

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 25 FEBRUARY 2015** 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
<p>The Venerable Hugh McCurdy, Archdeacon of Huntingdon and Wisbech will open the meeting with prayer.</p>	
APOLOGIES	2 minutes
CHAIRMAN'S ANNOUNCEMENTS	5 minutes
1. MINUTES (Pages 1 - 10)	2 minutes
<p>To approve as a correct record the Minutes of the meeting held on 17th December 2014.</p>	
2. MEMBERS' INTERESTS	3 minutes
<p>To receive from Members, declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.</p>	
3. 2015/16 REVENUE BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2016/17 TO 2019/20 (Pages 11 - 100)	60 minutes
<p>To consider the Cabinet's recommendations on the 2015/16 Revenue Budget, the Medium Term Plan for 2016/17 – 2019/2020, the related Prudential Indicators and the Treasury Management Strategy (see also the Report of the Cabinet held on 22nd January 2015) and in accordance with Section 30 (2) of the Local Government Finance Act 1992, to approve resolutions as to the levels of Council Tax in 2015/16 for the various parts of Huntingdonshire District. A report by the Head of Resources is enclosed.</p> <p>In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the Council will be asked to resolve that a recorded vote be taken on the conclusion of debate on this item.</p>	
4. PAY POLICY STATEMENT (Pages 101 - 108)	5 minutes
<p>In compliance with the requirements of Section 38 of the Localism Act 2011, the Executive Leader, Councillor J D Ablewhite to present the Pay Policy Statement for 2015/16 to the Council for approval.</p>	
5. OVERVIEW AND SCRUTINY PRESENTATIONS	40 minutes
<p>(a) Councillor R B Harrison - Chairman, Economic Well-Being Panel</p>	

- (b) Councillor S Criswell - Chairman, Social Well-Being Panel

To present a vision for the Overview and Scrutiny Panels for Economic and Social Well-Being and their priorities for the forthcoming year.

(Notes -

Overview & Scrutiny Chairmen presentations - 10 minutes each

Questions to each presenting Councillor - 5 minutes each

[10 minutes in total]

Period for questions to Members of the Cabinet - 10 minutes in total)

6. MEMBERS' ALLOWANCES (Pages 109 - 110) 5 minutes

To consider a report by the Corporate Team Manager.

7. INVESTIGATION OF COMPLAINTS AGAINST LUMINUS HOUSING GROUP 10 minutes

A report by the Managing Director on complaints against Luminus Housing Group to follow.

8. REPORTS OF THE CABINET, PANELS AND COMMITTEES 20 minutes

FOR DECISION

- (a) Cabinet (Pages 111 - 114)

FOR INFORMATION

- (b) Development Management Panel

Report of the meetings held on 15th December 2014, 19th January and 16th February 2015 to follow.

- (c) Employment Panel (Pages 115 - 118)

- (d) Overview and Scrutiny Panel (Economic Well-Being) (Pages 119 - 122)

- (e) Overview and Scrutiny Panel (Environmental Well-Being) (Pages 123 - 128)

- (f) Overview and Scrutiny Panel (Social Well-Being) (Pages 129 - 134)

- (g) Licensing and Protection Panel (Pages 135 - 136)

9. MOTION ON NOTICE

20 minutes

Councillor T Hayward to move:

“That this Council notes -

The announcement that Government is to invest funding into a study looking into the status of the A1 between Peterborough and the M25 is very welcome.

Since the M1 to Leeds and then the A1 north of that has been seen as the strategic route to the north, the A1 through Huntingdonshire has become something of a ‘forgotten route’. The need for improvements is no more acute than at Buckden roundabout where the District Council’s own infrastructure study has shown that it is a significant constraint to growth as well as the road being a blight on the lives of the residents of Buckden, Diddington and Southoe.

The possibility of the route being upgraded to motorway standard is an important development and the fact that the previous planned improvement between Baldock, Hertfordshire to Alconbury as part of the then Government White Paper ‘Roads for Prosperity’ in 1989 is being quoted as a possibility again, is something that should be investigated.

The recent Highways Agency Route-Based Strategy investigations for the A1 is due to publish its final recommendations in March 2015. The initial report has shown that between London and Leeds, this section of the A1 represents one of the ten most least-reliable journey time locations on the route. Additionally, the report highlights poor network performance in the peak hours, safety concerns and congestion on the route through Buckden.

This Council believes -

That given we have three major trunk routes passing through the District and two of these, the A14 and A428, are subject to improvement proposals, it is vital that similar improvements to the A1 be made.

From London, this is the last roundabout between Buckden and North Berwick, a distance of 278 miles.

The existing route lacks the capacity to accommodate current and future travel demands as well as planned growth and a comprehensive approach is needed for a wholesale upgrading of the route to motorway standard because piecemeal improvement schemes would not offer a satisfactory solution addressing both strategic and local needs.

Given the nature of the current problems, Huntingdonshire’s Draft Local Plan to 2036 highlights the current capacity constraints on the A1 at Buckden. Likewise, Cambridgeshire

County Council's Long-Term Transport Strategy includes the need for options to be considered for this stretch of the A1 in order to provide new capacity for growth and to address existing problems on this stretch of the transport network.

Whilst there are planned improvements to the A14 and A428, it is important that similar improvements on this section of the A1 are brought forward as soon as possible so that the route does not act as a barrier to the future growth and prosperity of the area.

Therefore this Council calls on the Executive Leader and Executive Councillor for Planning and Housing Strategy to work with their fellow Members to –

- ◆ seek a firm commitment from Government and the Highways Agency that a comprehensive study of options for the A1 from the south of the District to the planned new A1/A14 junction will be developed and that a comprehensive scheme for both strategic and local traffic developed, funded and delivered at the earliest opportunity for this section of the A1 through Huntingdonshire to enable it to perform effectively as part of a strategic north/south route between London and Scotland; and
- ◆ develop an A1 alliance to work with our key partners, including neighbouring authorities, the Highways Agency and local Members of Parliament to lobby Government for early investment and improvements on this section of the A1 thereby enabling the continued growth and prosperity of this area.”.

10. VARIATION TO THE MEMBERSHIP OF COMMITTEES AND PANELS, ETC **5 minutes**

Group Leaders to report, if necessary.

Dated this 17th day of February 2015



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

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

(iii) a person with whom you are living as if you were civil partners

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

(3) Disclosable pecuniary interests includes -

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

Non-Statutory Disclosable Interests

(4) If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.

(5) A Member has a non-statutory disclosable interest where -

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or
- (c) it relates to or is likely to affect any body –
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

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

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 17 December 2014.

PRESENT: Councillor A J Mackender-Lawrence – Chairman.

Councillors S Akthar, M G Baker, K M Baker, I C Bates, Mrs B E Boddington, P L E Bucknell, G J Bull, S Cawley, B S Chapman, K J Churchill, Mrs S Conboy, S J Criswell, Mrs A D Curtis, I J Curtis, J W Davies, D B Dew, Mrs A Dickinson, Mrs L A Duffy, R S Farrer, M Francis, R Fuller, I D Gardener, D A Giles, J A Gray, A J Hardy, G J Harlock, R Harrison, D Harty, T Hayward, R B Howe, B Hyland, Mrs P A Jordan, P Kadewere, Ms L Kadic, S M Van De Kerkhove, Mrs R E Mathews, P G Mitchell, J P Morris, M C Oliver, P D Reeve, Mrs D C Reynolds, T D Sanderson, M F Shellens, R G Tuplin, D M Tysoe and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors E R Butler and R C Carter.

47. PRAYER

Councillor J D Ablewhite, Leader of the Council, opened the meeting with a prayer.

48. CHAIRMAN'S ANNOUNCEMENTS

The Chairman presented to Council an account of the activities both he and the Vice Chairman, Councillor Bucknell had attended since the last meeting, mentioning in particular the Civic Awards, Remembrance Day Services, United States Air Force Service and carol services around Cambridgeshire.

49. MINUTES

The Minutes of the meeting of the Council held on 29th October 2014 were approved as a correct record and signed by the Chairman.

50. MEMBERS' INTERESTS

No interests were declared by the Members present.

51. BY ELECTION - ST NEOTS, PRIORY PARK WARD

The Chairman introduced Councillor Mr I Gardiner who had been

elected to the office of District Councillor for the St Neots Priory Park Ward at a by election held on 27th November 2014.

The Executive Leader, Councillor J D Ablewhite thanked the Returning Officer and the Elections Team for the efficient and professional way in which they had conducted the by election.

52. PLAN ON A PAGE

Councillor J D Ablewhite, Leader of the Council, introduced the Plan on a Page to the Council and explained that the vision for such a document was with the intention of simplifying the Council's corporate priorities and financial aims with the main focus of moving the Council towards a sustainable future. Councillor J A Gray, Executive Councillor for Resources, outlined to Members six key programmes of work to drive savings and efficiencies. These included –

- ◆ the Customer Service Strategy and Service Standards, focusing on channel migration to increased self-service enabling and differing levels of standards for all services;
- ◆ the assessment of services to incorporate the principles of Lean which will involve taking the waste from existing processes to achieve efficiency savings or redirect resources to priority services;
- ◆ the investigation of savings through the delivery of shared services;
- ◆ the continuation of the Zero Based Budgeting project across all services;
- ◆ the prioritisation of income generation by using the Council's land and buildings to support the Corporate Plan and service delivery ambitions, both for capital receipt and revenue return; and
- ◆ the restructuring of the Facing the Future programme arising from the Cabinet's Away Day with further prioritisation and target dates for completion.

In response to questions from Members on the Council's budget, Councillor Gray explained that the draft budget had been prepared based upon some key assumptions and there remained uncertainty over the future government grant allocation if there was a change in Government in May 2015.

Councillor Gray concluded the presentation by encouraging Members to commit to supporting the services the Council needs to deliver, at an appropriate level that fits the District's needs, achieve efficiency and more importantly enable customers to take actions to help themselves at times and places that best suit them to allow the Council to remain in a sustainable financial position for the future.

53. EXECUTIVE COUNCILLOR PRESENTATIONS

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

Councillor D B Dew, Executive Councillor for Planning and Housing Strategy described, in detail, the principal services within his portfolio namely – planning, housing strategy and

transportation and referred to the briefing on the Huntingdonshire Local Plan to 2036 that Members had received prior to the meeting of the Council. A copy of the presentation would be circulated to all Members. The Council were informed of the proposed targeted consultation with Town and Parish Councils and key stakeholders starting in January 2015 and Councillor Dew encouraged Members to engage with their parishes to encourage their involvement of shaping the future of the District.

Councillor Dew reported on the key challenges in the delivery of affordable housing, including the identification of sites which has included the use of exception sites adjacent to villages which helps meet the specific needs of the villages and those connected with them. Members indicated their support for such initiatives, in particular playing a proactive role by working with the Town and Parish Councils to support such villages. Members were also given an update on transport and infrastructure issues, specifically the A14, A428 and A1 and the long term transport strategy working with Cambridgeshire County Council.

An update was provided on the vacancies in the Planning Division and Councillor Dew assured Members that the vacant senior posts had been filled with the backlog of planning and enforcement applications being addressed. In response to a question from Councillor P D Reeve regarding consultation with Cambridgeshire County Council on planning applications, Councillor Dew indicated his support to meet with Councillor Reeve and Senior Officers at the County Council.

(b) Councillor D M Tysoe, Executive Councillor Operations and the Environment

Councillor D M Tysoe, Executive Councillor for Operations and the Environment addressed the Council on the principal services within his portfolio responsibilities namely building control, emergency planning, ground maintenance, refuse recycling and streetscene. A copy of Councillor Tysoe's PowerPoint presentation is appended in the Minute Book.

In response to a question from Councillor K J Churchill regarding the remit and Councillor involvement in the Flood Forum, Councillor Tysoe explained that historically the District Council has taken the lead, but going forward it was likely to be led by the Environment Agency or Cambridgeshire County Council.

Councillor P D Reeve raised a question on whether opportunities had been explored to expand the recycling service through the provision of further blue bins, whereby Councillor Tysoe explained that the range of materials for recycling had increased but further opportunities to expand could be explored.

(c) Questions to Other Members of the Cabinet

In response to a question from Councillor M F Shellens regarding Luminus, Councillor J D Ablewhite explained that an independent investigator has been looking at the allegations and would be reported back to a future meeting of the Council.

In response to a question from Councillor D A Giles regarding the level of Community Infrastructure Levy that had been raised since its inception and what had been spent in St Neots, Councillor Ablewhite undertook to provide further details to Councillor Giles following the meeting.

