	Budget		F'cast		Budget		MTP		MTP		Budget		F'cast		Budget		MTP		Budget		F'cast		Budget		MTP		
	2012	2013	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2018
Car parks (assets)	46	46	46	46	46	46	46	46	46	46	46	46	46	60	60	60	31										
461 Car Park Repairs														89	89												
166 St Neots - Cambridge Road Car Park	46	46	46	46	46	46	46	46	46	46	46	46	46	149	149	60	31										
166 St Neots - Cambridge Road Car Park														-89													
461 Car Park Repairs	46	46	46	46	46	46	46	46	46	46	46	46	46	-60	-60	120											
DRAFT 2013/14 Budget and MTP	46	46	46	46	46	46	46	46	46	46	46	46	46	149		151											
Environmental Improvements																											
703 Heart of Oxmoor	43	43	43	43	43	43	43	43	43	43	43	43	43	-1,366	-1,366						1,366	1,366					
703 Heart of Oxmoor														-1,366	-1,366						1,366	1,366					
Chequers Court Public Realm														1,366	-1,366						-1,366	1,366					
DRAFT 2013/14 Budget and MTP	43	43	43	43	43	43	43	43	43	43	43	43	43	-1,366		-1,366					1,366	1,616	498				
Management units																											
Environmental Management	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419														
2012/13 Budget and MTP	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419														
DRAFT 2013/14 Budget and MTP	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419	1,419														
Offices																											
MTP Variations	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020														
Headquarters														-900	-900	-830	50				900	900	830				
Major repairs and replacements	-44	-44	-88	-88	-88	-88	-88	-88	-88	-88	-88	-88	-88														
Rental of space in PFH	976	976	932	932	932	932	932	932	932	932	932	932	932	-900	-900	-830	50				900	900	830				
800 Headquarters														325	410						900	900	830				
# Rental of space in PFH														-9							-325	-410					
988 PV Panels EFH														-39	-39	-39	-39	-39			5						
DRAFT 2013/14 Budget and MTP	976	928	893	893	893	893	893	893	893	893	893	893	893	-900	-570	-420	50				900	575	420				
2012/13 Budget and MTP	2,589	2,589	2,522	2,516	2,511	2,472	2,472	2,472	2,472	2,472	2,472	2,472	2,472	-1,989	-1,989	-1,053	231	71	72		2,281	2,281	1,245				
VARIATION														1,640	-841	120	82	55	55		-1,706	1,206	498				
DRAFT 2013/14 Budget and MTP	2,589	2,563	2,498	2,482	2,477	2,473	2,473	2,473	2,473	2,473	2,473	2,473	2,473	-1,989	-349	-1,894	351	153	127	55	2,281	575	2,451	498			

Customer Services.

Budget Holder: Julia Barber

KEY POINTS

Localisation of Council Tax Support

See section 4 of the main report. Current forecast is:

	£000
Impact on the Collection Fund	
Benefit Subsidy changes	737
Council Tax Reforms	-814
Net	-77

Impact on Huntingdonshire

Share of above total	31
Loss of overpayment subsidy	100
Extra collection costs	40
Loss of admin subsidy	30
Cost of extra payments via post office	25
Total HDC Impact	226

30

Homelessness

Homelessness Grant will be continued at £85k for two more years leading to a saving but this reflects the scale of pressures on this service. It is therefore proposed to continue to provide extra temporary staffing of £65k at least for 2013/14. The net cost of homeless accommodation, that element above housing benefit limits, continues to rise as numbers of homeless rise leading to forecast extra costs rising to £210k. However various cost reduction schemes through joint working with RSLs are being developed to reduce the use of the expensive use of Bed and Breakfast. This is forecast to offset up to £170k of these extra costs.

EXTRA COSTS

The CRM Replacement project will have a higher capital cost (£37k) but a slightly higher annual revenue saving (£3k). The project still provides a net benefit overall.

SAVINGS

It was assumed last year that the Housing Benefits element of the Government funding of the fraud team might no longer be provided from next April as part of the move to the Universal Credits system. It has become clear that the funding may well continue for at least the transition period leading to the removal of the extra cost of £53k. Additional line rental savings to the call centre rising to £24k per year have been achieved.

	REVENUE										NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS											
	Budget		F'cast		Budget		MTP		MTP		Budget		F'cast		Budget		F'cast		Budget		MTP							
	2012	2013	2012	2013	2014	2015	2016	2017	2018	2019	2012	2013	2014	2015	2016	2017	2018	2019	2012	2013	2014	2015	2016	2017	2018	2019		
£000		£000		£000		£000		£000		£000		£000		£000		£000		£000		£000		£000		£000		£000		
Head of Customer Services																												
Planning																												
	Economic Development (NNDR relief)																											
	2012/13 Budget and MTP																											
	DRAFT 2013/14 Budget and MTP																											
	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
Housing Services																												
	Housing benefits																											
	Loss of Fraud Team Funding (Part)																											
996	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571
	2012/13 Budget and MTP																											
	DRAFT 2013/14 Budget and MTP																											
	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571	-571
Corporate Services																												
	Local Taxation & Benefits																											
	Loss of Fraud Team Funding (Part)																											
996	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948
	Localisation of Council Tax Benefit (Reductions)																											
994	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76	76
	Localisation of Council Tax Benefit (Admin Subsidy)																											
995	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
	2012/13 Budget and MTP																											
	DRAFT 2013/14 Budget and MTP																											
	-948	-948	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820	-820
996	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22	-22
	994 Loss of overpayment subsidy																											
	1025 Cost of extra Post Office payments																											
	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
	1017 Council Tax support module																											
	-948	-948	-793	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771	-771
	DRAFT 2013/14 Budget and MTP																											
	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948	-948
Internal Services																												
	Call Centre																											
	Call Centre CRM Replacement																											
981	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607	607
	Automated Telephone Payments																											
983	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7
	2012/13 Budget and MTP																											
	DRAFT 2013/14 Budget and MTP																											
	600	600	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522	522
1015	-12	-12	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24	-24
981	-5	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3
	DRAFT 2013/14 Budget and MTP																											
	600	583	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495	495
Internal Services																												
	Customer Service Centres																											
	Close St Ives Customer Service Centre																											
#	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554	554
	Reduce hours at Huntingdon Customer Service Centre																											
#	-2	-2	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9
	2012/13 Budget and MTP																											
	DRAFT 2013/14 Budget and MTP																											
	552	552	538	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531
552	552	552	538	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531	531
Management Units																												
	Customer Services MU																											
	Customer Services - Staff savings																											
#	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131	2,131
	Wireless Working (Benefits and Revenues)																											
626	-33	-33	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48	-48
	2012/13 Budget and MTP																											
	DRAFT 2013/14 Budget and MTP																											
	2,098	2,098	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083
1018	10	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
	DRAFT 2013/14 Budget and MTP																											
	2,098	2,108	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123

	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS													
	Budget		F'cast		Budget		F'cast		Budget		F'cast		Budget		F'cast		Budget		F'cast							
	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017		
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000			
Housing Services	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16		
	2012/13 Budget and MTP																									
	DRAFT 2013/14 Budget and MTP																									
Homelessness	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	205	
945 Priority Needs Scheme (End of temporary Savings)	31	31	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	
## Homelessness Grant			85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	
	2012/13 Budget and MTP																									
## Homelessness Grant	236	236	323	323	323	323	323	323	323	323	323	323	323	323	323	323	323	323	323	323	323	323	323	323	323	
1020 Homeless Accommodation - Extra Cost			158	210	210	210	210	210	210	210	210	210	210	210	210	210	210	210	210	210	210	210	210	210	210	
1019 Homeless Accommodation - Cost Reduction Schemes			-138	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	-170	
	DRAFT 2013/14 Budget and MTP																									
	236	236	258	278	278	278	278	278	278	278	278	278	278	278	278	278	278	278	278	278	278	278	278	278	278	
Management Units	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	
993 Maintain Service Level (Advice and Homelessness)	35	35																								
	2012/13 Budget and MTP																									
993 Maintain Service Level (Advice and Homelessness)	737	737	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	
	DRAFT 2013/14 Budget and MTP																									
	737	737	767	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	702	
	2012/13 Budget and MTP																									
	2,750	2,750	2,876	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	2,869	
VARIATION	-7	-7	-13	-36	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	
	DRAFT 2013/14 Budget and MTP																									
	2,750	2,743	2,863	2,833	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	2,918	

IMD.

Budget Holder: Chris Hall

KEY POINTS**IMD Contract Savings and Help Desk Saving.**

Last year provision was made for a saving on the Microsoft Enterprise Agreement of £75k in 2013/14. This agreement covers all Microsoft software provision and upgrades. The saving now needs to be deferred to 2016/17 to link with the desk top virtualisation programme. However the cost of the Agreement meets the test for capital expenditure and so this has been adjusted in the programme with the 2016/17 saving now being a capital saving.

EXTRA COSTS

Capital provision of £57k for ICT Replacements and Server Virtualisation has been added for 2017/18.

An increase (£35k) has been made to the current capital provision for Business Systems together with the inclusion of £195k for 2017/18. For example, in 2013/14 this will support maintenance of key financial interfaces, car parking enforcement and greater use of mobile devices by Members and Officers.

The 2012/13 £10k spend for Business Continuity (which has transferred to IMD) has been reduced by £4k and a small continuing provision of £4k is made to support the process.

SAVINGS

The 2012/13 budget for income has already been met and as a result the forecast for 2013/14 has been raised to £20k (this includes the sale of services & software to other authorities)

In addition IMD has made significant contributions to the savings identified in other services. For example, in Customer Services the line rental savings have been made possible through joining CPSN which is estimated to save c£250k over the 6 year contract. Additionally IMD is leading the CRM project which will save c£200k over 5 years.

REPHASINGS

Some rephasing of other projects.

Head of IMD

Internal Services

	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS					
	Budget		F'cast		MTP		Budget		F'cast		MTP		Budget		F'cast		MTP	
	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
968 Helpdesk & Network Services	1,010	1,010	1,010	1,010	1,010	1,010												
969 Help Desk Saving		75	75	75	75	75												
893 VoIP Telephony for Leisure Centres	-130	-130	-129	-129	-59	-59												
959 Network and ICT Services	-6	-6	-19	-19	-84	-84												
# IMD Staff savings					-40	-40												
# IMD Contract Savings																		
970 Telephony and ICT Network Renewal					100	100												
976 ICT Replacements and Server Virtualisation	874	874	862	937	902	902	322	322	57	57	157	377	322	322	57	57	157	377
2012/13 Budget and MTP																		
# IMD Contract Savings					75	75												
# Help Desk Saving					-75	-75												
970 Telephony and ICT Network Renewal					-75	-75												
976 ICT Replacements and Server Virtualisation																		
976 ICT Replacements and Server Virtualisation																		
DRAFT 2013/14 Budget and MTP																		
874	864	862	862	827	827	827	322	237	333	132	132	377	322	237	333	132	132	377
2012/13 Budget and MTP																		
# Web & Business Systems	270	270	270	270	270	270												
IMD Shared Service Income (part)	-3	-3	-5	-10	-10	-10												
2012/13 Budget and MTP																		
267	267	265	260	260	260	260												
IMD Shared Service Income (part)																		
DRAFT 2013/14 Budget and MTP																		
267	267	255	260	260	260	240												
2012/13 Budget and MTP																		
237	237	237	237	237	237	237												
2012/13 Budget and MTP																		
237	237	237	237	237	237	237												
DRAFT 2013/14 Budget and MTP																		
237	237	237	237	237	237	237												
Business Analysis & Project Management	383	383	383	383	383	383												
Business Systems	-4	-4	-4	-28	-28	-58												
Working Smarter	-21	-21	-21	-21	-21	-21												
# IMD Shared Service Income (part)	-2	-2	-5	-10	-10	-10												
495 Corporate EDM																		
2012/13 Budget and MTP																		
356	356	353	324	324	294	294	243	243	195	195	195	195	243	243	195	195	195	195
891 Business Systems																		
891 Business Systems EY																		
900 Working Smarter																		
2012/13 Budget and MTP																		
356	356	353	324	324	294	294	243	238	225	195	195	195	243	238	225	195	195	195
DRAFT 2013/14 Budget and MTP																		
356	356	353	324	324	294	294												

	REVENUE									NET CAPITAL									CAPITAL GRANTS AND CONTRIBUTIONS										
	F'cast			Budget			MTP			F'cast			Budget			MTP			F'cast			Budget			MTP				
	2012	2013	2014	2015	2016	2017	2018	2012	2013	2014	2015	2016	2017	2018	2012	2013	2014	2015	2016	2017	2018	2012	2013	2014	2015	2016	2017	2018	
Corporate																													
1002 Business Continuity Review	10	10																											
2012/13 Budget and MTP	10	10																											
1002 Business Continuity Review	-4	4	4	4	4	4	4																						
DRAFT 2013/14 Budget and MTP	10	6	4	4	4	4	4																						
Head of IMD	183	183	183	183	183	183	183																						
2012/13 Budget and MTP	183	183	183	183	183	183	183																						
DRAFT 2013/14 Budget and MTP	183	183	183	183	183	183	183																						
2012/13 Budget and MTP	1,927	1,927	1,900	1,941	1,906	1,876	1,876	565	565	252	252	352	572																
VARIATION	-14	-6	-71	-71	-71	-91	-91	-90	-90	306	75	-25	427																
DRAFT 2013/14 Budget and MTP	1,927	1,913	1,894	1,870	1,835	1,805	1,785	565	475	558	327	572	427																

ONE LEISURE.

Budget Holder: Simon Bell

KEY POINTS

Savings Target

The bottom line revenue controllable budget for One Leisure shows a significant reduction: from a £497k cost in the original 2012/13 budget to a surplus of £292k by 2017/18. This reflects the current draft version of their business plan which details how this will be achieved.

The Business Plan will also cover the capital investments that makes this achievement possible and sustainable.

The changes to the capital programme relate to:

- St Ivo football improvements which is an extra cost of £188k in 2011/12 offset by savings of £78k shown in the table to give a net increase of £110k.
- Transfer from the Future Maintenance provision to the St Ivo main development to roll essential maintenance items into the main contract.
- Some rephasing of the St Ivo development to reflect the longer than expected time to obtain Member approval. This results in some additional revenue cost.
- Provision for Future Maintenance of £550k in 2017/18 to ensure sustainability of the income stream.
- Rephasing of CCTV Improvements and Replacement Fitness Equipment.
- Removal of the Ramsey Development as it is not considered to provide an adequate return on the investment.
- Inclusion of a Replacement Tractor and Mower funded from revenue savings.

	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS											
	Budget		F'cast		Budget		F'cast		Budget		F'cast		Budget		F'cast		Budget		MTP					
	2012	2013	2012	2013	2014	2015	2016	2017	2018	2012	2013	2014	2015	2016	2017	2018	2012	2013	2014	2015	2016	2017	2018	
£000		£000		£000		£000		£000		£000		£000		£000		£000		£000		£000		£000		
General Manager, One Leisure																								
Community Services																								
Leisure Centres																								
857 St Neots LC Development	792	792	792	792	792	792	792	792	792															
896 St Ivo LC - Football Improvements	-149	-149	-149	-149	-209	-209	-209	-209																
922 St Ivo LC Redevelopment	-176	-176	-427	-541	-563	-561	-578			3,080	3,080													
861 Future maintenance	-42	-42	-42	-42	-42	-42	-42			612	612	422	422	422	535									
956 Replacement Fitness Equipment	20	20	-22	-22	-22	-22	-22			77	77	275												
Combined overall savings target	-136	-136	-162	-295	-410	-404	-404																	
1000 Ramsey Development	-20	-20	-40	-40	-40	-40	-40			560	560													
	289	289	-51	-298	-494	-487	-504			4,329	4,329	697	422	672	535									
	2012/13 Budget and MTP																							
PROPOSED VARIATIONS																								
896 St Ivo LC - Football Improvements																								
922 St Ivo LC Redevelopment	88	77								600	400	100												
861 Future maintenance										-472	600	-100												
861 Future maintenance										-600	-400	-100												
861 Future maintenance										97	250													
861 Future maintenance																								
22 CCTV Improvements										13														
956 Replacement Fitness Equipment										-55	55													
1000 Ramsey Development										-560														
1006 OLSI Replacement Tractor & Mower										21														
Savings overperformance																								
	289	391	60	-371	-452	-443	-460			4,329	3,348	1,549	322	572	385	550								
	DRAFT 2013/14 Budget and MTP																							
Leisure MU																								
	208	208	208	208	208	208	208																	
	208	208	208	208	208	208	208																	
	208	208	208	208	208	208	208																	
	497	497	157	-90	-286	-279	-296			4,329	4,329	697	422	672	535									
	102	111	-73	42	44	44	44			-981	852	-100	-100	-150	550									
	497	599	268	-163	-244	-235	-252			4,329	3,348	1,549	322	572	385	550								
	DRAFT 2013/14 Budget and MTP																							

FINANCIAL SERVICES.

Budget Holder: Steve Couper

KEY POINTS

Pensions

There are three elements to the total cost of pensions. One relates to historic increases of pension enhancement due to approved early retirement in the interests of the efficiency of the service, redundancy and ill health retirement - this is within the Corporate Office budget and will increase as annual pension increases are approved and fall as those receiving them eventually pass away. [For some years now any such pension enhancements have to be paid as a lump sum as in the case of our recent voluntary redundancy programme]. The second element is a 17.8% on-cost on pay which is the employer's contribution to pay for future service and this is included in pay budgets throughout the Council. The final element shown under Financial Services is the funding over a period of years of the pension fund deficit for past service created by increased longevity and lower investment returns in recent years. This contribution is a rising fixed sum of ££896k in 2012/13 rising to £1,139k in 2013/14 onwards. Next autumn the actuary will undertake his three yearly review and this may result in an increase in a change to the on-cost on pay and the deficit payment. employees and or reduce benefits such that the total cost falls. It is impossible at this stage to forecast even whether the cost to the Council will rise or fall much less to estimate the value. This is one of the uncertainties that should be resolved for the 2014/15 budget.

Interest and borrowing costs

There are two elements to the cost of borrowing. The first is the interest payable on the loan whether it is a short term loan for cash flow purposes or a short or long term loan to fund capital expenditure.

The second element is called the Minimum Revenue Provision (MRP). The Government requires us to provide a sum sufficient to ensure that any loan to fund capital expenditure can be repaid before the asset reaches the end of its useful life. This allows the Council to act prudently while at the same time ensuring that the cost of the asset is spread over the Council Tax payers who will benefit from its existence. Because we do not link individual loans to individual assets the MRP profile is adjusted every time we fund capital expenditure by borrowing. In time, as shorter life assets begin to reach the end of their lives, we will have items being added and others dropping out because sufficient provision has been made.

Until loans are repaid, a treasury management decision, the MRP is available to earn interest which is credited to the revenue account and hence reduce the total cost of interest.

The increases to MRP included below are partly due to the increased capital spending proposals and more significantly due to the reduction in capital receipts that are received when tenants purchase their houses under the "right to buy" provisions from Luminus. Numbers of sales are lower because of the recession but the Government has also increased the discount that is given to the tenant. These receipts were used to fund the shortest life capital expenditure resulting in a larger impact on the MRP.

	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS								
	Budget		F'cast		Budget		F'cast		Budget		F'cast		Budget		F'cast		Budget		F'cast		
	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	
Head of Financial Services																					
Highways & Transportation																					
920																					
Environmental Improvements																					
East of Sapey - Preliminary Costs																					
2012/13 Budget and MTP																					
DRAFT 2013/14 Budget and MTP																					
Corporate Services																					
Corporate Management																					
2012/13 Budget and MTP	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213
DRAFT 2013/14 Budget and MTP	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213	213
Other expenditure																					
Interest and borrowing costs	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94	-94
Interest	83	83	360	582	696	810	820														
2012/13 Budget and MTP	-11	-11	266	488	602	716	726														
DRAFT 2013/14 Budget and MTP	14	-36	-38	-141	-153	-44															
DRAFT 2013/14 Budget and MTP	-11	3	230	450	461	563	682														
Other expenditure	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381	1,381
Pensions Fixed Sum	236	236	479	718	758	758	758														
Doubtful Debts Provision	-10	-10	-20	-30	-40	-40	-40														
Variation in MRP	225	225	418	620	912	1,180	1,467														
2012/13 Budget and MTP	1,832	1,832	2,258	2,689	3,011	3,279	3,566														
DRAFT 2013/14 Budget and MTP	-82	156	302	377	368	473															
DRAFT 2013/14 Budget and MTP	1,832	1,750	2,414	2,991	3,388	3,647	4,039														
Financial Services																					
2012/13 Budget and MTP	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125
DRAFT 2013/14 Budget and MTP	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125
Insurance	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405
2012/13 Budget and MTP	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405
DRAFT 2013/14 Budget and MTP	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405	405
Financial services	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87
2012/13 Budget and MTP	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87
DRAFT 2013/14 Budget and MTP	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87	87
2012/13 Budget and MTP	3,651	3,651	4,354	5,007	5,443	5,825	6,122														
DRAFT 2013/14 Budget and MTP	-15	-15	-15	-15	-15	-15	-15														
VARIATION	-68	120	264	236	215	429															
DRAFT 2013/14 Budget and MTP	3,651	3,583	4,474	5,271	5,679	6,040	6,551														

NON-ALLOCATED ITEMS.

Budget Holder: Steve Couper

KEY POINTS

Risk Provision

It was agreed in last year's MTP that there would be a risk provision included for a number of items due to the unprecedented range of uncertainties that had emerged.