Referring to the saving of the Cromwell Museum in Huntingdon and the promotion of tourism and in response to a question from Councillor M G Baker, Councillor Ablewhite explained that Town and Parish Councils successfully promote tourism very well in their respective areas.

In response to a question from Councillor R J West on the Alconbury development and surrounding infrastructure, Councillor Ablewhite updated Members on progress with Alconbury Weald together with the plans for the A428 and A14.

In response to a question from Councillor G J Bull on the support provided by the Council over the Christmas period, Councillor Ablewhite explained that this year would be the first year that the Council offices would be open to the public and all services would be available.

Lastly, in response to a comment from Councillor Chapman on the forthcoming turf cutting ceremony for the Community Centre at Loves Farm, St Neots Councillor Ablewhite indicated his intention to attend and paid tribute to Councillors Chapman and Harty for their assistance on the scheme.

54. GREEN PAPER ITEM: CUSTOMER SERVICES STRATEGY - WHAT NEXT?

By reference to a PowerPoint presentation, Mr J Taylor, Head of Customer Services, updated Members on the Customer Service Strategy and programme for review. Members were informed of the changes that had taken place since the Strategy had been approved over a year ago, which included the requirement for channel migration and incorporation of the principles of Lean, as referred to in Item No. 54 ante, together with the strategic partnership with neighbouring authorities through shared services.

Members' attention was drawn to a lack of clear focus and identification of priorities and were informed that the Strategy would be reviewed to take into account customer feedback whilst ensuring that the focus would be the delivery of customer services in the back office service areas as well as the Customer Service Centre and Call Centre. The Council were advised of the process of consultation and

the outcome would be reported back to a future meeting.

55. REPORTS OF THE CABINET AND PANELS

(a) Cabinet

Councillor J D Ablewhite, Executive Leader of the Council and Chairman of the Cabinet presented the Report of the meetings of the Cabinet held on 23rd October, 20th November and 11th December 2014.

.....

In connection with Item No. 25 and upon being moved by Councillor Ablewhite and seconded by Councillor J A Gray, the recommendation was declared to be CARRIED.

.....

In connection with Item No. 32 and upon being moved by Councillor Ablewhite and seconded by Councillor J A Gray, the recommendation was declared to be CARRIED.

.....

Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Reports of the meetings of the Cabinet held on 23rd October, 20th November and 11th December 2014 be received and adopted.

(b) Corporate Governance Panel

Councillor G J Harlock presented the Report of meetings of the Corporate Governance Panel held on 25th September and 26th November 2014.

.....

In connection with Item No. 11 and upon being moved by Councillor Harlock and seconded by Councillor P G Mitchell, the recommendation was declared to be CARRIED.

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In connection with Item No. 12 and upon being moved by Councillor Harlock and seconded by Councillor B S Chapman, the recommendation was declared to be CARRIED.

.....

Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Reports of the meetings of the Corporate Governance Panel held on 25th September and 26th November 2014 be received and adopted.

(c) Development Management Panel

Councillor Mrs B E Boddington presented the Report of the meetings of the Development Management Panel held on 20th October and 17th November 2014.

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Whereupon, it was

RESOLVED

that the Report of the meetings of the Development Management Panel held on 20th October and 17th November 2014 be received and adopted.

(d) Employment Panel

Councillor S Cawley presented the Report of the meetings of the Employment Panel held on 8th October and 19th November 2014.

.....

In connection with Item No. 14, Councillor Cawley responded to a question from Councillor K J Churchill on the levels of sickness absence, the reasons for absence and the support available in the return to work. Councillor J D Ablewhite explained that this would be addressed through the variation to the membership of Committees and Panels later in the Agenda.

.....

In connection with Item No. 15 and in response to a question from Councillor R S Farrer on LGSS, Councillor Cawley informed Members that two years remained on the contract and the Council receives regular information on performance standards which is assessed against the contract and service level agreement

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Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meetings of the Employment Panel held on 8th October and 19th November 2014 be

received and adopted.

(e) Licensing and Protection Panel

Councillor J W Davies presented the Report of the meeting of the Licensing and Protection Panel held on 6th November 2014.

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Whereupon, it was

RESOLVED

that the Report of the meeting of the Licensing and Protection Panel held on 6th November 2014 be received and adopted.

(f) Overview and Scrutiny Panel (Economic Well-Being)

Councillor R Harrison presented the Report of the meetings of the Overview and Scrutiny Panel (Economic Well-Being) held on 9th October, 6th November and 4th December 2014.

.....

In connection with item No. 27 and subject to the amendment of the 2014 to 2015 in paragraph 3, Councillor Harrison informed Members of the forthcoming Select Committee on project management that would be meeting in February 2015.

.....

Whereupon, it was

RESOLVED

that the Reports of the meetings of the Overview and Scrutiny Panel (Economic Well-Being) held on 9th October, 6th November and 4th December 2014 be received and adopted.

(g) Overview and Scrutiny Panel (Environmental Well-Being)

Councillor G J Bull presented the Report of the meetings of the Overview and Scrutiny Panel (Environmental Well-Being) held on 11th November and 9th December 2014.

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Whereupon, it was

RESOLVED

that the Report of the meetings of the Overview and Scrutiny Panel (Environmental Well-Being) held on 11th November and 9th December 2014 be

received and adopted.

(h) Overview and Scrutiny Panel (Social Well-Being)

Councillor S J Criswell presented the Report of the meetings of the Overview and Scrutiny Panel (Social Well-Being) held on 7th October, 4th November and 2nd December 2014.

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Whereupon, it was

RESOLVED

that the Report of the meetings of the Overview and Scrutiny Panel (Social Well-Being) held on 7th October, 4th November and 2nd December 2014 be received and adopted.

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

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

RESOLVED

that the revised allocation of seats on Panels to political groups be determined as set out in the report now submitted.

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

Further to Minute No. 55 ante and arising from the difficulties that staff have experienced with the salary review and reorganisation, Councillor J D Ablewhite informed Members of his intention to improve the organisational morale amongst the organisation, whereupon, the Council

RESOLVED

- (a) that Councillor S Cawley be appointed as a member of the Cabinet with responsibility for Organisational Change and Development;
- (b) that Councillor B Hyland be appointed to the membership of the Overview and Scrutiny Panel (Economic Well-Being) in place of Councillor I J Curtis;
- (c) that Councillor I D Gardener be appointed to the membership of the Overview and Scrutiny Panel (Economic Well-Being) in place of Councillor S Cawley;

- (d) that Councillor R S Farrer be appointed to the membership of the Overview and Scrutiny Panel (Environmental Well-Being) in place of Councillor B Hyland;
- (e) that Councillor I J Curtis be appointed to the membership of the Overview and Scrutiny Panel (Social Well-Being) in place of Councillor R S Farrer; and
- (f) that Councillor Mrs A D Curtis be appointed to the membership of the Employment Panel in place of Councillor S Cawley.

The meeting concluded at 9.55pm.

Chairman

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Public
Key Decision – Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: 2015/16 Budget and Medium Term Financial Strategy
(2016/17 to 2019/20)

Meeting/Date: Council – 25th February 2015

Executive Portfolio: Resources: Councillor J A Gray

Report by: Head of Resources (Clive Mason)

Wards affected: All or list individual Ward(s)

Executive Summary:

The Council is required to consider and approve:

- The 2015/16 Budget and the Medium Term Financial Strategy (MTFS) for the period 2016/17 to 2019/20.
- The Fees and Charges schedule for 2015/16.
- The Treasury Management Strategy for 2015/16.
- The formal resolution to determine the Council Tax for 2015/16.

Recommendations:

1. **That there is no increase in Council Tax for 2015/16 i.e. the Band D charge will remain at £133.15 (Appendix 1, paragraph 1.3).**
2. **That the proposed 2015/16 budget and MTFS (2016/17 to 2019/20) be approved (Appendix 1, paragraph 1.3).**
3. **That the 2015/16 Fees and Charges schedule be approved (Appendix 1, paragraph 7 and Annex A).**
4. **That the 2015/16 Treasury Management Policy & Strategy and the Annual Minimum Revenue Policy be approved (Appendix 2).**
5. **That the formal resolution on the Council Tax be approved (Appendix 1, paragraph 6).**

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1. PURPOSE

- 1.1 The purpose of this report is to allow Council to consider and decide upon the recommendations made by Cabinet in relation to the 2015/16 budget, the MTFS the Treasury Management Policy/Strategy and other associated matters.
- 1.2 It also seeks Council's formal determination of the Council Tax for 2015/16.

2. BACKGROUND

- 2.1 During November and December, both the Overview & Scrutiny Panel (Economic Well-Being) and Cabinet received reports detailing the Zero Based Budgeting (ZBB) process and the governance that had surrounded the 2015/16 budget setting process.
- 2.2 During January 2015, both Overview & Scrutiny Panel (Economic Well-Being) and Cabinet discussed the Draft 2015/16 budget and MTFS (2016/17 to 2019/20) where they endorsed the savings that had been achieved via the Facing the Future (FtF) and ZBB programme that had been undertaken over the preceding months. At this time net savings of £1.781m had been achieved.
- 2.3 During early January the Portfolio Holder for Resources, challenged his fellow Cabinet members to achieve further savings. This further savings initiative achieved additional further savings for 2015/16 of £0.653m thus bringing the total savings achieved to £2.439m. This resulting 2015/16 budget and MTFS (2016/17 to 2019/20) was reported to Overview & Scrutiny Panel (Economic Well-Being) in early February and endorsed by Cabinet for recommendation to Council on the 12th February 2015.
- 2.4 The detailed 2015/16 Budget & MTFS (2016/17 to 2019/20) is shown in Appendix 1. The key elements that members should note are as follows:

Paragraph 1.3.1, this shows that for 2015/16:

- Net service expenditure, before Technical Adjustments & Charges outside of revenue is £19.267m.
- Net expenditure for the Council, before Reserves is £18.881m.
- The Budget Requirement for the Council is £19.678m.
- Council Tax Requirement for the Council is £7.768m.
- Council Tax Base is 58,329.
- Council Tax per Band D property is £133.18.

This represents a Council Tax Freeze for 2015/16.

100% of businesses who responded to the business consultation supported this proposal.

- 2016/17 to 2019/20, Council Tax per Band D property remains frozen for the period of the MTFS.

91% of businesses who responded to the recent business consultation supported this proposal.

Paragraph 1.4.1, this shows that:

- for 2015/16, it is estimated that reserves at the end of the year are estimated to be £9.334m.

- over the MTF period (2016/17 to 2019/20) Reserves would fall to £3.071m, thereby remaining above the minimum level set by Cabinet in January 2015.

Paragraph 2.1 details the budgets for each service.

Paragraph 3.1 details the outline capital programme.

Paragraph 4.0 and 5.0 indicate the main budgetary issues relating to Treasury Management and the Capital Financing Requirement.

Paragraph 6.1 is the Formal 2015/16 Council Tax Resolution, with Paragraph 6.2 illustrating the Council Tax Base. Paragraph 6.3 and 6.4 will show the:

- 2015/16 Council Tax by Property Band for each Precepting Authority, and the
- Billing Authority and the Total 2015/16 Council Tax by Property Band for each Precepting Authority and the Billing Authority

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

The Resolution and accompanying tables are based on the assumption that the Council will support the proposals in the budget report for Huntingdonshire District Councils Council Tax for 2015/16.

Paragraph 7.0 and Annex 1 detail the Fees and Charges Schedule for 2015/16.

Paragraph 8.0 is the statutory Robustness Report required by the Responsible Financial Officer (Section 151 officer). In summary, the budget proposed for 2015/16 should not give Members any significant concerns over the Council's financial position. However, over the MTF period Members should continue to review services, especially in the light of continued planned cuts in government grant.

- 2.5 The Treasury Management Policy & Strategy and the Annual Minimum Revenue Provision for 2015/16 are detailed in Appendix 2. The key elements that members should note are as follows:

The operation of the strategy within an economic climate that is starting to show signs of growth but where the likelihood is that interest rates will remain low into the medium term.

An increase in net borrowing costs due to the Council no longer holding investments at advantageous rates of interests.

The continuation of the Councils policy to:

- use mainly short-term investments which are highly liquid and as a consequence are lower risk. This includes the use of call accounts and money market funds
- the provision of loans to organisations that meet either service objectives or support local organisations in their development where risk is mitigated by appropriate financial security and a business case for proceeding can be demonstrated.

The method by which the Minimum Revenue Provision (the charge to revenue for the repayment of debt) is calculated.