There are a number of proposed adjustments at this stage of the process:

- ◆ Removal of a last minute adjustment made last year to balance the budget and thus avoid a wholesale recalculation.
- ◆ Reduction in the provision for non-achievement of car park increases. This would leave the following position:

	2013	2014	2015	2016	2017	2018
	£000	£000	£000	£000	£000	£000
Current Price Increase proposals	-339	-357	-357	-358	-360	
Proposed future targets						
February 2015 Target		-53	-320	-320	-320	
February 2017 Target				-32	-191	
Total Risk	-339	-410	-677	-710	-871	
Proposed Risk Provision	50	60	150	160	200	

- ◆ Provision of £140k for the Council's share of the deficit on Municipal Mutual Insurance. The Council has received insurance claims on items insured with them since they stopped taking new business on the understanding that some of these payments may have to be returned proportionately if the company perceives it will become insolvent. The Council has received confirmation that the current estimate is that we may be called on to return £140k at an unspecified date.
- ◆ Removal of the provision relating to CT subsidy as a reassessment has been made and consequent adjustments have been made elsewhere. These may need further revision once we have Government grant figures and a smaller provision may need to be reintroduced to cater for any uncertainty in the levels of Council Tax rise that our preceptors might make.
- ◆ Removal of the element of the provision for New Homes Bonus (lower completions) of the 2013/14 element (£94k per year)
- ◆ Reduction in the provision for demographic growth. Removal of 2013/14 provision as all needs should be identified in MTP bids (£94k) and a further £120k in 2017/18 due to separate provision for an extra refuse round.
- ◆ Removal of provision relating to Countryside savings target as adjustment has been made to the relevant budget.

Other Items

Four items are adjusted at this stage of the process:

- ◆ Back Office reorganisation – explanation is included under the Corporate Office page.
- ◆ Senior Manager Reorganisation – This adjustment (£178k) highlights the portion of the original target of £730k per year that has not yet been achieved. Proposals for further changes are expected shortly and this may allow this adjustment to be varied.
- ◆ Collection Fund Shortfall – this is part of the adjustments relating to Council Tax Subsidy which are explained in Section ?? of the covering report. This is a temporary adjustment as it will at a later stage in the process need to be shown as an impact on the tax base.
- ◆ Future Capital Provision – Removal of a general provision for 2017/18 which has now been replaced by individual bids which total just £50k more than this £3,181k estimate.

	REVENUE						NET CAPITAL						CAPITAL GRANTS AND CONTRIBUTIONS						
	Budget		F'cast		MTP		Budget		F'cast		MTP		Budget		F'cast		MTP		
	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	2012	2013	2014	2015	2016	2017	
£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Non-Allocated Items																			
Recharges to non-revenue accounts	-562	-562	-562	-562	-562	-562	-562	-562	-562	-562	-562	-562	50	50	50	50	50	50	50
Revenue staff charged to capital																			
2012/13 Budget and MTP	-562	-562	-562	-562	-562	-562	-562	-562	-562	-562	-562	-562	50	50	50	50	50	50	50
DRAFT 2013/14 Budget and MTP	-562	-562	-562	-562	-562	-562	-562	-562	-562	-562	-562	-562	50	50	50	50	50	50	50
Risk Provision																			
Reduction in Formula Grant in 2013/14	184	184	184	184	184	184	184	184	184	184	184	184							
CT Benefit localisation	100	100	100	100	100	100	100	100	100	100	100	100							
Other (to avoid major last minute changes)	4	6	6	6	9	15													
Business Rates Growth		-86	-177	-272	-372														
Reduced New Homes Bonus (lower completions)	96	181	295	420	456														
Formula Grant reduction due to New Homes Bonus	214	317	424	529	529														
Provision for demographic growth	94	195	297	409	530														
Countryside savings		-100	-100	-100	-100	-100													
Lower increase in car park charges	100	200	300	300	300	300													
2012/13 Budget and MTP	792	997	1,329	1,579	1,642														
Removal of 2012/13 adjustment	-4	-6	-6	-9	-9	-15													
Reduced New Homes Bonus (lower completions)	-96	-96	-96	-96	-96	-96													
Lower increase in car park charges	-50	-140	-150	-140	-100														
Provision for demographic growth	-94	-94	-94	-94	-94	-214													
Protection and Performance Pay	320	640	960	1,300	1,600														
Countryside savings	100	100	100	100	100	100													
MMI Drawdown	140																		
Removal of CT Subsidy provision	-100	-100	-100	-100	-100	-100													
DRAFT 2013/14 Budget and MTP	768	1,441	1,943	2,540	2,817														

ILLUSTRATIVE SUMMARY	FORECAST 2012/13 £000	BUDGET 2013/14 £000	MTP			
			2014/15	2015/16	2016/17	2017/18
			£000	£000	£000	£000
2012/13 BUDGET/MTP	21,722	22,299	22,842	23,611	24,365	25,363
Proposed variations	199	483	-26	21	74	125
NEW FORECAST	21,921	22,782	22,816	23,632	24,439	25,488
FUNDING						
Use of revenue reserves	-2,747	-2,498	-1,909	-1,122	0	0
Remaining revenue reserves EOY	10,902	8,404	6,495	5,373	5,373	5,373
New Homes Grant	-1,913	-2,909	-3,791	-4,979	-6,281	-6,686
Special Council Tax Grant 2011/12	-184	-184	-184			
Formula Grant (RSG)	-9,288	-9,235	-8,630	-8,846	-9,067	-9,294
Collection Fund Deficit	-63					
Council Tax	-7,727	-7,955	-8,302	-8,685	-9,091	-9,508
COUNCIL TAX LEVEL	£128.51	£131.08	£135.67	£140.42	£145.33	£150.42
% increase	3.50%	2.00%	3.50%	3.50%	3.50%	3.50%
£ increase	£4.34	£2.57	£4.59	£4.75	£4.91	£5.09

Unidentified Spending Adjustments still required	0	0	-1,114	-1,079	-1,261	-1,201
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Forecast Capital Spending	7,278	8,720	2,789	3,647	3,866	3,967
Permitted capital borrowing EOY net of MRP	28,056	35,371	36,407	37,934	39,421	40,618
Average net borrowing in year	12,768	22,305	28,684	31,482	33,550	34,891
Net Interest and Borrowing Costs						
- total	827	1,485	2,053	2,431	2,792	3,302
- as % of total net spending	4%	7%	9%	10%	11%	13%

ILLUSTRATIVE SUMMARY	FORECAST 2012/13 £000	BUDGET 2013/14 £000	MTP			
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- as % of total net spending	4%	7%	9%	10%	11%	13%

Delegation of NNDR1 Calculation

Report by the Head of Customer Services

1. INTRODUCTION

- 1.1 The Local Government Finance Act 2012 introduces, from 1 April 2013, a new system of local authority funding based partly on the retention of a proportion of local Business Rate income.
- 1.2 The new arrangements replace the previous Formula Grant system and incorporate some elements of funding previously distributed in the form of specific grants. Business Rates income retained locally under the scheme will be shared amongst billing and major precepting authorities and a central share will be paid over to central government.

2 FUTURE ARRANGMENTS

- 2.1 Draft regulations have been issued setting out how billing authorities are to calculate their liability to make payments to central government and major precepting bodies and the share that will be retained by the billing authorities themselves.
- 2.2 Each billing authority will be required to provide an estimate of its business rates income for the upcoming financial year utilising a statutory return known as NNDR1. The final version must be completed and submitted to major precepting bodies and central government by 31 January each year.
- 2.3 Although the draft regulations do not explicitly state that full Council approval of the NNDR1 is required, advice from the Department of Communities and Local Government suggests delegated authority be sought from full Council for officers to complete and certify the return in order to meet the 31 January deadline.

3. RECOMMENDATIONS

3.1 It is recommended that -

the Managing Director (Resources) be authorised to calculate and certify the completion of the NNDR1 form and the Council's scheme of delegation be amended accordingly.

Contact Officer: Julia Barber, Head of Customer Services
☎ 01480 388105

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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. Section 349 of the Act requires each licensing authority to prepare a statement of principles that it proposes to apply in exercising its functions under the Act. The statement applies for three years after which it must be reviewed and a new statement published.

2. THE STATEMENT

- 2.1 The existing statement was approved by the Council on 2nd December 2009. It came into effect on 31st January 2010 and therefore expires on 30th January 2013.
- 2.2 A revised statement of principles has been prepared taking into account the Local Government Association's template and the 4th edition of the Gambling Commission's Guidance to Licensing Authorities published on 28th September 2012. The revised draft statement has had regard to the template, the new guidance and to comments received as a result of the consultation process.
- 2.3 In undertaking its functions and responsibilities under the Act, the licensing authority has to act in accordance with its statement of principles and relevant guidance issued by the Gambling Commission.

3. CONSULTATION

- 3.1 The draft was issued for consultation after approval by the Licensing Committee on 20th June 2012. Twelve weeks consultation took place between 9th July and 1st October 2012. The consultation attracted four responses, mainly in agreement to the proposed revision statement and consisting of general comments. One comment resulted in an amendment to add vulnerable persons to a paragraph for consistency purposes.
- 3.2 Approval of the statement of principles is reserved to full Council and both Cabinet and the Licensing Committee have endorsed the content of the proposed revision. Following approval by Council on 19th December, the new statement will be published and will come into effect at the end of January 2013.

4. CONCLUSION AND RECOMMENDATIONS

4.1 In order to undertake its statutory duties under the Gambling Act 2005, it is a statutory requirement for the council to approve and publish a revised statement of principles before 3rd January 2013, so that it can come into effect on 31st January 2013. The present statement must be reviewed and replaced for a further period of three years.

4.2 It is therefore

RECOMMENDED

that the Council approves the statement of principles under the Gambling Act 2005 as attached to this report to come into effect on 31st January 2013 for a period of three years.

Contact Officer: Christine Allison, Licensing Manager,
Legal and Democratic Services
☎ 01480 388010

BACKGROUND PAPERS

Gambling Act 2005

4th Edition of the Guidance to Local Authorities issued by the Gambling Commission.

LGA statement of principles template – June 2012 version

Existing Statement of Principles under the Gambling Act 2005 approved by the licensing authority.



Gambling Act 2005

Statement of Principles

www.huntingdonshire.gov.uk

mail@huntingdonshire.gov.uk

Tel 01480 388388 Fax 01480 388099 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.