- 2.6 Council agreed in February 2013 that specific consideration should be given where for in any particular year, over the MTFs period, the net cost of borrowing or lending activity exceeded 15% (whereby the net cost of borrowing is defined as Investment Interest Receivable + Borrowing Interest Payable + Minimum Revenue Provision). As can be seen in Table 1 below, the 15% limit is only exceeded in the last couple of years of the MTFs period and represents 0.1% for 2018/19 and 1.0% for 2019/20 of Net Expenditure. All costs associated with the net cost of borrowing or lending are included in the budget and the variance from the 15% threshold is marginal.

Table 1	Analysis of Net Cost of Borrowing or Lending Activity .V. Net Expenditure				
	Budget 2015/16 £000	Medium Term Financial Strategy			
	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	
Forecast additional borrowing	8.9	2.1	0.4	(0.4)	0.2
Average borrowing in year net of Minimum Revenue Provision	45.0	47.1	47.5	47.1	47.3
Net Expenditure	18,881	19,870	20,671	21,259	21,721
Net Interest and Borrowing Costs					
- total	1,908	2,205	2,801	3,200	3,466
- as % of total net spending	10.1%	11.1%	13.6%	15.1%	16.0%
- net cost of borrowing (15%)	2,832	2,981	3,101	3,189	3,258
Is 15% exceeded, if yes:	No	No	No	Yes	Yes
- by how much?				11	208
- % of Net Expenditure				0.1%	1.0%

3. LINK TO THE CORPORATE PLAN

- 3.1 The introduction of ZBB for the 2015/16 budget was a key action within 2014/15 within the Corporate Plan objective “Ensuring we are a customer focused and service led council”.

4. CONSULTATION

- 4.1 The business community were formally consulted, as required by statute, via a web-based survey immediately after the Overview & Scrutiny Panel (Economic Well-Being) that was held on the 5th February 2015 and Cabinet that was held on the 12th February 2015; there were 11 submissions. The results in respect of the Council Tax level are included in this report and the responses in respect of “service importance” will be used during the forthcoming ZBB review process. All results were circulated to members of the Cabinet held on the 12th February 2015. In addition, during the summer of 2014 there was a wider consultation in respect of preparing for the 2015/16 budget; at this time there were 16 responses from the business community.

- 4.2 As noted in paragraphs 2.1 and 2.2, Overview & Scrutiny (Economic Well-Being) Panel and consequently Cabinet, have been fully included in the budget setting process. Consultation has included a review of governance surrounding the budget process as well as a Draft and Final budget (and MTFS).

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from this report.

6. RESOURCE IMPLICATIONS

- 6.1 The Council is required to set a balanced budget for 2015/16. Appendix 1 includes a report from the Head of Resources (as the Responsible Financial Officer) confirming that he considers the budget is sufficiently robust and that there are adequate reserves.

7 REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 To enable members of the Council to consider the:

- 2015/16 Budget and Council Tax to be set.
- implications for the Council in respect of the Medium Term Financial Strategy for the period 2016/17 to 2019/20.

8. LIST OF APPENDICES INCLUDED

- Appendix 1 – 2015/16 Budget Medium Term Financial Strategy (2016/17 to 2019/20)
- Appendix 2 - Treasury Management Policy & Strategy and the Annual Minimum Revenue Provision for 2015/16

BACKGROUND PAPERS

Working papers in Resources, Accountancy Services.

CONTACT OFFICER

Clive Mason, Head of Resources
01480 388157



2015/16 Budget
&
Medium Term Financial Strategy
2016/17
to
2019/20

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1.0 STRATEGIC BUDGET SUMMARY

1.1 Savings and Growth

- **Zero Based Budgeting**

1.1.1 The 2015/16 budget and the Medium Term Financial Strategy has been constructed following a Zero Based Budgeting (ZBB) approach. For the 2015/16 budget, the following services have been subject to a “ZBB Heavy” approach, in that the budgets have been fundamentally rebuilt from the bottom to the top:

- Resources; Accountancy, Audit & Risk, Procurement and Legal
- Operations; Car Parking and Green Space
- Community; Health Protection and Animal Welfare (including Pest Control)
- Leisure & Health; One Leisure

1.1.2 For all other services, they have been subject to a “ZBB Light” approach, which has effectively been a desk-top review of service budgets. Over the next year, all services that have only received a “Light” approach will be subject to a “Heavy” review. At the request of Cabinet a further £30,000 has been included in respect of the Community Chest.

1.1.3 The breakdown of how costs have been reduced or income increased by subjective type and service is shown below, further detailed analysis is shown in the service budget papers later in this report:

Table A	Impact of ZBB across Services						
	Expenditure changes					Income changes	Total Changes
	Employee	Premises	Supplies &	Transport	Benefit & Transfer	Fees & Charges	
	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
Directors and Corporate	(111)	(8)	(107)	(26)	1	12	(239)
Resources	(312)	(95)	(122)	(15)	(8)	75	(477)
Customer Services	(249)	(48)	(190)	(25)	(1,473)	1,652	(334)
Operations	(129)	96	(425)	(252)	(1)	(78)	(789)
Development	(37)	2	(187)	(28)	2	(22)	(271)
Community	(50)	(33)	30	(19)	24	(281)	(329)
Leisure & Health	(490)	53	(323)	(18)	(9)	623	(164)
Corporate Finance	347	0	(1)	0	(14)	423	756
Net Expenditure	(1,031)	(33)	(1,326)	(382)	(1,479)	2,404	(1,847)
	(4,251)						

- **Facing the Future**

1.1.4 In addition to the savings that have been identified via ZBB, the Facing the Future (FtF) programme continues and where projects and programmes have been included in the previous Medium Term Plan process, or where new FtF projects and

programmes have been developed, these have been included within this Medium Term Financial Strategy. The changes to service budgets are shown in Table B below. This also includes savings of £0.224m for shared services as a consequence of the Strategic Partnership with South Cambridgeshire District Council and Cambridge City Council.

Table B	How Facing the Future has impacted on the 2015/16 Budget	
	Change in Facing the Future Initiatives	Reason for Change
	£ 000's	
Resources	(23)	Shared Services Savings in respect of Legal Services
Customer Services	(228)	CallCentre and IMD Shared Services
Operations	15	Reduction in grant income.
Development	127	Additional salaries, reduction in supplies expenditure, correction to fees and charges and savings from Building Control Shared Services.
Total	(109)	

- 1.1.5 Following an instruction by the Portfolio Holder for Resources to Cabinet colleagues, further savings totalling £0.746m have been identified on a full year basis. However, as some of these savings are for management restructures these will only be part year so the amount included within the 2015/16 budget is £0.653m. The detail of these savings is shown below in Table C below, including the likely impact of these on service delivery. These savings have effectively been brought forward from the 2015/16 ZBB programme; however, as they have been produced in a short time there is a risk of under-achievement but these savings will be reviewed again during the 2015/16 ZBB programme.

Table C		Target			Full Year 2015/16 Budget			
		Target £000	Achieved £000	%	2015/16 £000	2015/16 Savings from: £000	2015/16 £000	
Resources		60	49	82%	49.0	April	49.0	
Customer Services		130	151	116%	151	April	151	
Operations		200	223.3	112%	223.3	August	171	
Development		50	116	232%	116	April	116	
Community		180	85	47%	85.0	April	85.0	
Leisure & Health		40	122	305%	122	August	80	
		660	746.3	113%	746.3		652	
Corporate Office		0	0		0		0	
		660	746.3	113%	746.3		652	
Savings								
Resources								
<u>Accountancy</u>								
	Training		5.5		5.5	5.5	CIFPA training subscription procured more effectively via other means.	None
<u>Audit</u>								
	Training		0.5		0.5	0.5	Reduction in budget	Limited, but flexibility may be required if new initiatives occur during year.
	Services		5		5.0	5.0	Removal of risk initiatives budget.	Proactive risk initiatives will no longer be undertaken.
	Hired Staff		4		4.0	4.0	Revised organisational structure	Negligable (externalised Internal Audit resource to support IA programme).
<u>Estates Management</u>								
	R&M - Miscellaneous		7		7.0	7.0	R&M programme, general saving.	Current Repairs & Renewals Funds estimated to be sufficient to meet current needs.
	R&M - Industrial		10		10.0	10.0	R&M programme, general saving.	Current Repairs & Renewals Funds estimated to be sufficient to meet current needs.
<u>Legal</u>								
	Legal Fees		6		6.0	6.0	Efficiency from legal fees budget.	Reduction in use of external specialists. There may be a need for extra budget if specialist advice needed.
	Training		6		6.0	6.0	Efficiency in Training budget.	
	Costs Recovered		5		5.0	5.0	Efficiency in Costs Recovered budget.	
		60	49	82%	49.0	49.0		
Customer Services								
<u>Housing Needs</u>								
	Staffing		19		19	19.0	Delete post Customer Service Asst (OP196) in Housing Needs (currently vacant)	Redistribute admin tasks shared amongst the remaining team. Should case load increase resilience is lost and we may take longer to deal with Housing cases
<u>Corporate Fraud</u>								
	Staffing		60		60	60.0	Remove Fraud Manager (CT121) from the establishment (currently vacant)	This is assuming a smaller Fraud Team post-transfer of resources to DWP (following the SFIS transfer during May 2015 and will be managed by an existing manager elsewhere at HDC). This manager will need some Fraud expertise, so assumes they have capacity to cope, but will inevitably impact on their workload
<u>Local Taxation</u>								
	Staffing		22		22	22.0	The Local Tax Asst (TM379) post will be deleted (currently vacant)	Assumes collection levels can be maintained by a smaller team and income is not affected. Each 0.1% of C Tax collected is £100k, so risk has significant impact. Collection rates are holding, but the District continues to grow.
<u>IMD</u>								
	Staffing		50		50	50.0	System & Network Manager (CT007) post to be deleted (currently vacant)	IMD structure has changed with the loss of posts. Staff have taken on additional tasks as a consequence of this decision - increasing our risks around stretching a smaller team across HDC at a time when IT is seen as a key enabler of change. The risk is mitigated by the forthcoming shared service offering the opportunity to increase resilience
		130	151	116%	151	151		

Savings				Saving Detail		Service Impact		
Operations								
<u>Management</u>								
Staffing	164			164	August	112	Reduction in management costs, admin staff and other posts.	Increase in cleaning contract to do essential cleaning previously done by daytime cleaners
<u>Premises</u>								
Rates	30			30		30.0	NDR reduction for MSCP and Sainsbury's car park.	No service impact as reduction in statutory charges.
<u>Supplies</u>								
Equipment & Furniture	5			5		5	Reduction in the litter bin budget.	Nil
Uniforms & Laundry	24			24		24.0	Adjustment to budget.	Nil
	200	223.3	112%	223.3		171		
Development								
<u>Building Control</u>								
Staffing	50			50		50.0	Deletion of post OP117 Building Control Officer from establishment list (currently vacant)	Reduced capacity and resilience
<u>Development Management</u>								
Staffing	50			50		50.0	Not to fill post OP040 Special Projects Officer unless funded by developers	Reduced capacity to deal with strategic developments
<u>Economic Development</u>								
Staffing	16			16		16.0	Deletion of post CN108 Corporate Project Assistant from establishment list	Administrative support for the economic team will need to be provided from elsewhere
	50	116	232%	116		116		
Community								
<u>Property & Asset</u>								
Staffing	66			66		66	1. Reduction in hours of Projects & Asset Manager from 37 hrs to 17 hrs per week, delivered from 1st January 2015 and therefore sustainable within the budget. 2. Deletion of post OP061 (currently vacant)	Reduction in engineering capacity for HDC, existing workload such as Loves Farm Community Building, and Internal Drainage Board expertise picked up by rest of team, impact mitigated by reduction in capital programme. Potential impact on the advice to Development Services regarding development flood risk in the loss of expertise from the establishment Reduction in engineering capacity for HDC, any significant projects in the future will need engineering resources will need resources to be 'bought in' and included in project costs. Potential impact on the advice to Development Services regarding development flood risk in the loss of expertise from the establishment
Other Staff Costs	1			1		1	Deletion of subsistence payments from all Community budgets following change of Council policy on 1st January 2015 (MU14 P20 E50; DP90 140 E600)	Impact on those staff who have historically claimed subsistence allowances, mitigated in that policy has been through consultation processes
<u>Licensing</u>								
Staffing	14			14		14	Restructure of Licensing Team, to be delivered before 1st April 2015 – subject to HR resources etc. to bring this matter to conclusion	Reduction in administrative support for the licensing team by approx 0.5 FTE, workload will have to be shared within the licensing team, or picked up within the wider Community team
<u>Community Safety</u>								
Staffing	4			4		4	Reduction of hours by member of staff.	Proposed reduction in administrative support for the community safety team by 0.2 FTE, workload will have to be shared within the community safety team, or picked up within the wider Community team - subject to HR resources etc. to bring this matter to a conclusion (saving from May 2015)
	180	85	47%	85		85		
Leisure & Health								
<u>Leisure Centres</u>								
Staffing	120			120	August	80	Review of Leisure Management costs.	Increase in risk of staff being spread thinly.
<u>SALT</u>								
Staffing	2			2			Reduction in staff costs.	None
	40	122	305%	122		80		
	660.0	746.3	8.9	746.3		652.0		

- **Other Budget Changes**

1.1.6 The budget also includes the revenue implications for:

- capital, which total a net cost of £0.208m. These items included such things as the cost of cash flow from the use of working capital to finance the capital programme, reduction in revenue charged to capital and additional revenue income from certain capital projects.
- changes following the budget consolidation process, which total a net saving of £0.201m. These items included VAT Partial Exemption, Development posts reflecting part-year contracts, child care vouchers and an adjustment in respect of the Collection Fund for additional surplus from 2014/15 that will be distributed to the Council in 2015/16.

- **Growth**

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

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

Table D Corporate Budget Items and the impact on the 2015/16 budget (value > £50,000)						
Item of Unavoidable Growth	Forecast 2014/15	Updated Budget 2014/15	Budget 2015/16	Amount of Growth in 2015/16		Reason for Growth
	£ 000's	£ 000's	£ 000's	Against Forecast £ 000's	Against Updated Budget £ 000's	
Minimum Revenue Provision	1,331	1,623	1,574	243	(49)	Additional capital spend due to the Council not funding capital expenditure from other sources (grants/capital receipts)
Pension Contribution	789	789	1,135	346	346	Actuarial revaluation
Insurance	366	335	394	28	59	Additional premium costs

- **Summary Impact of ZBB, Facing the Future and Growth**

1.1.9 Overall, ZBB, Facing the Future and Growth have resulted in a net reduction in the Council's budget of £0.944m (5%) and £2.439m (11%) when compared to the 2014/15 Forecast Outturn and the Updated budget respectively. A service by service summary is shown in Table E below.

Table E	2014/15		2015/16				Variance: 2015/16 Budget to 2014/15	
	Forecast Outturn	Updated Budget	ZBB	Facing the Future	Growth	Budget	Forecast Outturn	Updated Budget
Service	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	%	%
Directors and Corporate	2,471	2,605	(239)	0	11	2,377	(4%)	(9%)
Resources	(118)	95	(477)	(72)	9	(445)	275%	(570%)
Customer Services	4,867	5,159	(334)	(378)	41	4,488	(8%)	(13%)
Operations	5,293	5,478	(789)	(156)	60	4,593	(13%)	(16%)
Development	1,655	1,930	(271)	11	21	1,691	2%	(12%)
Community	2,356	2,529	(330)	(85)	16	2,130	(10%)	(16%)
Leisure & Health	451	291	(164)	(81)	12	58	(87%)	(80%)
Corporate Finance	3,235	3,619	756	0	0	4,375	35%	21%
Net Expenditure	20,211	21,706	(1,847)	(762)	170	19,267		

Forecast Outturn **20,211** \longrightarrow **(944)** \longleftarrow **19,267** **(5%)**

Updated Budget **21,706** \longrightarrow **(2,439)** \longleftarrow **19,267** **(11%)**

1.2 Revenue spending and sources of income

Income

- 1.2.1 The Council generates a considerable proportion of its own funding from the various services it provides; these range from income from One Leisure and Car Parking through to charging for the use of the Document Centre and Licensing and Planning Services. Service specific income is shown later in this report within the service budget pages. At section 7 of this report is a comprehensive list of the Fees and Charges that the Council will levy during 2015/16.
- 1.2.2 In addition the Council also generates income from corporate activity, this mainly centres on Treasury Management; however this is considerably less than in recent years because of the current extremely low interest rate environment.

Government Grant

- 1.2.3 The government provides a fair proportion of the core funding of the Council. Some of this funding is in relation to specific services e.g. Housing Benefit; but some of the funding is in support of general activity. With regard to:
- New Homes Bonus (NHB), on the 16th December the government made an announcement in respect of New Homes Bonus and that the 2015/16 settlement would be £4.403m. At this time the Council continues to rely on NHB as part of the base budget.
 - Council Tax Freeze Grant (CTFG), the Council knows its allocation for 2015/16 as this was agreed in the 2014/15 settlement, this was for £82,000.
 - On the 18th December the government announced the Revenue Support Grant (RSG) and Non-Domestic Rates (NDR) 2015/16 provisional settlement for the Council. The relative allocations for RSG and NDR are £3.183m and £4.160m respectively.

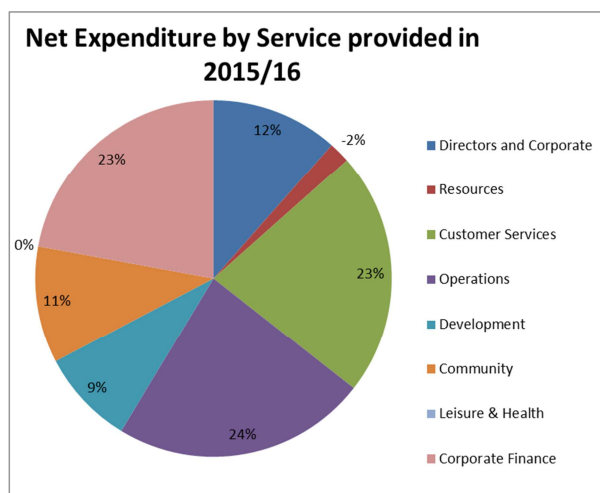
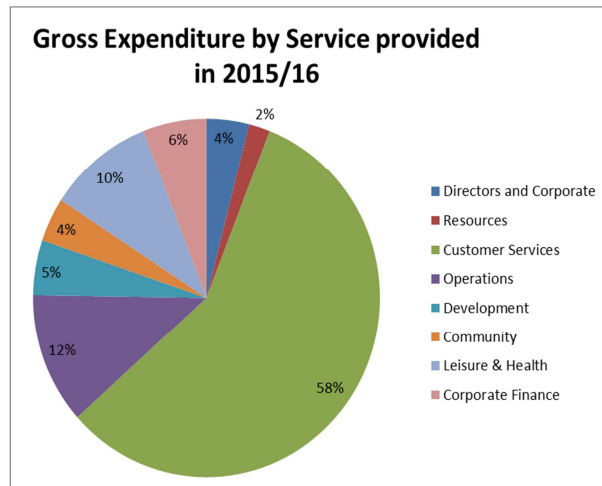
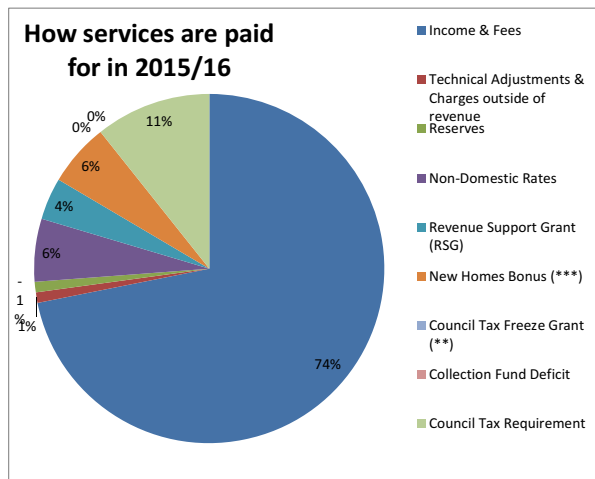
Council Tax

- 1.2.4 Members will recall that at the Full Council meeting held in July 2014, the Portfolio Holder for Resources announced that the Council was aiming to freeze Council Tax for 2015/16. Subject to the outcome of the 2015/16 general election and reasonable economic forecasts, the intention will be to freeze Council Tax for the period of the MTFS; thus Council Tax would remain at £133.18 from 2016/17 through to 2019/20 as well as 2015/16.

1.3 Summary Budget

1.3.1 Considering the commitment made to Freeze Council Tax for 2015/16 and the MTFs period and the ZBB process followed for the budget setting process, this results in the funding statement shown in Table F below.

Table F	Forecast	Updated Budget	Budget	Medium Term Financial Strategy			
	2014/15 £ 000's	2014/15 £ 000's	2015/16 £ 000's	2016/17 £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 £ 000's
What services are provided							
Directors and Corporate Resources	2,769	2,894	2,654	2,654	2,667	2,684	2,694
Customer Services	1,875	2,177	1,569	1,598	1,610	1,621	1,633
Operations	44,310	44,735	42,412	42,536	42,590	42,646	42,697
Development	9,334	9,512	8,682	8,810	8,981	9,032	9,083
Community	3,703	3,992	3,645	3,720	3,573	3,576	3,603
Leisure & Health	2,947	3,138	3,021	3,011	3,030	3,050	3,069
Corporate Finance	7,427	7,961	7,146	7,232	7,245	7,352	7,398
Gross Expenditure	3,744	4,285	4,614	5,340	5,999	6,398	6,669
Gross Expenditure	76,109	78,694	73,743	74,900	75,695	76,358	76,846
Where the money comes from to provide services							
Income & Fees	(55,899)	(56,986)	(54,476)	(54,644)	(54,638)	(54,713)	(54,739)
Technical Adjustments & Charges outside of revenue	(611)	(611)	(386)	(386)	(386)	(386)	(386)
Net Expenditure	19,599	21,097	18,881	19,870	20,671	21,259	21,721
Reserves	266	(1,232)	797	(298)	(1,537)	(2,073)	(2,355)
Budget Requirement	19,865	19,865	19,678	19,572	19,134	19,186	19,366
Non-Domestic Rates	(4,218)	(4,218)	(4,160)	(4,661)	(4,868)	(5,084)	(5,308)
Revenue Support Grant (RSG)	(4,562)	(4,562)	(3,183)	(1,900)	(921)	(442)	0
New Homes Bonus (***)	(3,344)	(3,344)	(4,403)	(5,126)	(5,342)	(5,537)	(5,814)
Council Tax Freeze Grant (**)	(82)	(82)	(82)	0	0	0	0
Collection Fund Deficit	(21)	(21)	(82)	0	0	0	0
Council Tax Requirement	7,638	7,638	7,768	7,885	8,003	8,123	8,244
- Base (*)	57,357	57,357	58,329	59,204	60,092	60,993	61,908
- Per Band D	133.18	133.18	133.18	133.18	133.18	133.18	133.18
Assumptions							
* Increase in Council Tax Base	Assumed there is an annual increase in the base of 1.5%.						
** Council Tax Freeze Grant	Assumed that this does not continue as a separate grant (could be "rolled-up" within RSG).						
*** New Homes Bonus	Based on 2014/15 housing trajectory adjusted for CLG notified reduced new build.						

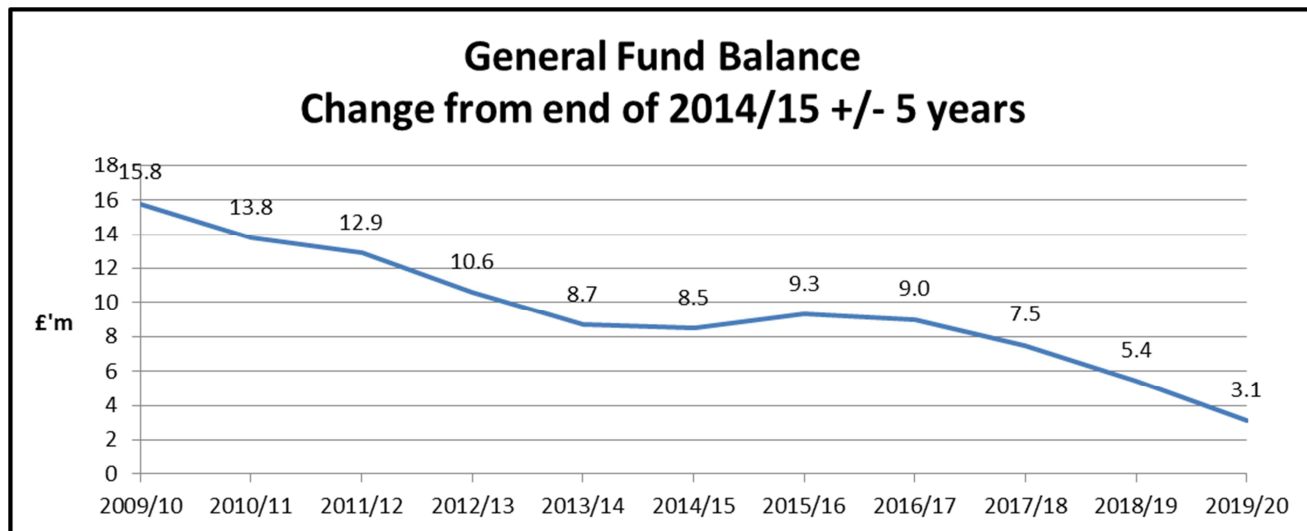


1.4 Revenue Reserves

1.4.1 The previous section has shown that the Council has met its stated commitment to freeze Council Tax from 2015/16 through to 2019/20. However, this commitment has required the extensive use of Revenue Reserves as is shown in Table G below over the MTFs period (a total use of £6.263m).