CONTENTS

Item	Page
Part A - General	
1. Introduction	1
2. Huntingdonshire	1
3. Gambling Commission	1 - 2
4. Licensable Activities	2
5. The Licensing Objectives	3
6. Licensing Authority Functions	3 - 4
7. Statement of Principles	4 - 7
8. Responsible Authorities	7 - 8
9. Interested Parties	9 - 11
10. Exchange of Information	11
11. Compliance and Enforcement	11 - 12
12. Consultation	12 - 13
13. Declaration	13
Part B - Premises licences	
14. General Principles	14
15. Definition of "Premises"	14 - 18
16. Adult Gaming Centres	18 - 19
17. Licensed Family Entertainment Centres	19 - 20
18. Casinos	20
19. Bingo Premises	20
20. Betting Premises	20 - 21
21. Tracks	21 - 23
22. Travelling Fairs	23
23. Reviews of Premises Licenses	23
Part C – Permits and Temporary & Occasional Use Notices	
24. Unlicensed Family Entertainment Centre gaming machine permits	24
25. (Alcohol) Licensed premises gaming machine permits	25
26. Prize Gaming Permits	26 - 27
27. Club Gaming and Club Machine Permits	27 - 28
28. Temporary Use Notices	28
29. Occasional Use Notices	28
Part D – Lotteries	
30. General	29 - 30
Appendices	
A District of Huntingdonshire	31
B Responsible Authorities	32 - 33
C List of Consultees	34 - 38
D Summary of Machine Provisions by Premises	39 - 40
E Summary of Gaming Machine Categories & Entitlements	41 - 42
F Summary of Gaming Entitlements for Club & Pubs	43

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) and (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

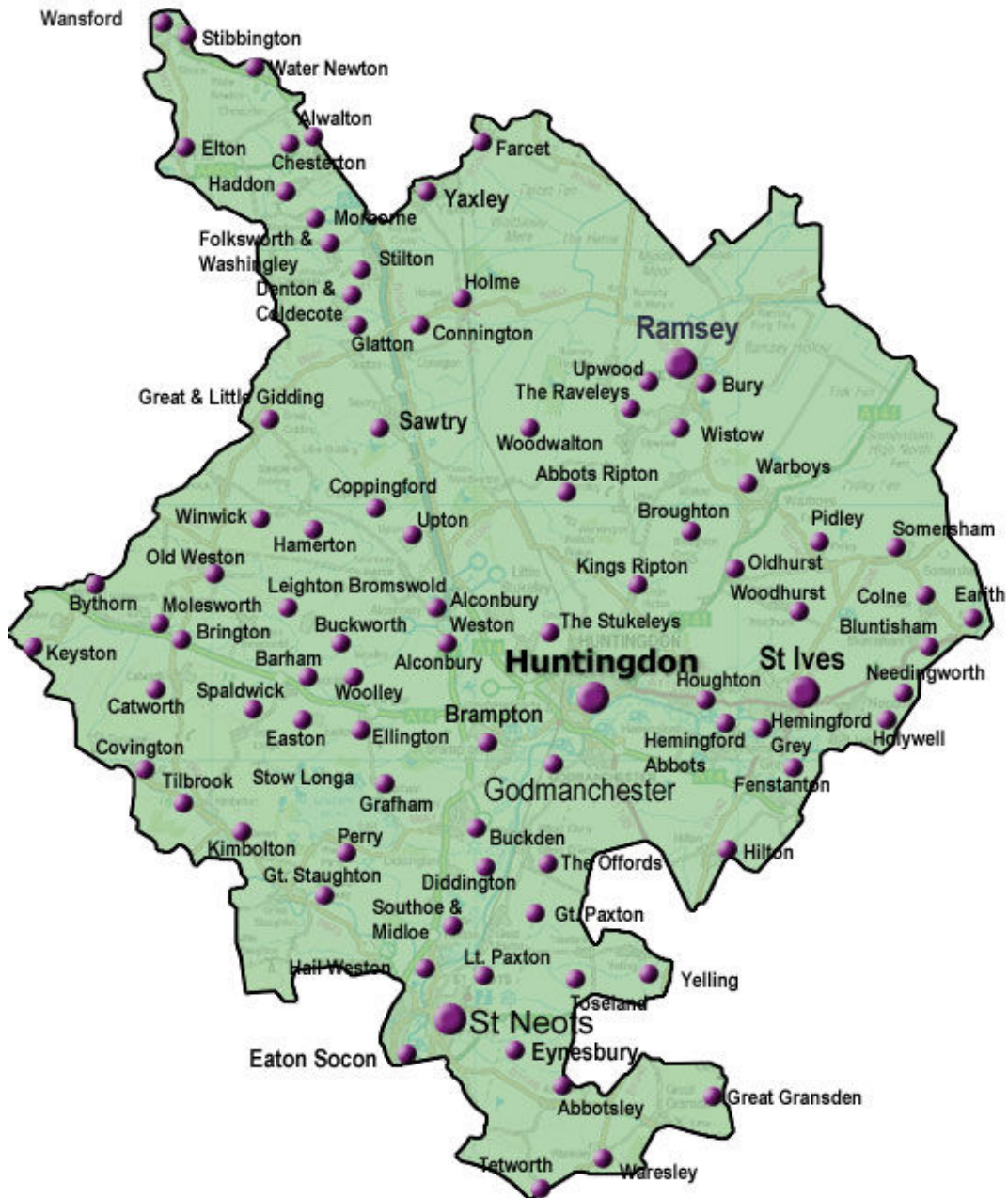
be operating in an illegal manner, irrespective of whether it is registered with the licensing authority or not. Although small society lottery operators may be prosecuted by the Commission, the police or the licensing authority, it is likely that alleged offences will be investigated by the authority. 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 Text 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
Cams
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 penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
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.

Cabinet

Report of the meeting held on 12th November 2012

Matter for Decision

33. GAMBLING ACT – REVISED STATEMENT OF PRINCIPLES

The Cabinet has reviewed the content of a revised statement under the Gambling Act 2005. The Statement of Principles is included as a separate item on the agenda (Item No. 5).

In considering the document, Executive Councillors took into account the views of the Licensing Panel expressed at its meeting on 23rd October 2012. Having noted that the updated statement has been the subject of a consultation exercise with interested parties, the Cabinet

RECOMMEND

that the Statement of Principles be approved with effect from 31st January 2013 for a period of three years.

Matters for Information

34. HOUGHTON AND WYTON CONSERVATION AREA CHARACTER ASSESSMENT AND BOUNDARY REVIEW

Having regard to the views of the Overview and Scrutiny (Environmental Well-Being) and the Development Management Panels (Item Nos. 26 and 11 of their Reports refer), the Cabinet has approved the contents of the Character Assessment and Boundary Review for the Houghton and Wyton Conservation Area. In considering the issues involved, the Cabinet had regard to representations made at the meeting by Councillor Williams. He suggested that Area 2, a field to the east of Houghton Grange, should be included in the Conservation Area. However, the Executive Councillor for Planning and Housing Strategy explained that an appraisal had indicated that this area did not meet the Conservation Area criteria. He added that it was best practice to keep boundaries under review and that this was the case for all Conservation Areas in the district.

35. THE CONTRIBUTION OF LOCAL AGRICULTURE TO THE ENVIRONMENT AND ECONOMY IN THE CONTEXT OF PLANNING POLICIES

The Cabinet has been acquainted with the findings of a study by the **Overview and Scrutiny Panel (Environmental Well-Being) (Item No 28 of their Report refers)** which examined how agriculture and its environmental work was reflected in the Council's policy framework.

Members have concurred with the Panel that the importance of rural areas and agriculture should be reflected to a greater extent in the Council's Planning Policy Framework. With this in mind, the Cabinet has:-

- ◆ requested that consideration be given within the new Local Plan to the need for community led growth in rural villages as a way of contributing towards their sustainability;
- ◆ endorsed the view that the definition of green field and brown field sites should be consistently applied;
- ◆ agreed that reference be made in the new Local Plan to the National Planning Policy Framework principles relating to the rural economy and agricultural land; and
- ◆ requested that further investigations be undertaken into the Council's procedure for analysing and dealing with applications where agriculture is a factor and a report on the outcome submitted to the Development Management Panel.

36. ASSETS OF COMMUNITY VALUE

Along with the Overview and Scrutiny Panel (Economic Well-Being) (Item No. 29 of their Report refers), the Cabinet has considered proposed arrangements to deal with applications for listing community assets. Executive Councillors were advised that the Assets of Community Value (England) Regulations 2012 came into force in September 2012 as part of the Government's policy to assist local community groups in preserving those buildings or land which they considered to be important to their social well-being. Having noted those bodies which may make community nominations, the proposed process for nominating an asset and the impact of land being listed, the Cabinet has:-

- ◆ delegated responsibility for receiving and processing applications to the Corporate Team Manager;
- ◆ agreed that responsibility for determining whether an asset should be listed on the Register of Community Assets or not be delegated to a Panel of three appropriate Council Officers (who may be drawn from Planning and Housing Strategy, Environmental and Community Services and Legal & Democratic Services supported by the Corporate Team) to be designated by the Chief Officer Management Team;
- ◆ delegated responsibility for determining reviews against listing of assets by the owners to the Head of Planning and Housing

- Strategy, after consultation with the Head of Legal and Democratic Services (or their nominees);
- ◆ authorised the Corporate Team Manager to introduce appropriate arrangements for determining appeals for compensation and any review requests; and
 - ◆ requested that the Corporate Team Manager put in place arrangements for publishing how applicable groups can go about making a nomination.

37. CONTROLLED WASTE REGULATIONS

In conjunction with the Overview and Scrutiny Panel (Environmental Well-Being) (Item No. 27 of their Report refers), the Cabinet has been acquainted with legislative changes affecting the disposal of waste from non-domestic premises, which had arisen from the Controlled Waste Regulations 2012. The Regulations gives local authorities powers to charge for waste disposal from a wider range of non-domestic premises than the original 1992 Regulations. Executive Councillors were advised that the District Council collected waste from a number of previously exempt premises and will now be charged by the County Council for the disposal of that waste. Members noted that the County Council, as the Waste Authority, had set a local policy which clarified who will be required to pay and who will receive transitional relief. With this in mind, the Cabinet has agreed that the full cost of disposal should be recovered by the Council from those premises previously exempt under the 1992 Regulations except where they receive discharge from the County Council.

38. CHARGING FOR A SECOND GREEN BIN

Further to Item No. 26 of their Report to the meeting of the Council held on 14th November 2012, **the Cabinet has been advised of the deliberations of the Overview and Scrutiny Panel (Economic Well-Being)(Item No. 28 of their Report refers)** on the proposal to introduce an annual charge of £40 for an additional green waste bin. The proposal had been considered previously by the Overview and Scrutiny Panel (Environmental Well-Being) who were of the opinion that the Council should not introduce a charge.

As part of their deliberations, the Cabinet had regard to representations made at the meeting by Councillor T V Rogers, Chairman of the Overview and Scrutiny Panel (Economic Well-Being). Councillor Rogers explained that whilst the Panel supported a charge for a second green bin in principle they were of the opinion that it should be considered in the context of a range of other options for achieving budgetary savings. In discussing the information before them, Executive Councillors reiterated that the Council constantly reviewed all services to identify savings and a number of difficult budgetary decisions would need to be made in the future. With this in mind, the Cabinet approved in principle, the introduction of a charge for a second green bin, but in doing so, have delegated the timing of the implementation to the Managing Director (Communities, Partnerships and Projects) after consultation with the Executive

Leader and the Executive Councillor for Environment. In concurring with the views of the Overview and Scrutiny Panel (Economic Well-Being) Executive Councillors have requested that the charge be developed as part of a package of other savings to be decided no later than April 2013.

Subsequently, the Cabinet's decision has been the subject of a "call-in" by the Overview and Scrutiny Panel (Environmental Well-Being) and will be considered by the Panel at their meeting on 11th December 2012.

39. HUNTINGDONSHIRE TRAFFIC MANAGEMENT AREA JOINT COMMITTEE

The Cabinet has appointed Councillor C R Hyams to replace Councillor S Akthar on the Huntingdonshire Traffic Management Area Joint Committee.

J D Ablewhite
Chairman

Overview & Scrutiny Panel (Economic Well-Being)

**Report of the meetings held on 8th November and
6th December 2012**

Matters for Information

28. CHARGING FOR A SECOND GREEN BIN

The Panel has considered a proposal to charge residents for collecting a second green bin from domestic properties. The matter has previously been considered by the Overview and Scrutiny Panel (Environmental Well-Being) who have unanimously agreed that the Council should not introduce a charge. The Cabinet has subsequently deferred the matter to enable it to obtain the views of the Panel for Economic Well-Being.