Table G	Forecast	Budget	Medium Term Financial Strategy			
	2014/15 £ 000's	2015/16 £ 000's	2016/17 £ 000's	2017/18 £ 000's	2018/19 £ 000's	2019/20 £ 000's
General Fund						
Brought forward	8,684	8,537	9,334	9,036	7,499	5,426
Contribution (to)/from	(147)	797	(298)	(1,537)	(2,073)	(2,355)
Carried forward	8,537	9,334	9,036	7,499	5,426	3,071

1.4.2 What this table shows is that if the Council takes no further action, then the current financial position of the Council does maintain a level of reserves above the £3.0m that was agreed by Cabinet in January 2015.



2.2 Service Budgets by Head of Service

Directors and Corporate Management											
Actual 2013/14	Subjective Analysis : Controllable only	Forecast 2014/15	Budget 2014/15	Budget 2015/16				Medium Term Financial Strategy			
				FtF	ZBB	Inflation	Budget	2016/17	2017/18	2018/19	2019/20
	Employees										
14,266	Hired Staff	13,871	13,871	0	(3,871)		10,000	10,000	10,000	10,000	10,000
4,934	Other staff costs	13,354	13,354	0	16,646		30,000	30,000	30,000	30,000	30,000
185,654	Pension & NI	241,291	243,065	0	20,152		263,217	284,483	287,328	290,201	293,103
19,168	Recruitment	20,633	20,633	0	(20,633)		0	0	0	0	0
802,489	Salary	975,832	1,125,724	0	(107,553)	9,654	1,027,825	1,038,103	1,048,484	1,058,969	1,069,559
31,734	Training	44,598	44,598	0	(15,775)		28,823	28,823	28,823	28,823	28,823
1,058,245		1,309,579	1,461,245	0	(111,034)	9,654	1,359,865	1,391,409	1,404,635	1,417,993	1,431,485
	Premises										
22,334	Rents	18,809	18,809	0	(7,609)		11,200	11,200	11,200	11,200	11,200
22,334		18,809	18,809	0	(7,609)		11,200	11,200	11,200	11,200	11,200
	Transport										
15,089	Car Allowance	15,089	15,089	0	(15,089)		0	0	0	0	0
19,563	Mileage Allowance	23,164	25,464	0	(6,214)		19,250	19,250	19,250	19,250	19,250
209	Pool Car	2,643	2,643	0	(1,643)		1,000	1,000	1,000	1,000	1,000
4,191	Public Transport	4,566	4,566	0	(2,926)		1,640	1,640	1,640	1,640	1,640
39,053		45,462	47,762	0	(25,872)		21,890	21,890	21,890	21,890	21,890
	Supplies & Services										
12,640	Catering	2,357	2,357	0	4,893		7,250	7,250	7,250	7,250	7,250
159,338	Communication and computing	215,032	229,032	0	(36,578)		192,454	160,454	160,454	160,454	160,454
16,299	Equipment, furniture & materials	26,415	26,415	0	(22,415)		4,000	4,000	4,000	4,000	4,000
(51)	Expenses	1,336	1,336	0	(1,336)		0	0	0	0	0
6,167	Insurance - service related	6,378	6,378	0	0	1,137	7,515	7,515	7,515	7,515	7,515
379,493	Members Allowances	392,236	392,236	0	(12,686)		379,550	379,550	379,550	379,550	379,550
134,065	Office expenses	151,550	137,550	0	(4,545)		133,005	133,005	133,005	133,005	133,005
668,165	Services	598,600	569,756	0	(34,465)		535,291	535,291	535,291	535,291	535,291
1,376,115		1,393,904	1,365,060	0	(107,132)	1,137	1,259,065	1,227,065	1,227,065	1,231,065	1,227,065
	Benefit & Transfer Payments										
1,075	Grants	1,371	1,371	0	629		2,000	2,000	2,000	2,000	2,000
1,075		1,371	1,371	0	629		2,000	2,000	2,000	2,000	2,000
	Income & Fees										
(537,905)	Fees & charges	(276,213)	(266,813)	0	2,812		(264,001)	(264,001)	(264,001)	(264,001)	(264,001)
(81,529)	Government grants	(22,000)	(22,000)	0	9,000		(13,000)	(13,000)	(13,000)	(13,000)	(13,000)
(619,434)		(298,213)	(288,813)	0	11,812		(277,001)	(277,001)	(277,001)	(277,001)	(277,001)
1,877,389	Net Service Expenditure	2,470,912	2,605,434	0	(239,206)	10,791	2,377,019	2,376,563	2,389,789	2,407,147	2,416,639
2,496,823	Gross Service Expenditure	2,769,125	2,894,247	0	(251,018)	10,791	2,654,020	2,653,564	2,666,790	2,684,148	2,693,640
(619,434)	Gross Service Income	(298,213)	(288,813)	0	11,812	0	(277,001)	(277,001)	(277,001)	(277,001)	(277,001)
1,877,389	Net Service Expenditure	2,470,912	2,605,434	0	(239,206)	10,791	2,377,019	2,376,563	2,389,789	2,407,147	2,416,639

Actual 2013/14	Objective Analysis : Controllable only	Forecast 2014/15	Budget 2014/15	Budget 2015/16				Medium Term Financial Strategy			
				FtF	ZBB	Inflation	Budget	2016/17	2017/18	2018/19	2019/20
208,166	Directors	356,191	356,191	0	103,533	3,501	463,225	472,516	477,148	481,826	486,551
735,749	Corporate	488,471	631,336	0	(63,634)	3,887	571,589	585,750	591,057	596,418	601,833
286,070	Democratic & Elections	1,038,263	1,029,920	0	(258,981)	3,403	774,341	750,405	753,660	760,949	760,270
647,404	HR & Payroll	587,987	587,987	0	(20,124)		567,863	567,893	567,923	567,954	567,985
1,877,389	Net Service Expenditure	2,470,912	2,605,434	0	(239,206)	10,791	2,377,019	2,376,563	2,389,789	2,407,147	2,416,639

	£	£	£
Changes as a consequence of ZBB			
Inflation on salary and Insurance			10,791
Removal of Elections Manager and Democratic Manager		(99,000)	
Childcare vouchers		25,000	
Miscellaneous savings (maintenance, equipment, supplies etc)		(157,014)	
Other Changes			
Correction to Childcare vouchers budget as only admin cost		(27,600)	
Budget adjustments including C&M Manager at FT and temp post		19,408	
	0	(239,206)	10,791

Head of Resources

Actual 2013/14	Subjective Analysis : Controllable only	Forecast 2014/15	Budget 2014/15	Budget 2015/16				Medium Term Financial Strategy					
				FtF	ZBB	Inflation	Budget	2016/17	2017/18	2018/19	2019/20		
	⇒ Employees												
1,501,515	Salary	893,845	1,110,811	0	(214,496)	8,863	905,178	914,130	923,171	932,303	941,526		
373,879	Pension & NI	222,771	290,988	0	(63,950)		227,038	247,613	250,089	252,590	255,116		
12,078	Training	17,043	29,880	(4,500)	(7,098)		18,282	18,282	18,282	18,282	18,282		
19,481	Hired Staff	52,091	35,992	(4,000)	(10,992)		21,000	21,000	21,000	21,000	21,000		
7,785	Other staff costs	390	16,588	0	(15,438)		1,150	1,150	1,150	1,150	1,150		
1,914,738		1,186,139	1,484,259	(8,500)	(311,974)	8,863	1,172,648	1,202,175	1,213,692	1,225,325	1,237,074		
	⇒ Premises												
62,842	Repairs & Maintenance	67,151	63,151	(17,000)	(3,673)		42,478	42,478	42,478	42,478	42,478		
169,554	Rents	150,299	150,299	0	(30,299)		120,000	120,000	120,000	120,000	120,000		
36,608	Rates	30,140	30,140	0	(15,140)	300	15,300	15,300	15,300	15,300	15,300		
352	Water Services	247	247	0	(47)		200	200	200	200	200		
7,739	Energy Costs	4,920	4,920	0	80		5,000	5,000	5,000	5,000	5,000		
1,116	Premises Cleaning	1,230	1,230	0	0		1,230	1,230	1,230	1,230	1,230		
50,628	Premises Insurance	45,623	45,623	0	(45,623)		0	0	0	0	0		
328,839		299,610	295,610	(17,000)	(94,702)	300	184,208	184,208	184,208	184,208	184,208		
	⇒ Transport												
1,121	Mileage Allowance	1,100	1,226	0	524		1,750	1,750	1,750	1,750	1,750		
1,284	Pool Car	450	982	0	(82)		900	900	900	900	900		
4,445	Public Transport	2,273	4,282	0	(1,682)		2,600	2,600	2,600	2,600	2,600		
12,850	Car Allowance	2,146	13,352	0	(13,352)		0	0	0	0	0		
19,700		5,969	19,842	0	(14,592)		5,250	5,250	5,250	5,250	5,250		
	⇒ Supplies & Services												
121,373	Services	130,518	92,455	(3,000)	(16,755)		72,700	72,700	72,700	72,700	72,700		
11,168	Equipment, furniture & materials	8,750	9,067	0	(7,967)		1,100	1,100	1,100	1,100	1,100		
71,706	Communication and computing	62,928	72,859	0	(10,619)		62,240	62,240	62,240	62,240	62,240		
56,904	Office expenses	57,014	63,605	(10,500)	(11,935)		41,170	41,170	41,170	41,170	41,170		
1,165	Catering	435	196	0	(196)		0	0	0	0	0		
23	Insurance - service related	0	15,759	(5,000)	20,755		31,514	31,514	31,514	31,514	31,514		
262,338		259,646	253,941	(18,500)	(26,717)		208,724	208,724	208,724	208,724	208,724		
	⇒ Benefit & Transfer Payments												
14,635	Irrecoverable V A T	28,243	28,243	0	(7,743)		20,500	20,500	20,500	20,500	20,500		
	Shared Service Savings			(22,736)	0		(22,736)	(22,736)	(22,736)	(22,736)	(22,736)		
14,635		28,243	28,243	(22,736)	(7,743)		(2,236)	(2,236)	(2,236)	(2,236)	(2,236)		
	⇒ Renewals Fund Contribution												
88,082	Repairs & Renewals	95,589	95,589	0	(95,589)		0	0	0	0	0		
88,082		95,589	95,589	0	(95,589)		0	0	0	0	0		
	⇒ Income & Fees												
(180,649)	Fees & charges	(139,448)	(182,077)	(5,000)	52,331		(134,746)	(134,746)	(134,746)	(134,746)	(134,746)		
0	Government grants	(373)	0	0	0		0	0	0	0	0		
(1,802,492)	Rent	(1,853,813)	(1,900,813)	0	22,363		(1,878,450)	(1,878,450)	(1,878,450)	(1,878,450)	(1,878,450)		
(1,983,141)		(1,993,634)	(2,082,890)	(5,000)	74,694		(2,013,196)	(2,013,196)	(2,013,196)	(2,013,196)	(2,013,196)		
645,192	Net Service Expenditure	(118,437)	94,594	(71,736)	(476,623)	9,163	(444,602)	(415,076)	(403,558)	(391,926)	(380,177)		

2,628,332	Gross Service Expenditure	1,875,197	2,177,484	(66,736)	(551,317)	9,163	1,568,594	1,598,120	1,609,638	1,621,270	1,633,019		
(1,983,141)	Gross Service Income	(1,993,634)	(2,082,890)	(5,000)	74,694	0	(2,013,196)	(2,013,196)	(2,013,196)	(2,013,196)	(2,013,196)		
645,192	Net Service Expenditure	(118,437)	94,594	(71,736)	(476,623)	9,163	(444,602)	(415,076)	(403,558)	(391,926)	(380,177)		