The Council currently spends £1.3M on collecting green waste, which represents 40% of the Council's total costs for waste collection and for which the Council does not receive any additional funding. Huntingdonshire District Council will continue to collect the first green bin from all its residents free of charge but it is argued that the collection of the second green bin should be regarded as a premium service and, therefore should attract a charge. It has been suggested that for the majority of residents in the District this will represent no change to the current service and will be fairer to all residents.

Councillor D M Tysoe, Executive Councillor for Environment, has sought to address the concerns which have been raised previously about the impact of the changes on green waste collection levels within the District. He has suggested that although there may be an immediate reduction in the green waste collected, he would be surprised if the level of green waste collected reduces in the medium term. He has also reiterated to Members that although the Council has previously sought to resist making cuts to services, the current budgetary situation dictates that consideration will need to be given to a number of difficult decisions in the near future.

In considering the proposal, the Panel has taken into account the experience of other Councils who have introduced a charge for the collection of a second green bin. There are currently 13 authorities who make such a charge and the majority of these have not

experienced a reduction in the levels of green waste collected or any increase in fly tipping. The proposed level of charge for the collection of the second bin is the median charge made by other authorities.

Members have expressed concerns that the proposal will result in residents putting additional green waste into their domestic waste bins. However, they have been assured that waste collection operatives will not collect any bins in which green waste had been deposited and a note will be placed on the bin to this effect. Fly tipping is a criminal offence and the Council will undertake enforcement if necessary. The Head of Operations has explained that all green bins remain the property of the District Council and recovery procedures will be instigated should any residents not pay the charge for their second bin. Members have also queried whether there is any scope to encourage residents to obtain discounted compost bins through the Council's existing Compost Bin Scheme and have noted that it is not possible to discount further what is already a very good rate.

On the question of the set up costs associated with the implementation of the charge, the Panel has noted that efforts have already been made to reduce the capital costs and as a result, it has been decided not to pursue a proposal to fit different coloured bin lids to the existing bins. Information has also been received on the inclusion of the cost of 1FTE within the proposal.

Councillors Mrs M Banerjee, I C Bates and P L E Bucknell have addressed the Panel on this matter. Councillor Bucknell has expressed the view that residents will not pay for the collection of the second green bin and will instead put green waste in household waste bins, which will have an adverse effect on the waste service budget. In addition, he is of the opinion that the change will lead to an increase in fly-tipping and has suggested that VAT will apply because the charge being incurred is for a service. A Cabinet Member of a London Council has informed Councillor Bucknell that, in his view, his authority made a mistake by introducing a similar charge. Councillor Mrs M Banerjee has reminded the Panel that the collection of green waste had been introduced to respond to a European Union Directive. The removal of this facility will be unpopular with Huntingdonshire residents and will damage public perception of the Council.

Councillor I C Bates has urged the Panel to consider the consequences of endorsing the proposal and has reiterated that the Overview and Scrutiny Panel (Environmental Well-Being) has unanimously agreed that the Council should not introduce a charge. Waste collection is a universal service, which is valued and recognised by the local community. The introduction of a charge will have an adverse effect on recycling rates and will represent a loss of service to the public. Councillor Bates has also expressed concern that the Panel has been asked to consider one proposal for achieving budgetary savings in isolation and he has recommended that the

Council should not take a decision on this matter until other options have been assessed.

In terms of the Council's financial position more generally and having been informed that the Cabinet is looking at a number of options to achieve budgetary savings for the Authority, the Chairman has drawn the Panel's attention to the recent announcement by Government that increases in Council Tax in 2013 will be limited to 2%. This will require the District Council to find additional savings in the region of £680K to £940K and, with this in mind, the Panel has met to give consideration to a range of possible options for delivering these savings.

In concluding their discussion the Panel has agreed that the business case for introducing the additional charge is sound and, therefore, that the proposal could be supported in principle provided that it is considered as part of a package of savings.

29. ASSETS OF COMMUNITY VALUE

As part of the Localism Act 2011, legislation has been introduced to assist local community groups to preserve buildings or land which they consider to be important to their community's social well-being. The Panel has considered and endorsed the arrangements, which the Council proposes to put in place to deal with applications for listing community assets.

The Panel has questioned the means by which Parish Councils and other interested charities have been made aware of the introduction of the new legislation and has noted that a briefing note has been sent to all District Councillors. This will also be circulated to Parish Councils; however, it will not be appropriate to provide examples of the assets that might be listed as the District Council has an obligation to determine applications, and this might be regarded as pre-determination.

In considering the details of the arrangements, Members have requested clarification of two matters. The first is whether the group of people who can make a nomination need to reside in the parish in question. The second is whether the list of disposals, which are exempt from Moratorium arrangements, applies in the case of an individual or organisation depending on the sale of the property to avoid being placed into administration. The Head of Legal and Democratic Services has agreed to investigate these matters further.

In terms of the arrangements for dealing with compensation claims, the Government has indicated that the estimated costs of compensation will be included within the "new burdens" funding. In addition the government has committed to meeting the cumulative costs of compensation exceeding £20K in a financial year.

30. HUNTINGDONSHIRE ECONOMIC ASSESSMENT – KEY FINDINGS

A presentation on the findings of the Huntingdonshire Local Economic Assessment has been given to the Panel. The Assessment has been undertaken to provide a base for a new Local Economy Strategy which has been reviewed to reflect a number of recent changes in the local economy and to coincide with the creation of a new Local Plan for the District.

The Panel has been informed that the data has been grouped into three themes – People and Communities, Business and Enterprise and Sustainable Economic Growth. It has been tested at a number of workshops with stakeholders, elected Members and Officers and attention has been drawn to the 8 priority areas which have consequently been developed for action. These include:-

- ◆ Raising Huntingdonshire's Profile
- ◆ Rebalancing the Population
- ◆ Building on Business Strengths
- ◆ Diversifying the Economy
- ◆ Matching Skills with Jobs
- ◆ Unlocking Infrastructure Constraints
- ◆ Maximising the Impact of Strategic Development
- ◆ Delivering the Vision and Strategy

In terms of the outcome of the assessment, the Panel's attention has been drawn to a number of issues which have been identified. These include the future of the labour supply, the structure of the economy and the decline in the level of NVQ Level 4+ qualifications being obtained in the District. Another significant issue for the future will be the affordability of housing within the District. House prices in Cambridge are expected to continue to rise over the course of the next few years, which will have a knock on effect to the surrounding areas. In contrast, the commercial property market has stalled as it appears there is a mismatch between the type of properties available to rent and those which are required.

The Panel has been informed that work will now take place to draw up a new Local Economy Strategy for the District, which will be presented to Members together with associated action plans in the New Year.

31. CORPORATE BUSINESS CONTINUITY PLANNING (2012 ANNUAL REPORT)

The Panel has received an update on the progress made in developing the Council's Corporate Business Continuity Plan. Members have been acquainted with the process for the production of the Plan, the need for which has been identified in an audit of the Council's existing Service Recovery Plan. Details have been provided

of the work which has been undertaken, the issues and risks which have been identified and the resourcing requirements of the process. A breakdown of those incidents which have triggered action by the Business Continuity Team during the past 12 months has also been provided. It is intended to review the new Plan on an annual basis and report the outcome to the Council's Corporate Governance Panel.

The Panel has discussed the recent problems experienced with the Remote MyOffice System and has sought information on the resourcing requirements of the business continuity process and the ways in which the Plan will be tested. Members have suggested that a Corporate Director should be nominated to lead on implementing the Plan should it be needed.

At the conclusion of their deliberations on this item Members have been reminded that the District Council's Emergency Planning Arrangements are considered to be exemplary and that it is important to give due and appropriate consideration to the Council's business continuity arrangements.

32. DISPOSAL OF LAND, ST MARY'S STREET, HUNTINGDON

(This item was submitted as a Part 2 item under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.)

The Panel has considered the details of an offer for the land fronting St Mary's Street in Huntingdon and whether this should be accepted by the Council. In so doing, Members have discussed a range of matters including the value placed on the land in the Asset Register and in the Council's Accounts and the alternatives to accepting the present offer which would be to obtain further valuations and to put the land on the open market. A proposal has been made that the Council might reduce some of its considerable homelessness costs by building its own accommodation on the site and the Panel has been acquainted with the initiatives that are already planned to reduce its reliance on Bed and Breakfast accommodation.

Given that a significant upturn in the commercial property market is unlikely in the near term (planning permission for residential development has elapsed) the Panel is of the view that the Managing Director (Communities, Partnerships and Projects), after consultation with the Executive Member, should be authorised to accept an offer from the interested party. The Panel has made a recommendation on the terms that would be acceptable. It is also recommended that the Council should also seek to lease back part of the new premises to accommodate homeless people rather than use Bed and Breakfast accommodation.

33. UPDATE 2013/14 BUDGET & MTP

The Panel has considered an update on the 2013/14 Budget and MTP. The Panel has previously held informal discussions on the Council's financial position. The Chairman has informed Members that he has advised the Cabinet of the options considered and recommendations that have been made. The Panel is reassured that the Cabinet is developing its own range of options for savings, many of which are similar to those identified by the Panel. The Panel looks forward to reviewing the Cabinet's plans in due course and to discussing the way information is presented.

The Panel has discussed the report by the Head of Financial Services in detail. Members are generally of the view that the Council should seek to effect what savings it can make rather than run down reserves. In order to establish a complete picture, information on the savings that have been achieved to date has been requested. It is further felt that Members should be provided with ongoing monitoring data on progress against savings targets. At the same time, it is stressed that there is a need to protect services to customers.

The Panel has discussed the consequences of not pooling business rates. Further work is to be undertaken before a decision is taken for next year. If it is decided not to proceed, it will be possible to pool business rates in future years.

Members have discussed predictions for future housing completions, the procurement of energy and projected borrowing trends. A Working Group currently is looking at the Council's policies and approach to the latter. Particular emphasis has been placed on the assumptions made for the pay award and performance pay. While the view has been expressed that performance pay should only be awarded for better than expected performance and that no provision should be made for it in the budget, the Executive Councillor for Resources has indicated that there should be a performance related element in employees' pay. Attention has also been drawn to the increase in income as a result of the rise in the population level of the District.

At the conclusion of its deliberations the Panel has resolved to ask the Cabinet to examine what additional savings can be made bearing in mind the need to maintain those services that impact on the community whilst preserving if possible the Council's reserves.

**34. TREASURY MANAGEMENT – REVIEW OF PERFORMANCE:
6 MONTHLY REVIEW**

In order to fulfil its role of overseeing the management of the Council's financial investments and borrowing, the Panel has reviewed the performance of the Council's Investments for the period 1st April to 30th September 2012. The Panel is of the view that the Cabinet

should recommend the Council to note the contents of the report and to approve the revised targets for interest rates exposure.

Other Matters of Interest

35. NOTICE OF EXECUTIVE DECISIONS

The Panel has been acquainted with details of the current Notice of Executive Decisions and has noted those items which will be presented to its future meetings. In terms of the item on National Non Domestic Rates Approval and in light of current events, the Panel has noted that the full Council will be asked to delegate approval to the Managing Director (Resources) to calculate and certify the completion of the NNDR1 form which will provide an estimate of the Council's business rates income for the forthcoming financial year. Item No.4 on the Council Agenda refers.

36. APPOINTMENT OF NEW CO-OPTED MEMBER

The outcome of a Selection Panel which met on 7th November 2012 to interview candidates for the vacant position of co-opted Member has been reported to the Panel. Mr Russell Eacott was subsequently appointed to the Panel by the Council at their meeting on 14th November 2012 for a period of 4 years.

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

The Panel has reviewed its ongoing studies. The Chairman has reported on the outcome of his discussions with the Executive Leader on the One Leisure review and more generally about the role of scrutiny. Members have decided that the review of the business model for One Leisure should not continue until the Business Plan has been completed and considered by the Panel. This is expected to be in January 2013.

A meeting of the Borrowing Working Group has now been held and further information has been requested to enable Members to examine the Council's current practices and financial position. A first draft of the conclusions arising from the review of the District Council's Document Centre has now been prepared and Members have also discussed when it will be appropriate to receive a presentation on the A14 improvements.

The Panel has noted that Councillor R B Howe has written to the Executive Leader requesting clarification of his plans for the Neighbourhood Forums in Huntingdonshire.

In view of the success of their previous meeting on budgetary savings, the Panel has agreed to hold a further informal meeting in late January 2013 to discuss the Council's Capital Budget.

38. SCRUTINY

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

T V Rogers
Chairman

Overview & Scrutiny Panel (Environmental Well-Being)

Report of the meeting held on 13th November 2012

Matters for Information

26. THE HOUGHTON AND WYTON CONSERVATION AREA CHARACTER ASSESSMENT AND BOUNDARY REVIEW

The Panel has been acquainted with the Houghton and Wyton Conservation Area Character Assessment and Boundary Review. Members have been advised that the Character Assessment and Boundary Review had been produced in compliance with an undertaking given to Houghton and Wyton Parish Council and when adopted would provide a comprehensive coverage of green space in the Ouse Valley. The Panel has congratulated Officers on the quality and high standard of the documents. Members have drawn attention to the fact that the size of the Conservation Area will increase by 30%.

Members have discussed a suggestion that Area 2 of the map at Appendix 4 should be included in the Conservation Area. The Head of Planning and Housing Strategy drew attention to the fact that an appraisal had indicated that the area does not meet the Conservation Area criteria. It was explained that, as a result, its inclusion might undermine the validity of the Character Assessment. Members have been assured that the Conservation Area Character Assessment is needed to reinforce the Urban Design Framework (UDF). If the UDF is implemented, Area 2 will be of a standard that will make it eligible for inclusion in the Conservation Area. A Member has argued that, in this case, the opportunity should be taken to include it at this stage. However, given that this might undermine the ability of the Conservation Area Character Assessment to withstand a legal challenge, it has been accepted that this matter should be re-visited when the obstacles to its inclusion have been removed.

The Panel has recommended that the Cabinet adopt the revised Houghton and Wyton Conservation Area Character Assessment and Conservation Area Boundary Review and re-visit the inclusion of Area 2 in the Conservation Area at the appropriate time.

27. CONTROLLED WASTE REGULATIONS

The Panel has considered a report on changes introduced by the Controlled Waste Regulations 2012. Members have been advised that the Regulations have revised the premises which are exempt

from a charge for waste disposal. The District Council collects waste from a number of premises, which have previously been exempt from charges but the County Council has decided to levy a fee for the disposal of that waste. However, Members have been assured that those who have been Council customers since before April 2012 will continue to benefit from free waste disposal. In discussing the service currently offered by the Council, the Panel has considered the possibility of offering and promoting an enhanced trade waste service as a means of generating income for the Authority. It is argued that there will be a marginal cost of providing such a service as the Council already has waste collection rounds in place. Furthermore, the principle of competing in commercial sectors has been established in areas such as leisure. Given the financial pressures on the Council, it has been suggested that the development of the trade waste service should be investigated.

The Panel has recommended that the Cabinet give approval for the recovery of the full cost of disposal from those premises previously exempt from the charge, except where they continue to be exempt under the County Council's local policy.

28. THE CONTRIBUTION OF AGRICULTURE TO THE ENVIRONMENT AND THE ECONOMY IN THE CONTEXT OF PLANNING POLICIES

Following discussion with the Head of Planning and Housing Strategy, the Panel has approved for submission to the Cabinet, the final report of the Working Group looking at the contribution of agriculture to the environment and the economy in the context of planning policies.

Other Matters of Interest

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

The Panel has reviewed its programme of studies at each of its meetings. Having regard to their previous interest in the subject, Members have been informed that an evaluation has not yet taken place on the effectiveness of stickers on wheeled bins in deterring speeding in Hilton. At the suggestion of a Member, contact will be made with Hilton Parish Council in order to gain an understanding of the present situation.

With regard to the drainage study, it has been reported that the Council is continuing to work with Anglian Water to resolve outstanding problems in Yaxley. An assessment will now be made of work already carried out and that still required.

The Chairman has apprised Members of a suggestion by Godmanchester Residents Against Bearscroft that the Panel should scrutinise the Council's approach to the proposed development of land at Bearscroft Farm, Godmanchester. A range of matters have

been proposed for investigation. Councillor C R Hyams also has made a submission on the proposed study. Owing to the fact that a valid current planning application has already been received, advice has been obtained from the Council's Head of Legal and Democratic Services on whether the Panel could reasonably and legitimately involve itself in this matter at the present time. He has stated that the matters raised principally relate either to planning issues and the weight that should be accorded to them or to the Council's procedures. In his view, planning issues should be considered as part of the applicable planning processes and it is for Planning Officers and the Development Management Panel to decide what they consider to be material planning considerations and to determine the weight to be accorded to them. It is not appropriate for Overview and Scrutiny to be considering these issues or expressing their views on them. With regard to any argument that the Council has not followed due process, then the normal route of challenge is through the Courts, as had happened in other areas. Considering process matters whilst there is still a possibility of judicial challenge, seems to be premature and although ultimately this is a matter for the Panel, if it is minded to look in to the matter, he considers a more appropriate time to do this would be following the determination of the application and the expiry of any period for legal challenge.

Head of Planning and Housing Strategy has reiterated that the determination of the planning application is the responsibility of the Development Management Panel. He has advised that all planning matters relating to Bearscroft Farm will be fully considered in due course. Furthermore, as part of that process, interested parties will have the opportunity to address the Development Management Panel at the appropriate time. Members have accepted that they have to be mindful not to pre-empt the Development Management Panel's decision. In that, light it has been decided that this matter should not be pursued at the present time but that it might be revisited if appropriate once the formal determination process has been completed and the period for any legal challenge has expired.

30. WORKPLAN

The Panel has reviewed the Programme of Studies being undertaken by the other Overview and Scrutiny Panels. A Member has questioned the outcome of the pilot Norman Cross Local Joint Committee meeting. Given the lack of clarity surrounding the future of Neighbourhood Forums, Members have requested sight of the Overview and Scrutiny (Social Well-Being) Panel's report reviewing Neighbourhood Forums in Huntingdonshire.

31. SCRUTINY

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

D Harty
Chairman

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Overview and Scrutiny Panel (Social Well-Being)

**Report of the meeting held on 6th November and
4th December 2012**

Matters for Information

**31. POTENTIAL MERGER BETWEEN CAMBRIDGESHIRE AND
SUFFOLK FIRE AND RESCUE SERVICES**

At the meeting in November 2012, Councillor F Brown, Chairman of the Fire Authority, and Mr M Warren, Director of Resources and Treasurer to the Cambridgeshire Fire Authority, delivered a presentation to Members on proposals for further collaboration up to a full merger between Cambridgeshire and Suffolk Fire and Rescue Services. The proposal has emerged in response to anticipated reductions in the level of Government grant expected to be awarded to both Fire and Rescue Services in future years. It is expected that the spending formula for allocating Fire Service funding will change and be less favourable for Cambridgeshire in 2013/14 and 2014/15. This has led the Fire Authority to consider the options for further collaboration, up to a full merger, with Suffolk Fire and Rescue Service.

The consultation is undertaken to meet Central Government deadlines. However, the Panel is of the view that the consultation is being undertaken too early as no specific information is available at the present time. Members have queried whether there will be a further opportunity to comment on the proposals if it is decided to proceed. An undertaking has been received that in this case a further consultation exercise will take place once a business plan has been developed.

The property and fleet arrangements of the Suffolk Fire and Rescue Service are of particular concern to the Panel given that there is a potential liability associated with assets held by Suffolk, which are reported as being in a poor condition. Historically, Cambridgeshire invests heavily in all of its assets and Members are concerned that the proposals for a merger might be to the detriment of Cambridgeshire.

Concerns also exist over future service provision and the ability of a merged organisation to respond to calls for service in a timely manner, without impacting negatively upon the current performance levels achieved by the Cambridgeshire Fire and Rescue Service. These concerns also exist within the Cambridgeshire Fire Authority.

Suffolk has indicated that they run their services at one third of the cost of the Cambridgeshire service. Clarification in this respect is currently being sought.

At the December meeting, the Panel has endorsed a draft response to the consultation. It has been suggested that the Cambridgeshire Fire and Rescue Service should continue to undertake extensive investigations, with a view to ensuring that any decisions made in the future are for the benefit of Cambridgeshire residents. The Panel supports the principle of working with other Fire and Rescue Services but feels that there should be a long term vision. Members have expressed strong views that a sound business plan, which demonstrates financial and operational resilience, will be required before any final decision is made. The Panel is of the view that further enquiries should also be made with other neighbouring Fire Authorities on whether collaborative working might be feasible. The response has been submitted to the Fire Authority.

32. HUNTINGDONSHIRE CITIZENS ADVICE BUREAU

Pursuant to Item No. 24 of their Report to Council, the Panel has received further updates on recent developments relating to the Citizens Advice Bureau (CAB) and the provision of advice services in Huntingdonshire at each of its meetings. Mr M Mealing, Chairman of the CAB has been in attendance at these meetings.

The CAB Board has met with the organisation's liquidators to consider the final steps to wind down the organisation. The organisation ceased to operate at the end of November 2012. As the Money Advice Service is separate from the Huntingdonshire CAB, the service they provide is not affected by the CAB's decisions. A service will continue to be provided until 21st December 2012.

An outline of the Council's new voluntary sector funding arrangements has been delivered. The new arrangements will take effect from 1st April 2013. Five submissions from various organisations to deliver advice and information services across the District have been received and the relevant Executive Members took decisions on them on 21st November 2012. The terms of the current service level agreements with the Huntingdonshire CAB prevent the decision from being formally announced before 8th December 2012. Rural Cambs CAB has been identified as the preferred bidder. Its bid will provide for a four day service in Huntingdon and a three day service in St Neots. Debt advice services will be provided at both locations on one day each week. In addition, a three hour outreach session will be provided in Yaxley, St Neots and St Ives on a rotation basis with email, telephone and web advisory services provided alongside front line services. Once the formal announcement is made, steps will then be taken to provide interim services for the period January to March 2013 inclusive. An approach is expected to be made to the successful bidder.