Actual 2013/14	Objective Analysis : Controllable only	Forecast 2014/15	Budget 2014/15	Budget 2015/16				Medium Term Financial Strategy					
				FtF	ZBB	Inflation	Budget	2016/17	2017/18	2018/19	2019/20		
122,360	Head of Service	65,347	96,177	0	(9,985)	590	86,782	88,574	89,354	90,142	90,938		
1,053,040	Legal	276,862	317,851	(39,736)	(137,170)	1,209	142,153	146,407	147,985	149,578	151,187		
83,757	Procurement	80,559	83,825	0	(2,420)	493	81,898	83,574	84,217	84,866	85,522		
186,735	Audit & Risk Manager	201,964	290,995	(9,500)	(59,222)	1,269	223,542	227,601	229,248	230,912	232,592		
680,148	Finance	663,900	795,015	(5,500)	(154,494)	4,491	639,512	654,303	660,107	665,969	671,890		
(1,480,847)	Commercial Estates	(1,407,069)	(1,489,269)	(17,000)	(113,330)	1,111	(1,618,488)	(1,615,535)	(1,614,469)	(1,613,393)	(1,612,306)		
645,192	Net Service Expenditure	(118,437)	94,594	(71,736)	(476,623)	9,163	(444,602)	(415,076)	(403,558)	(391,926)	(380,177)		

	£	£	£
Changes as a consequence of ZBB			
Inflation on salary and NDR			9,163
Legal services shared service savings @ 12.5%	(22,736)		
Removal of Accountancy Assistant and part time Senior Accountant posts		(45,000)	
Principal Accountants posts changed to Senior Accountants post		(19,100)	
Removal of the Legal Service Manager, Legal Assistant and 2 Legal Support Officers		(122,000)	
Insurance now included in Corporate finance for budgeting purposes		(45,623)	
Removal of leased cars		(13,352)	
Removal of Repairs and Renewal funds - now within maintenance budgets		(95,589)	
Miscellaneous savings (maintenance, equipment, supplies etc)		(98,933)	
Changes as a consequence of Cabinet Review			
Reduction in Commercial Estate maintenance budgets	(17,000)		
Removal of risk management initiative budget	(5,000)		
Reduction in training	(9,000)		
Reduction in hired staff budget	(4,000)		
Reduction in the legal services books and publications and legal fees	(14,000)		
Other Changes			
Capital programme - revenue implications		(29,000)	
VAT Partial exemption re workings		(8,026)	
	(71,736)	(476,623)	9,163

Corporate Finance

Actual 2013/14	Subjective Analysis : Controllable only	Forecast 2014/15	Budget 2014/15	Budget 2015/16				Medium Term Financial Strategy			
				FtF	ZBB	Inflation	Budget	2016/17	2017/18	2018/19	2019/20
1,140,898	Employees	789,000	789,011	0	345,989		1,135,000	1,510,000	1,574,000	1,574,000	1,574,000
804,970	Additional pension payments	204,949	205,726	0	1,274		207,000	207,000	207,000	207,000	207,000
1,945,868	Severance costs	993,949	994,737	0	347,263		1,342,000	1,717,000	1,781,000	1,781,000	1,781,000
94,320	Supplies & Services	0	0	0	0		0	0	0	0	0
(9,490)	Contributions paid	0	0	0	0		0	0	0	0	0
0	Interest	0	(225,277)	0	225,277		0	0	0	0	0
0	Contingencies & provisions	(6,634)	0	0	0		0	0	0	0	0
3,459	Vehicle sale under £10k	0	0	0	0		0	0	0	0	0
1,118,000	Burials Under Health Act	1,331,000	1,623,000	0	(49,000)		1,574,000	1,905,000	2,354,000	2,577,000	2,902,000
393,321	Minimum Revenue Provision	366,146	335,458	0	58,687		394,145	394,145	394,145	394,145	394,145
2,496	Insurance	1,700	2,619	0	(2,619)		0	0	0	0	0
68,077	Council tax booklet printing	90,000	116,682	0	(26,682)		90,000	90,000	90,000	90,000	90,000
86,907	External audit fees	95,563	102,020	0	(5,330)		96,690	96,690	96,690	96,690	96,690
435,260	Income collection costs	449,300	900,300	0	(199,300)		701,000	721,000	867,000	1,043,000	989,000
8,125	Interest paid	7,375	7,670	0	455		8,125	8,125	8,125	8,125	8,125
(295,868)	External fund consultants	0	0	0	0		0	0	0	0	0
12,632	Contributions received	15,189	15,189	0	(2,589)		12,600	12,600	12,600	12,600	12,600
1,625	Communication and computing	1,475	1,363	0	262		1,625	1,625	1,625	1,625	1,625
1,918,864	Irrecoverable V A T	2,351,114	2,879,024	0	(839)		2,878,185	3,229,185	3,824,185	4,223,185	4,494,185
0	Benefit & Transfer Payments		8,925	0	(8,925)		0	0	0	0	0
381,694	Grants	399,305	399,305	0	(5,014)		394,291	394,291	394,291	394,291	394,291
381,694	Levies	399,305	408,230	0	(13,939)		394,291	394,291	394,291	394,291	394,291
(703,624)	Income & Fees	(542,654)	(68,449)	0	449		(68,000)	(23,000)	(23,000)	(23,000)	(23,000)
(247,151)	Government grants	(91,289)	(606,110)	0	374,096		(232,014)	(286,014)	(285,014)	(285,014)	(290,014)
123,961	Interest earned	124,899	11,269	0	48,731		60,000	60,000	60,000	60,000	60,000
(826,813)	Bad debt provision	(509,044)	(663,290)	0	423,276		(240,014)	(249,014)	(248,014)	(248,014)	(253,014)
3,419,613	Net Service Expenditure	3,235,324	3,618,701	0	755,761		4,374,462	5,091,462	5,751,462	6,150,462	6,416,462
4,246,427	Gross Service Expenditure	3,744,368	4,281,991	0	332,485	0	4,614,476	5,340,476	5,999,476	6,398,476	6,669,476
(826,813)	Gross Service Income	(509,044)	(663,290)	0	423,276	0	(240,014)	(249,014)	(248,014)	(248,014)	(253,014)
3,419,613	Net Service Expenditure	3,235,324	3,618,701	0	755,761	0	4,374,462	5,091,462	5,751,462	6,150,462	6,416,462

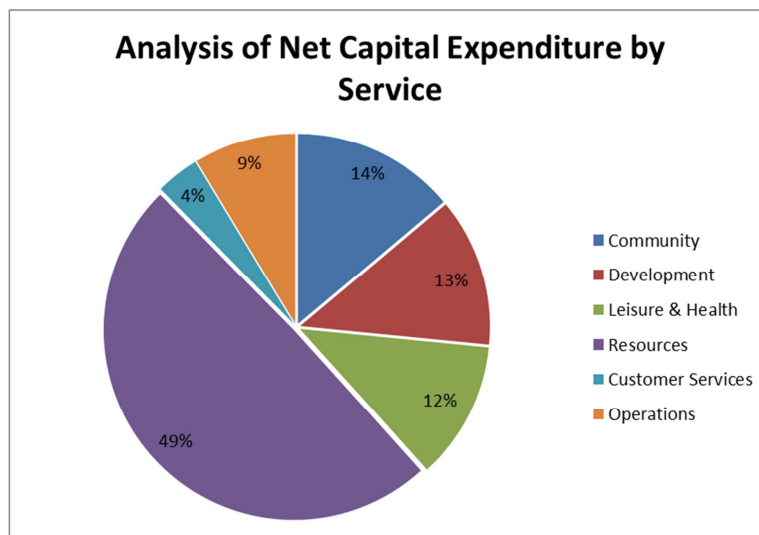
	£	£	£
Changes as a consequence of ZBB			
Bad debt provision increase in line with year end values and current debt		48,731	
Increase in pension payments from triannual actuary valuation		345,989	
Removal of contingency budgets		225,277	
Net change in interest costs		39,796	
Miscellaneous savings (maintenance, equipment, supplies etc)		(37,032)	
Other Changes			
Additional interest from Capital programme		135,000	
Movement of budget to Customer Services		(2,000)	
	0	755,761	0

3.0 CAPITAL

3.1 Table H below details the Councils capital programme, and other commitments, over the period of the MTFs along with the associated sources of finance.

Table H		Forecast	Budget	Medium Term Financial Strategy			
		2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
Community	Loves Farm Community Centre	410	32	0	0	0	0
	CCTV - Camera replacements	39	87	43	0	0	0
	Wireless CCTV	0	290	0	0	0	0
	CCTV Shared Service	2	2	80	65	43	0
	Huntingdon West Devt (Housing Growth Fund)	298	1,151	221	0	0	0
	Decent Homes Thermal Efficiency & Category 1 H&S	10	10	10	10	10	10
Development	Town Centre Developments	0	74	100	0	0	0
	Disabled Facilities Grants	1,400	1,650	1,650	1,650	1,650	1,650
	Repairs Assistance	93	75	75	75	75	75
	Two replacement static caravans	38	0	0	0	0	0
	Alconbury Weald	5,000	0	0	0	0	0
	A14 Contribution	0	0	0	0	0	200
Leisure and Health	Future Improvements	268	231	447	266	300	300
	Replacement Equipment	0	200	200	0	0	250
	St Ivo LC - Football Improvements	0	0	0	0	0	0
	Pedals Scheme	2	9	0	0	0	0
	One Leisure St Ives Redevelopment	166	0	0	0	0	0
	One Leisure Huntingdon Impressions Extension	0	795	0	0	0	0
One Leisure St Neots Synthetic Pitch	0	392	0	0	0	0	
Resources	Invest to Save Proposal - Highlode (Ramsey)	0	263	0	0	0	0
	VAT Partial Exemption	29	112	29	15	17	22
	* Loan To Housing Association (No MRP Regular repayments)	0	5,000	0	0	0	0
	Phoenix New Roof	0	200	0	0	0	0
Customer Services	Replacement Printing Equip.	0	0	178	0	0	40
	Replacement Equipment Document Centre	10	31	33	0	34	0
	Multi-functional Devices	0	80	0	0	0	80
	Help Desk (MS Enterprise Agreement)	51	75	0	75	75	75
	Telephony and ICT Network Renewal	0	0	100	100	0	0
	ICT Replacements and Server Virtualisation	181	20	240	20	20	20
	Business Systems	130	200	200	200	200	200
	GIS	3	2	2	0	0	0
Operations	Provision for Bin Replacements	42	54	75	75	75	75
	Wheeled Bins for New Properties	337	100	88	82	24	22
	Extra refuse round due to housing growth	0	0	0	158	0	0
	Play Equipment & Safety Surface Renewal	43	60	20	20	0	0
	Play Equipment & Safety Surface Renewal	0	0	0	0	21	21
	S.106 Play Area Projects	0	48	0	0	0	0
	Vehicle fleet replacements.	1,038	761	859	1,000	564	1,478
	In Cab Technology	70	0	0	0	0	0
	Pool Cars	16	0	0	0	45	0
	Extra Car Parking, Huntingdon Town Centre	233	0	0	0	0	0
	Environment Strategy Funding	126	55	55	55	0	0
	Building Efficiency Improvements (Salix Grant)	70	70	69	0	0	0
	Major repairs and replacements	0	50	0	0	0	0
	Countryside Vehicle	18	0	0	0	0	0
	Car Park Repairs	151	0	0	100	100	100
	Total Cost	10,274	12,179	4,774	3,966	3,253	4,618
• Asset Sales (within year)	(200)	0	0	0	0	0	
• Capital Receipts	(600)	(600)	(400)	(300)	(300)	(300)	
• Grants & Contributions	(6,786)	(1,114)	(400)	(925)	(763)	(1,182)	
• Borrowing: Internal	(2,688)	(465)	1,026	2,259	2,810	1,864	
• External	0	(10,000)	(5,000)	(5,000)	(5,000)	(5,000)	
Total Sources of Finance	(10,274)	(12,179)	(4,774)	(3,966)	(3,253)	(4,618)	

*Estimate of loan to RSL



3.2 The following table illustrates the estimated revenue costs and benefits, to the council, relating to the capital projects noted above.

Table I		Forecast	Budget	Medium Term Financial Strategy			
		2014/15 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2016/20 £000
One Leisure Huntingdon Impressions Extension	Employees	0	0	17	18	19	19
	Premises	0	0	8	8	8	8
	Supplies and services	0	0	5	1	1	1
	Fees & Charges	0	0	(200)	(220)	(235)	(245)
One Leisure St Neots Synthetic Pitch	Fees & Charges	0	(14)	(27)	(28)	(29)	(31)
Invest to Save Proposal - Highlode (Ramsey)	Fees & Charges	0	(29)	(29)	(29)	(29)	(29)
Extra refuse round due to housing growth	Transport	0	0	0	120	120	120
Environment Strategy Funding	Premises	0	0	(30)	(41)	(52)	(63)
Building Efficiency Improvements (Salix Grant)	Premises	0	(8)	(14)	(10)	(6)	(6)
Total (Income)/ Cost		0	(51)	(269)	(181)	(204)	(226)

4.0 TREASURY MANAGEMENT

4.1 The following gives a high level commentary on the Treasury Management activity that the Council is expecting to undertake during 2015/16.