The Panel has expressed concerns over the process adopted to determine the applications received under the new voluntary sector

funding arrangements. Assurances have been delivered by the Executive Leader and Executive Councillor for Healthy and Active Communities that due process has been followed and that the preferred bidder will be able to meet the needs of the District.

It has been agreed that the Voluntary Sector Working Group, previously established by the Panel, will take part in regular review meetings with the successful bidder and the Executive Councillor for Healthy and Active Communities to monitor the performance of the service. Whilst six monthly meetings are suggested, it has been agreed that more frequent meetings could be held if necessary.

Other matters discussed by the Panel include the storage arrangements for confidential files held by the CAB, the requirement for successful funding applications to offer District-wide services, the value of the CAB's volunteers, the organisation's pension liabilities, the utilisation of surplus funding to assist with the interim arrangements, the importance of maintaining positive communications with the public and the requirement for successful bidders to adhere to a tapering process.

On behalf of the Council, the Executive Leader has placed on record his thanks to Mr Mealing and the Huntingdonshire CAB for their efforts over the years.

33. HUNTINGDONSHIRE TOWN AND PARISH CHARTER

The Panel has considered the draft Huntingdonshire Town and Parish Charter which will enable local government in Huntingdonshire to respond to the Localism Act 2012. The Charter outlines how the three tiers of local government will work together for the benefit of the local community whilst recognising and respecting their individual rights as separate democratic bodies.

A Parish Charter Working Group, comprising representatives of the three tiers of local government has been established to develop the Charter document. Owing to delays with the publication of guidance by the Department for Communities and Local Government on neighbourhood planning and the Community Infrastructure Levy, the Charter cannot yet be finalised. The document is expected to obtain the Cabinet's endorsement in April 2013. Positive support for the Charter has been received from the Town and Parish Councils.

At the Panel's request, reference to the pilot Local Joint Committee in North Huntingdonshire will be included within the document. The Panel has also suggested that Town and Parish Councils should appoint a "champion" to assist with the successful embedding of the Charter within their respective organisations. This will help Parishes to embrace and gain an understanding of the localism concept. It is the Panel's view that Parishes need to have a more holistic vision of their communities, such as taking a more active interest in the health and wellbeing needs of their residents and including this within their community plans.

The Panel has discussed a number of matters including the level of engagement with all Town and Parish Councils on the proposed Charter together with the feedback received, the proposed extension to the number of days given to Town and Parish Councils to comment upon planning applications and the importance of communication between the three tiers of local government.

34. CONSIDERATION OF DOMESTIC ABUSE JOINT MEMBER-LED REVIEW: FINAL REPORT

The Panel has received feedback from the Huntingdonshire Community Safety Partnership on the findings of the joint Member-led review on domestic abuse by Cambridgeshire County Council and Huntingdonshire and Fenland District Councils. The Partnership has concerns about the action plan, which has been produced for the Domestic Abuse Steering Group. It is felt that too much emphasis is placed upon promoting the Domestic Abuse Partnership and that the focus should be on domestic abuse victims and achieving outcomes. As a member of the Steering Group, the Chairman of the Partnership will seek to change the Action Plan in the way which has been suggested. Of particular concern to Huntingdonshire is the level of repeat, as this currently represents 40% of cases. Members are of the view that this should feature in the Action Plan.

The District Council's only funding for domestic abuse is that granted to the Huntingdonshire Community Safety Partnership. This funding will be withdrawn next year and there is little chance that the recommendation which was approved by the County Council's Cabinet that a pooled budget is established with contributions from the District Council will be delivered. Moreover, there currently is no invest-to-save case for the District Council to find funding for domestic abuse, as the only cost incurred is when such victims present themselves as homeless to the Council. This equates to around 6% of homelessness applications received. It is suggested that the Executive Leader of the Council, as the District Council's representative on the Police and Crime Panel, should exert influence on the Police and Crime Commissioner to provide funding for domestic abuse.

The Panel is of the view that in order that all relevant organisations' practices relating to domestic abuse are as efficient and effective as possible, there should be improved links between domestic abuse and social services. It is felt that there should be appropriate representation on the Huntingdonshire Community Safety Partnership with the Area Manager for Localities and Partnerships and a representative of Social Services attending these meetings.

The Panel will have sight of the County Council's Scrutiny review next year and will revisit this matter as part of its annual scrutiny of the Huntingdonshire Community Safety Partnership.

35. NHS CAMBRIDGESHIRE AND PETERBOROUGH: FINANCE AND PERFORMANCE REPORT

Owing to concerns relating to the financial and operational performance of Hinchingsbrooke Hospital, the Panel has received a presentation from Ms S Shuttlewood, representative of Cambridgeshire and Peterborough Clinical Commissioning Group, explaining the Commissioning Group's role in monitoring the performance of the Hospital.

She has explained that a rigorous contractual performance regime has been adopted to ensure the standards required of the Hospital are delivered. Of the 46 acute providers in the County, Hinchingsbrooke's performance is rated at 8th place. The Hospital could be penalised financially if it is felt that they are not adhering to the terms of the contract or implementing appropriate remedial action. Areas of current concern include the recent norovirus outbreak and its impact upon the availability of bed space without resulting in delays in waiting times within the Accident and Emergency Department, performance against targets for treating cancer patients and the anticipated financial deficit expected at the end of the current financial year.

The Panel has discussed a number of matters including the powers held by the Commissioning Group, the requirement to report upon national health standards, the recent award received by the Maternity Unit, the cleanliness standards of the Hospital, the risks associated with the imposition of financial penalties on the Hospital, current issues with the Ambulance Service, delayed discharges, the availability of care in the community services and the Commissioning Group's relationship with Circle Healthcare. The Panel has further sought clarification on the reasons for the reported financial deficit and discussed the Hospital's progress against the Quality, Innovation, Prevention and Productivity programme.

Regular reports will continue to be provided on the Hospital. Councillors S J Criswell, P Kadewere, M Oliver and R J West, together with Mr R Coxhead, have been appointed on to a Joint Working Group with representatives of the County Council's Cambridgeshire Adults, Wellbeing and Health Overview and Scrutiny Committee to pursue further these investigations.

36. COUNCIL TAX SUPPORT

In conjunction with the Cabinet, the Panel considered a proposal to adopt a new local Council Tax Support scheme for the District. This scheme will supersede the current national Council Tax Benefit scheme on 1st April 2013.

The Executive Councillor for Customer Services has acquainted Members with the proposals and drawn their attention to the impact of the scheme upon the District whilst providing a comparison of it with the Government's proposed transitional scheme. The draft scheme has been subject to consultation in late summer, which has resulted

in changes being made relating to the backdating of payments for up to six months and to the capital limit, which will remain at the existing Council Tax Benefit level of £16,000. These changes have been incorporated within the new scheme.

The Panel has discussed at some length the impact of the proposals upon Town and Parish precepts. Members appreciate the difficulties faced by the Head of Customer Services in providing accurate estimates on Council Tax calculations, as they depend on a Government announcement expected on 13th December 2012. Town and Parish Councils have been advised by the Cambridgeshire and Peterborough Association of Local Councils to defer setting their precepts until this announcement has been made. It has been agreed that a report outlining the impact of this process on Town and Parish Councils will be made available to Members in February 2013.

The Panel has discussed the group's who will no longer be affected by the new scheme; namely those in receipt of Income Support, Jobseeker's Allowance and Employment Support Allowance. Members have also considered the recommendation contained within the Equality Impact Assessment relating to the definition of vulnerable groups. As a result, legal opinion is to be obtained on this matter.

At the conclusion of their deliberations, the Panel has endorsed the content of the proposed Council Tax Support Scheme for Huntingdonshire.

37. CAMBRIDGESHIRE ADULTS, WELLBEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor R J West has updated the Panel on matters currently being considered by the Cambridgeshire Adults, Wellbeing and Health Overview and Scrutiny Committee, including emergency services proposals for the East of England Ambulance Services NHS Trust, Clinical Commissioning and the Cambridgeshire Health and Wellbeing Strategy. He has also drawn attention to a subsequent meeting of the Joint Overview and Scrutiny Working Group on Mental Health Services Across Cambridgeshire and Peterborough where consideration was given to the Joint Commissioning Draft Strategy for the Mental Health and Wellbeing of Adults of Working Age.

Other Matters of Interest

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

The Panel has reviewed its programme of studies at each of its meetings. Members have agreed to remove the potential future study on Gypsy and Traveller Welfare from its work programme as it is expected that the matter will be addressed within the new Local Plan. Updates have been received on recent meetings of the

Corporate Plan and Social Value Working Groups and the Neighbourhood Forums Working Group has reiterated their wish to be involved in the North Huntingdonshire pilot Local Joint Committee.

39. WORK PLAN STUDIES

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

40. NOTICE OF EXECUTIVE DECISIONS

The Panel has been acquainted with the current Notice of Executive Decisions at each of its meetings.

41. SCRUTINY

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

S J Criswell
Chairman

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Development Management Panel

Report of the meeting held on 19th November 2012

Matters for Information

11. HOUGHTON AND WYTON CONSERVATION AREA – CHARACTER ASSESSMENT AND BOUNDARY REVIEW

In its role as a consultee, the Panel has considered draft documents on the outcome of a Boundary Review and Character Assessment for the Houghton and Wyton Conservation Area. .

In drawing their conclusions, the Panel had regard to the views of the Ward Councillor, Councillor A H Williams and the Overview & Scrutiny Panel (Environmental Well Being).

The Panel was of the view that it was essential not to undermine the soundness of the documents by the inclusion of land identified as Area 2 – the field to the east of Houghton Grange in the Conservation Area. However, in recommending the Cabinet to adopt the documents as Council policy, the Panel has requested that consideration be given, at the appropriate time, to delivery of open space within the Conservation Area and it was accepted that this may be achieved during the normal planning process when design and green space issues would be addressed as part of the determination of any potential development applications.

12. DEVELOPMENT APPLICATIONS

The Panel has considered eight applications for development and of these five were approved, two refused and one deferred for further clarification and whether the proposal for change of use was considered to be a commercial or non commercial enterprise.

13. DEVELOPMENT MANAGEMENT PROGRESS REPORT

As part of its regular review of the performance and activities of the Development Management Service, the Panel was pleased to note that all major applications received during the period 1st July to 30th September had been determined within the prescribed thirteen week time period and that fee income for the period at £302,030.00 was notably above that generated in the previous quarter and in the corresponding period in 2011.

D B Dew
Chairman

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Employment Panel

Report of the meeting held on 28th November 2012

Matters for Information

14. EMPLOYMENT REPORT

The Panel received a quarterly report on the Human Resource matters impacting on the performance of the organisation. On this occasion, the report included the latest position and trends relating to:-

- ◆ employee numbers;
- ◆ salary costs;
- ◆ employee turnover;
- ◆ retention of new starters;
- ◆ sickness absence reporting; and
- ◆ the Human Resources caseload.

In terms of tackling sickness absence, the Panel has noted that a consistent use of return to work interviews and self certification for all periods of absence will be introduced with effect from 1st January 2013. For this purpose, the HR Business Manager has attended all Management Teams during November to explain the new arrangements. The outcome of a review of the Sickness Absence Policy and Procedures will be presented to the Panel's next meeting in February.