- **Short Term Borrowing**

During any year the Council will undertake short term borrowing and lending to maintain effective daily cash flow balances. For the forthcoming year, it is estimated that the net cost of short-term borrowing will be £55,000; this is based on an estimated daily cash flow balance of £6.0m. The cost of borrowing is based on an estimated bank base rate of 4.5%.

- **Long Term Borrowing**

The Treasury Management Strategy permits the Council to borrow for the long-term to maintain effective working capital balances and to support back-to-back lending to external organisations. At the end of 2014/15, it is forecast that the total balances in respect of long-term borrowing will be £11.3m. During 2015/16 further long-term borrowing may occur dependent on the Asset Investment programme that is currently being developed and Cabinet decisions in respect of loans to other organisations. However, the costs of such borrowing are not included in the budget because the cost of any such borrowing would be met by additional investment income, the Council would expect to make a margin on any “borrowing to lend” decisions. The current estimated cost of long term borrowing is £0.524m.

5.0 CAPITAL FINANCING REQUIREMENT

5.1 The following table demonstrates, over the period of the MTFs, the Councils capital commitments and plans against its underlying need to borrow.

Table J	Forecast	Budget	Medium Term Financial Strategy			
	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	£000	£000	£000	£000	£000	£000
Opening Capital						
Financing Requirement	34,685	36,042	44,934	47,003	47,390	47,002
• Property, Plant and Equipment	2,879	3,447	2,516	1,956	1,243	2,408
• Intangible Assets	184	277	202	275	275	275
• Investment Properties	0	463	0	0	0	0
• Revenue Expenditure Funded from Capital under Statute	7,101	2,882	1,946	1,625	1,625	1,825
• Repayable Capital Advances	110	5,110	110	110	110	110
• Lease Liability	0	0	0	0	0	0
Additional Requirement	10,274	12,179	4,774	3,966	3,253	4,618
• Capital Receipts	(800)	(600)	(400)	(300)	(300)	(300)
• Government Grant & Contributions	(6,786)	(1,114)	(400)	(925)	(763)	(1,182)
• Capital Reserves	0	0	0	0	0	0
• Minimum Revenue Provision	(1,331)	(1,574)	(1,905)	(2,354)	(2,577)	(2,902)
	(8,917)	(3,288)	(2,705)	(3,579)	(3,640)	(4,384)
Closing Capital Finance Requirement	36,042	44,934	47,003	47,390	47,002	47,237
Increase in Underlying Need to Borrow	1,357	8,891	2,069	387	(387)	234

6.0 FORMAL 2015/16 COUNCIL TAX RESOLUTIONS

6.1 The formal 2015/16 Council Tax resolutions to be agreed by Council are shown below.

- (a) That the Council note the Council Tax Base for the whole Council area and individual Towns and Parishes (para 6.2) as approved by the Section 151 officer on the 3rd December 2014 after consultation with the Chairman of Corporate Governance Panel (and subsequent publication as a key decision).
The tax base (T) which is the amount anticipated from a District Council Tax of £1 is £58,329
- (b) That the following amounts calculated by the Council for 2015/16 in accordance with the requirements of the Local Government Finance Act 1992 as amended by the Localism Act 2011 (the Act), the Local Government Finance Act 2012 and associated regulations :-
- (i) the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act **£78,386,683**
Gross revenue expenditure including benefits, Town/Parish Precepts
- (ii) the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act **£65,587,958**
Revenue income including reimbursement of benefits, specific and general grants, use of reserves and any transfers from the collection fund.
- (iii) the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above in accordance with Section 31A (4) of the Act **£12,798,725**
This is the "Council Tax Requirement" including Parish/Town Precepts (item i minus item ii). It is the cash sum to be funded from District, Town and Parish Council Taxes.
- (iv) the Council Tax requirement for 2015/16 divided by the tax base (T) in accordance with Section 31B (1) of the Act **£219.42**
District plus average Town/Parish Council Tax (item iii divided by District taxbase)
- (v) the aggregate of all "Special Items" referred to in Section 34(1) of the Act. **£5,030,469**
The total value of Parish/Town precepts included in i and iii above.
- (vi) the Relevant Basic Amount of Council Tax for 2015/16 being item iii less item v divided by the tax base (T) in accordance with Section 34 (2) of the Act. **£133.18**
The District Council's Band D Tax for 2015/16

- (vii) the basic amounts of Council Tax for 2015/16 for those parts of the District to which one or more special items (Parish/Town precepts) relate in accordance with Section 34 (3) of the Act are shown by adding the Huntingdonshire District Council amount to the appropriate Parish Council amount in column "band D" set out in Table 1 attached.
 - (viii) the amounts to be taken into account for 2015/16 in respect of categories of dwellings listed in particular valuation bands in accordance with Section 36 (1) of the Act are shown by adding the Huntingdonshire District Council amount to the appropriate Parish Council amount for each of the valuation bands in the columns "bands A to H" set out in Table 1 attached.
- (c) That the amounts of precept issued to the Council by Cambridgeshire County Council, Cambridgeshire Police Authority, Cambridgeshire & Peterborough Fire Authority and for each Parish Council for each of the categories of dwellings listed in different valuation bands in accordance with Section 40 of the Act shown in para 6.3 attached be noted.
- (d) That, having regard to the calculations above, the Council, in accordance with Section 30 (2) of the Act, hereby sets the figures shown in para 6.4 as the amounts of Council Tax for 2015/16 for each of the categories of dwelling shown. ***This is the total Council Tax to be collected, incorporating the requirements of all of the relevant bodies, for each town or parish area.***
- (e) The Council notes that, in accordance with Section 52ZB of the Local Government Finance Act 1992, the basic amount of its Council Tax for 2015/16 is not excessive. ***The basic amount at b(vi) above is not excessive as defined by the Government.***

6.2 Tax Base 2015/16

Abbotsley	249	Kings Ripton	81
Abbots Ripton	135	Leighton Bromswold	81
Alconbury	540	Little Paxton	1476
Alconbury Weston	279	Morborne	10
Alwalton	117	Offord Cluny & Offord D'Arcy	495
Barham & Woolley	28	Old Hurst	90
Bluntisham	720	Old Weston	90
Brampton	1728	Perry	261
Brington & Molesworth	135	Pidley-cum-Fenton	149
Broughton	90	Ramsey	2709
Buckden (incorporating Diddington)	1152	St Ives	5742
Buckworth	51	St Neots	10530
Bury	603	Sawtry	1746
Bythorn & Keyston	135	Sibson-cum-Stibbington	210
Catworth	147	Somersham	1341
Chesterton	57	Southoe & Midloe	149
Colne	351	Spaldwick	243
Conington	65	Stilton	765
Covington	45	Stow Longa	63
Denton & Caldecote	26	The Stukeleys	396
Earith	567	Tilbrook	117
Easton	77	Toseland	36
Ellington	232	Upton & Coppingford	84
Elton	279	Upwood & The Raveleys	414
Farcet	518	Warboys	1296
Fenstanton	1125	Waresley-cum-Tetworth	144
Folksworth & Washingley	344	Water Newton	42
Glatton	131	Winwick	40
Godmanchester	2331	Wistow	216
Grafham	234	Woodhurst	153
Great & Little Gidding	117	Woodwalton	78
Great Gransden	450	Wyton-on-the-Hill	405
Great Paxton	360	Yaxley	2817
Great Staughton	324	Yelling	<u>144</u>
Haddon	24		<u>58,329</u>
Hail Weston	243		
Hamerton & Steeple Gidding	52		
Hemingford Abbots	333		
Hemingford Grey	1269		
Hilton	450		
Holme	227		
Holywell-cum-Needingworth	968		
Houghton & Wyton	774		
Huntingdon	7056		
Kimbolton & Stonely	578		

6.3 **2015/16 Council Tax by Property Band for each Precepting Authority and the Billing Authority**

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

7. FEES AND CHARGES

7.1 The Fees and Charges that will be applicable from January 2015 to March 2016 have been included in Annex A.

8.0 ROBUSTNESS OF THE 2015/16 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

8.1 The Local Government Act 2003 requires me, as the Council's Responsible Financial Officer, to report on the robustness of the 2015/16 budget and the adequacy of reserves to assist you in making your decisions on the Budget and the level of Council Tax. Further, this is an opportunity for me to provide some commentary in respect of the period covered by the Medium Term Financial Strategy (MTFS).

8.2 Robustness and Budget Setting

8.2.1 Over recent years the Council has tended to underspend its budget; this is a clear indication that managers have been prudent in the delivery of their services. However, a trend of underspending means that the cost of service delivery, even at current service standards, is below the level of spend that was budgeted for.

8.2.2 At the close of 2012/13, the Council's external auditors proposed that the Council should undertake a fundamental review of its budget, following the principles of Zero Based Budgeting (ZBB). In June 2014 Cabinet approved the development of the 2015/16 and subsequent year's budgets to be produced on this basis. In late August 2014 a ZBB review programme commenced, with 5 strategic services fundamentally reviewed (known as ZBB Heavy, these were Resources, Car Parking, Green Spaces, Community and One Leisure) in preparation for the 2015/16 budget.

8.2.3 Running in parallel with the ZBB Heavy reviews, all those services that had not been subject to a Heavy review have been subject to a desk-top or ZBB Light review. In so doing all services had been subject to budgetary oversight to ensure that the maximum value for money is achieved from each service.

8.2.4 With regard to the Heavy reviews, each has been subject to an internal officer review panel and then a Star Chamber review panel that was led by the Executive Councillor for Resources and supported by the Executive Leader and the Deputy Leader/Executive Councillor for Commercial Activities.

8.2.5 Over the next year, all remaining services will be subject to a ZBB Heavy review (with the other services being subject to a Light review). Thereby, by February 2016 and the setting of the 2016/17 budget, all services will have been subject to a

comprehensive ZBB review. For the years that follow, the intention at this time is that there will be a rolling programme of ZBB reviews.

8.3 Challenges facing the Council

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

- **Public Sector Austerity – Cuts in grant funding**

8.3.2 The public sector has as a whole has faced the most significant austerity programme in a generation and as a consequence of the government’s ringfenced services, this has meant that local government has met a significant share of the austerity programme. It is fair to say that to date the Council has not been significantly challenged in “budgetary” terms as a result of austerity, this is mainly due to the fact that the council continually under-achieved its budget.

8.3.3 As part of the 2014/15 provisional settlement announced in December 2013, the government indicated that the Council would receive £11.332m for 2015/16; when the 2015/16 was actually announced in December 2014 the Council was notified that it would receive £11.746m; which was £0.414m ahead (excluding Council Tax Freeze Grant). However, the modelling that had been followed in respect of the 2014/15 budget setting process estimated that the total grant receivable would be £12.923m by 2019/20; whereas the modelling followed for the 2015/16 budget is £11.122m by the same year – a reduction of £1.801m (13.9%). Relevant analysis is shown in Table N below.

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
2014/15 Budget & MTP						
NDR	4,218	4,245	4,351	4,460	4,572	4,686
RSG	4,562	3,074	2,400	1,800	1,500	1,100
NHB	3,344	4,013	4,993	5,628	6,340	7,137
Total	12,124	11,332	11,744	11,888	12,412	12,923
2015/16 Budget & MTFS						
NDR	4,218	4,160	4,661	4,868	5,084	5,308
RSG	4,562	3,183	1,900	921	442	0
NHB	3,344	4,403	5,126	5,342	5,537	5,814
Total	12,124	11,746	11,687	11,131	11,063	11,122
Variance between Grant Assumptions						
NDR	0	(85)	310	408	512	622
RSG	0	109	(500)	(879)	(1,058)	(1,100)
NHB	0	390	133	(286)	(803)	(1,323)
Total	0	414	(57)	(757)	(1,349)	(1,801)
	%	%	%	%	%	%
NDR	0.0	-2.0	7.1	9.1	11.2	13.3
RSG	0.0	3.5	-20.8	-48.8	-70.5	-100.0
NHB	0.0	9.7	2.7	-5.1	-12.7	-18.5
Total	0.0	3.7	-0.5	-6.4	-10.9	-13.9

- **Programme of Service Review**

8.3.4 It is probably fair to say that all Councils are undertaking some form of service review and seeking to ensure that services are provided with affordability and value for money at their core. As mentioned earlier, this Council is in the process of undertaking a ZBB review of all its services. In addition to this, the Council is also following:

- a project based approach to service change, entitled “Facing the Future”. Projects included within the Facing the Future programme are monitored on an ongoing basis and relative costs and savings are included in the proposed budget.
- a Shared Service programme with our strategic partners, Cambridge City and South Cambridgeshire District Councils. For 2015/16, savings estimates have been included in the base budget in respect of the Information Management Division (IMD), Legal and Building Control services. Future shared service programme savings are not included.