Members have also commented on the increase in stress related absences, particularly those which are as a result of personal issues. Members have noted that these were addressed in a manner which is compliant with employment law and that it was hoped that the introduction of return to work interviews might make a positive difference in this area. The District Council also has a stress management assessment kit which is designed to help employees and their managers to develop an action plan to address stress related issues.

15. QUARTERLY PERFORMANCE REPORT FOR HR, PAYROLL AND ORGANISATION AND WORKFORCE DEVELOPMENT SERVICES

The Panel has considered the performance of LGSS Human Resources, Payroll and Organisational Workforce Development services across the key service measures put in place at the start of the contract. LGSS performance will be measured in three areas namely:

- ◆ HR Strategic and Advisory;
- ◆ Recruitment and Payroll; and
- ◆ Organisational Workforce Development.

It is the intention to agree specific performance targets after the first full year of operation.

Having noted that performance standards have been achieved to-date and the priorities identified for the next quarter, the Panel was pleased to note that, overall, the transition to LGSS had largely been a success and has provided benefits that had not been foreseen in terms of access to wider projects and expertise within their organisation. LGSS has also been able to contribute positively to the pay review which had not originally been the expectation. Further reports will be provided on a quarterly basis.

16. REVIEW OF EMPLOYEE CONSULTATION INFORMATION ARRANGEMENTS

At present, the Council has two inter-related forums for consulting and informing staff on employment and service matters; and for making employment related decisions. The role of the Employee Liaison Advisory Group is to forge closer, more effective working relations between management and employees and the Employment Panel is responsible for discharging the functions of the Council in relation to the employment of its workforce. In addition, the Council has established a Senior Officer Panel which is responsible for the appointment and dismissal of Chief Officers and to undertake hearings or take disciplinary action at this level.

Following a review of the arrangements for consulting and informing staff on employment and service matters; and for making employment related decisions the Panel has indicated its support for a number of proposals to streamline these arrangements. Details of these arrangements are reflected in the Appendix hereto. It is anticipated that the new arrangements will enable the Council to:-

- ◆ reflect best practice in governance arrangements and in setting Senior Management salaries;
- ◆ avoid the unnecessary duplication of business between Forums;
- ◆ clarify the responsibilities of Managers and clearly establish how they are to be held accountable; and
- ◆ enhance the role of the Staff Council.

These proposals also have suggested that employment related decisions be delegated, at some stage, to the Head of Paid Service which will enable these decisions to be consulted on and ratified locally and more expediently. A decision whether to vary the Council's Scheme of Delegation in this way will be considered by the Corporate Governance Panel and reported elsewhere on the agenda.

The Panel has been assured that the recommendation to establish an Employment Scrutiny Panel will not diminish the role of Members but will offer an opportunity to scrutinise the way in which decisions are

reached and enable policy matters to be considered in more detail. The terms and conditions of Senior Officers will continue to be the responsibility of the Senior Officers Panel whose terms of reference will be extended to enable the Panel to consider the salary to be applied to posts at Head of Service level and above.

As these proposals will vary the Council's constitutional arrangements, they will need to be considered by the Corporate Governance Panel which will recommend to Council accordingly.

17. SAFEGUARDING

In order to comply with recent changes in legislation, the Panel has endorsed the content of a new policy and procedures for safeguarding vulnerable people, including children from abuse. The policy will apply to all District Council employees and is intended to promote the safety of those using Council services whilst at the same time protecting employees and Councillors from false allegations.

As further changes will be required shortly and on a regular basis, the Panel has authorised the Chief Officers Management Team and the Lead Safeguarding Officer to make the necessary adjustments to the Policy until it is next reviewed in June 2014.

Having received an explanation of the arrangements for implementing and monitoring compliance with the new Policy, the Panel has recommended that an implementation timetable and monitoring system should be developed to indicate the progress which has been made.

18. RETIREMENT OF EMPLOYEES – ACKNOWLEDGEMENTS

The Panel has placed on record its recognition of, and gratitude for, the excellent contributions made by the following employees during their employment in the local government service and conveyed its best wishes to them for a long and happy retirement.

Name	Division	Local Government Service:
Mr D Bacon	Environmental Management	15 years
Mr D Hartley	One Leisure, St Ives	17 years
Mr R Philcox	Operations Division	6 years
Mr G Shipley	Environmental Management	24 years
Mr M Smith	Operations Division	7 years

19. PAY REVIEW PROJECT

(The following item was considered as a confidential item under paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.)

The Panel has received an update on the progress being made on the Council's Pay Review project. Members were informed that Phase 2 of the Job Evaluation work stream had now begun and 57 posts (which equated to 208 staff) within the organisation had been evaluated. Phase 3 was expected to commence in December and to be completed by the end of March 2013. An Equality Impact Assessment had now been undertaken on amendments to the Job Evaluation Framework Guidance and a number of recommendations have been endorsed by the Pay Review Project Board.

As part of the Job Evaluation process, work is also being undertaken to establish 'Job Families' for business support staff. A number of staff focus groups have been arranged for this purpose and it was anticipated that the criteria would be approved by the Pay Review Project Board and the Employment Panel in February.

The outcome of phase 2 of the Job Evaluation work stream will enable work to start on the modelling of a new District Council pay structure early in the New Year, for implementation in October 2013.

S Cawley
Chairman

Current Arrangements:

Employment Panel

Membership:
8 Elected HDC members, including at least 1 member of the Cabinet.
Purpose:
To discharge the functions of the Council in relation to the employment of the Council's workforce

127

ELAG

Membership:
3 Elected Members of the District Council and 11 elected staff side members
Purpose:
Maintain effective communication between employees and management and consult on and make recommendations to the Employment Panel on a wide range of workforce and employment matters
Decisions escalated to Employment Panel for Ratification



Proposed:

Senior Officers Panel

Membership:
4 Members of the Council (and the relevant Executive Councillor where applicable)
Purpose:
Responsible for appointment (excludes Head of Paid Service), dismissal, suspension, undertaking of disciplinary hearings of Chief Officers and Heads of Service or their equivalent

Employment Scrutiny Panel

Membership:
8 Elected HDC members, including at least 1 member of the Cabinet.
Purpose:
To provide strategic overview of the people management and workforce decisions and issues within the Council
Vice Chairman and Chairman of ESP to have delegated powers to try to resolve disputes at Joint Liaison Group, prior to escalation to ACAS.
Frequency of Meetings: As required -tbc

Joint Liaison Group

Membership:
Staff Council representatives, reflecting current distribution of council employees but not to exceed 15; Managers /Officers as required, including Head of Paid Service.
Purpose:
Maintain effective communication between employees and management and consult on workforce /Employment matters
Employment decisions delegated to Head of Paid Service.
Quarterly formal meetings; with the ability to table reports to Employment Scrutiny Panel as appropriate.
Frequency of Meetings: Quarterly Meetings

Staff Council

Membership:
Employee representatives for the Council's Services, reflecting current distribution of council employees but not to exceed 15; Managers /Officers as required
Purpose:
Maintain good employee relations and ensure the views of staff are considered in relation to proposed changes to employment matters
Frequency of Meetings: Monthly meetings feeding into JLG



Senior Officer Panel

Membership:
4 Members of the Council (and the relevant Executive Councillor where applicable)
Purpose:
Make appointments (including starting salary arrangements) dismissals, suspensions; and undertake disciplinary hearings of Heads of Service or their equivalent and above, in accordance with the Officer Employment Procedure Rules.
NB- In the case of the Head of Paid service or for salary packages that exceed £100k, the full Council must approve any proposed appointments before an offer of appointment is made and must approve any proposed dismissals before notice of dismissal is given
Frequency of Meetings: As required

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Standards Committee

Report of the meeting held on 6th December 2012

Matters for Information

13. APPOINTMENT OF INDEPENDENT PERSONS AND TOWN AND PARISH COUNCIL

Since their appointment by the Council, the Committee has noted that the Lead and Deputy Independent Persons have begun to lend their support to the Monitoring Officer in responding to the new requirements of the Localism Act 2011 and its impact on the standards process.

Both have observed training sessions on the Code of Conduct held for Town & Parish Councils, attended a workshop for Independent Persons and indicated their willingness to attend alternate meetings of the Committee to keep apprised of standards issues. The Lead Independent Person has also reviewed the first complaint received under the new arrangements. The Committee has accepted that, with experience, working practices will continue to evolve and may ultimately require the need for some adjustment to be made to the protocol for the consideration of complaints.

Following the decision to appoint two town and parish council representatives to the Committee, the Chairman reported that he had, together with the Monitoring Officer considered expressions of interest received from seven high quality candidates. The positions will be offered to the two successful candidates who will serve until April 2014 and be entitled to receive an allowance of £231 per annum plus reimbursement of the costs involved in attending meetings of the Committee and training events. Both appointees will be invited to attend the next meeting of the Committee

14. UPDATE ON CODE OF CONDUCT AND REGISTER OF DISCLOSABLE PECUNIARY INTERESTS (DPIs)

As the Monitoring Officer retains a duty to maintain and publish a register of interests of Members and co opted Members of the District and all Parish Councils in Huntingdonshire, the Committee has noted the current position on the return of individual DPIs and publication of Registers. Although there is no legal obligation upon the Town and Parish Councils to notify the Monitoring Officer, the Committee has been advised that 51 (of 71 Town and Parish Councils) have adopted a Code based on that published by the District Council with eleven opting for the Code promoted by the National Association of Local

Councils. Whilst the Monitoring Officer has exercised some leniency in the early stages of this exercise, the Committee has taken the view that it is now appropriate to write, in stronger terms, to those Councils where DPIs are still outstanding to point out their legal obligation to comply. The Committee also has suggested that the Monitoring Officer should call on the assistance of District Councillors in these circumstances to encourage parish councils in their wards to return their DPIs and adopt a Code of Conduct where this appears still to be outstanding.

15. TRAINING UPDATE

The Committee has noted the response received to the eight training sessions held for District and Town and Parish Councillors over the period September – November 2012. Although, overall attendance was disappointing, feedback received during and since the sessions has been very positive and a number of challenging issues had been raised in discussion. Given the level of interest shown subsequently by individual Parish Councils, there appears to be an opportunity to extend the training elsewhere in the District in the future and indeed one session was held recently specifically for Hilton Parish.

16. UPDATE ON COMPLAINTS RECEIVED SINCE 1ST JULY 2012

The Monitoring Officer reported to the Committee that he had reviewed, after consultation with the Council's appointed Independent Person, the first complaint received in accordance with the protocol adopted by the Council to deal with Code of Conduct complaints under the Localism Act. Having been apprised of the allegations in brief, the Committee has noted that there was insufficient evidence to substantiate the complaint and to warrant the undertaking of a formal investigation.

17. COMMITTEE ON STANDARDS IN PUBLIC LIFE

The Committee has noted, with interest, the views recently expressed by the 'Committee on Standards in Public Life' in relation to changes to the local government standards regime resulting from the Localism Act 2011. Whilst commending the decision to operate standards at local level and to maintain a mandatory requirement for each authority to retain a code of conduct based on the Nolan principles, the Committee had expressed strong concerns at the absence of adequate sanctions to apply to those Councillors who fall short of the standards expected of an elected Member.

A Hansard
Chairman