8.3.5 In addition, in late December 2014 the Portfolio Holder for Resources challenged his Cabinet colleagues to find further savings, this exercise generated a further £0.746m on a full year basis.

- **Performance Management**

8.3.6 Over the past 18 months, there has been a strategic change in management; including the recruitment of a new management team. One of the key processes that has been introduced is the start of a proactive performance management framework, including the publication of a new Corporate Plan, development of Service Plans and a new staff appraisal scheme. Coupled with new strategies in respect of internal and external communications this provides a new, emboldened framework for the Council to operate within.

8.4 **Governance**

8.4.1 As noted within the 2013/14 Annual Governance Statement both the Executive Leader and the Managing Director consider that they are:

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

- Develop the themes and aims of the Corporate Plan through service delivery plans, performance measures and service standards.
- Employee’s performance targets.
- Publicise the vision statement & strategic themes and outcomes to key stakeholders.

- Review partnership commitments with an emphasis on the benefits obtained and contribution towards the Corporate Plan.
- Continue to educate and train employees in good procurement and contracting practice to ensure that they understand how to act and comply with the requirements of the Code of Procurement.”

8.4.2 Further, the Councils Internal Audit and Risk Manager reported to the Corporate Governance Panel in May 2014, in respect of the control environment up to 31 March 2014, that

“the Council’s internal control environment and systems of internal control....provided limited assurance over key business processes and adequate assurance over financial systems”.

8.4.3 The past year has seen the introduction of a number of initiatives to improve governance, including:

- officer led governance boards,
- project management methodology,
- lean process review,
- golden thread approach to performance management,
- and further enhancements within budget monitoring and reporting to management and members.

8.4.4 There are also relatively mature plans to introduce and embed further management reporting and budget monitoring business systems.

8.5 Risks

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

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

- underachievement of savings
- higher inflation.
- further reductions in income (mainly from fees and charges).

- non-achievement of savings; including Shared Services
- failure of a borrower.
- an emergency.
- increased demand on services (e.g. benefits and homelessness).
- level of retained business rates.

8.5.3 Taking each of the above in turn:

- **Underachievement of savings**

The savings included within the budget total £2.810m (ZBB £1.847m; FtF £0.109m; Portfolio Challenge £0.653m; Other £0.201m). These savings cover a broad range of services and are heavily dependent on implementation as planned, which itself can be subject to market, management and political conditions prevailing at the time. It is therefore prudent to assume that some of these savings may not be achieved; a fair assumption is that 30% underachievement which equates to £0.843m.

- **Higher Inflation**

Currently inflation stands at 0.5%, this is a drop of 0.5% from 1% that was reported in December 2014.

With regard to:

- **Pay**
The budget for 2015/16 includes an “across the board” pay increase of 1%. Taking into account employer oncosts (national insurance and pension) and the already included pay inflation, this equates to a total cost of £21.332m, a further 1% for sensitivity equates to £0.213m.
- **General Inflation**
No general inflation has been included in the 2015/16 budget except where there are contractual price increases; although for the Council this is minimal as most services are “contracted in”. For sensitivity, no inflation has been included.

There is at present economic commentary in respect of price stagnation and even deflation. Although these are recognised as issues they would generally have a positive impact on service costs. Considering that the Council is freezing Council Tax and over the medium term, the Council is therefore absorbing the impacts of all price adjustments. If price stagnation or deflation becomes a more serious issue, this will be addressed at the next budget round.
- **Investment Interest**
The budget for 2015/16 has assumed a “composite” investment interest rate of 2.1% this equates to income of £0.232m; the budget also includes a borrowing rate of 4.0% which equates to a borrowing cost (short) of £0.177m. For sensitivity purposes no additional investment interest has been modelled however for short-term borrowing, a rate rise of 1% would equate to £0.221m, an increase of £44,000.

- **Reduced income: Fees and Charges**

Total fees and charges are £14.5m, therefore for sensitivity analysis a 1% loss of income from fees and charges would amount to £0.145m. The largest income streams that are susceptible to variation include:

- Car Parks, £1.9m
- Leisure Centres, £6.13m
- Property, £1.9m
- Planning and Building Control Fees, £1.8m

- **Reduced income: New Homes Bonus**

In May 2015 there will be a General Election and at the Annual LGA Finance Conference held in early January 2015, the Conservative's stated that their current intention is for central government support to local government to remain "incentive" led; in that New Homes Bonus is likely to continue.

However, Labour have stated that they will, quite quickly, remove New Homes Bonus but replace it with a "needs-based" system more akin to Revenue Support Grant; this would lead to a national redistribution of grant. The likely impact of this change will be that the Council will see a net reduction in its grant, so for sensitivity analysis purposes, a 10% reduction in New Homes Bonus has been assumed (£0.440m)

- **Government Grant: Non Domestic Rates**

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

It is even more difficult to estimate the results of appeals against the valuation set by the Valuation Office Agency. These appeals sometimes take years to finalise and are often backdated for a number of years, drastically adding to the volatility. Other variations can result from a property being burnt down or demolished.

The revenue impact is limited by the existence of a safety net which limits our loss to around £0.350m, this is included as a block amount within the sensitivity analysis.

- **Failure of a Borrower**

The maximum permitted with one counterparty is £8.0m but this is only possible where £3.0m of the sum is held in a liquidity account with that body. Liquidity Accounts allow recovery of investments on the same working day which substantially reduces the risk. In most cases the limit is £5.0m which is restricted to bodies with a credit rating of F1+ or Building Societies with more than £2 billion in assets. The impact of a failure of borrower will be the loss of revenue cash flow and the potential

costs involved of “making good” the lost investment. There are however, good governance arrangements around the Council’s Treasury activity and therefore the likelihood of loss is minimal, this has not been included in the sensitivity analysis.

- **Emergency**

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

- **Increased demands on services**

The services most susceptible to increased demand that would have a significant revenue impact are homelessness and Council Tax Support.

With regard to homelessness, the budget for 2015/16 is £0.368m and that for Council Tax Support is £6.860m; if there was a 10% increase in demand for each this would require an additional £0.723m.

8.5.4 Considering the risks noted above and the stated assumptions, the accumulated total cash risk is £3.095m. However, it is highly unlikely that all these risks will occur at the same time, so it is fair to apply “sensitivity” to each risk and then model the impact over the likelihood of occurrence. Table P shows this detailed analysis and in summary the additional pressure within 2015/16 based on the likelihood of occurrence is as follows:

- Pessimistic view, additional pressure of: £1.473m
- Middle-View, additional pressure of: £0.984m
- Optimistic View, additional pressure of: £0.639m

Table P											
Sensitivity of Risks to 2015/16 Budget & Funding Options											
Risk	Costs Included in 2015/16 budget £'000	New rate	Sensitivity Impact		Likelihood of Occurrence						
			+/-	Cost £'000	Pessimistic Factor £'000		Middle-Way Factor £'000		Optimistic Factor £'000		
Underachievement of Savings	2,840	Savings not achieved	30%	852	0.7	596	0.2	170	0.1	85	
Inflation Pay	21,332	Pay increase from 1% to 2%	1%	213	0.6	128	0.3	64	0.1	21	
Temporary Borrowing	44	Difference between Borrowing increased from 4% to 5%	50%	22	0.2	4	0.5	11	0.3	7	
Reduced Income Fees & Charges	(14,522)	Reduction in income.	1%	145	0.3	44	0.4	58	0.3	44	
New Homes Bonus	(4,403)	Reduction in NHB following change to "needs" system and consequential redistribution.	10%	440	0.3	132	0.4	176	0.3	132	
Government Grant	350	Loss of Modelled NDR, limited by Safety Net	100%	350	0.6	210	0.3	105	0.1	35	
Emergency	350	Immediate use of funds in the event of a local emergency	100%	350	0.2	70	0.5	175	0.3	105	
Increased Demand of Services	368	Increase in demand	10%	37	0.4	15	0.5	19	0.1	4	
	6,860	Increase in demand	10%	686	0.4	274	0.3	206	0.3	206	
Total Sensitivity				3,095		1,473		984		639	
Estimated Reserves at 31 March 2016 as per Proposed Budget						9,334		9,334		9,334	
Estimated Reserves at 31 March 2016 following Sensitivity						7,861		8,350		8,695	
Conclusion of Sensitivity											
- Do Reserves remain positive						Yes		Yes		Yes	
- Reduction in Reserves						15.8%		10.5%		6.8%	

8.6 Revenue Reserves

8.6.1 In previous budget rounds, the budgets that were included within the MTP included two sets of numbers that were significant estimates; namely “contingency items” (or risk provisions) and “savings yet to be identified”.

8.6.2 The objective of including these items was to indicate to members that reserves would be maintained at a fair level at the end of the MTP period because:

- calculated risks were included in service costs (contingency items), and
- a line identifying “future savings” was also included.

8.6.3 However the reality of this approach was that it introduced a significant risk of misinterpretation of the future financial plans of the Council because members would see that reserves (the bottom line) were maintained – hence they may have lost sight of the fact that the budget was not balanced in cash terms.

8.6.4 Therefore, to improve transparency and to ensure that members are focused on the key issue of ensuring “financial sustainability”, the approach of including the aforementioned estimates has not been adopted from this year onwards in the development of the MTFS. All budgets presented to members will be “cash” based and the budgetary risk posed by the MTFS not being balanced over the medium clearly identified.

- **Reserves for 2015/16 and the MTFS Period (2016/17 to 2019/20)**

8.6.5 There is no statutory minimum level of reserves; however Cabinet on the 22nd January 2015 have confirmed a minimum level of £3m. Based on the current budget for 2015/16, reserves are forecast to be £8.537m at April 2015 and increase to £9.334m by 31 March 2016.

8.6.6 As noted in para 8.5.4 above, it is theoretically possible but highly unlikely that all of the above risk items would occur next year, however it is critical that the Council has sufficient reserves to fund unavoidable additional costs pending the introduction of compensating service savings.

8.6.7 Therefore, by applying the estimated sensitivity costs noted from Table P above, it is considered, as shown in Table Q below that in respect of:

- 2015/16, regardless of the likelihood of occurrence, reserves are sufficient to meet all sensitivity costs.
- the MTFS period, regardless of the likelihood of occurrence, reserves are sufficient to meet all sensitivity costs. However, by 2019/20 it is shown that reserves will drop to just above the minimum level of £3.0m.

Table Q	Impact of 2015/16 Sensitivity of Risks on the MTFS General Fund Reserves Profile														
	2015/16 £'000			2016/17 £'000			2017/18 £'000			2018/19 £'000			2019/20 £'000		
General Fund Reserves (as per 2015/16 Proposed Budget)	9,334			9,036			7,499			5,426			3,071		
	Pessimistic	Middle-Way	Optimistic	Pessimistic	Middle-Way	Optimistic	Pessimistic	Middle-Way	Optimistic	Pessimistic	Middle-Way	Optimistic	Pessimistic	Middle-Way	Optimistic
Reduction in Reserves	1,473	984	639	1,473	984	639	1,473	984	639	1,473	984	639	1,473	984	639
Estimated Reserves	7,861	8,350	8,695	7,563	8,052	8,397	6,026	6,515	6,860	3,953	4,442	4,787	1,598	2,087	2,432
- Do Reserves remain positive	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No

8.6.8 Although such a position does demonstrate that the Council is “financially sustainable” over the medium term at the current level of net expenditure there is still considerable downward pressure from government funding as austerity continues to bite across the whole of the public sector. It is therefore considered prudent that the council continues to endeavour to be financially independent of government funding by the end of the medium term period (2019/20) which will mean that it must continue to drive down costs and increase income wherever possible – and the continuation of the ZBB and FtF programmes are key to achieving this.

- **Capital Investment**

8.6.9 However, another attribute to achieving “financial independence” is the development of the capital asset investment programme as this will provide an essential additional revenue stream.

8.6.10 With regard to the capital investment programme, only assets that will by their nature generate a revenue cash flow should be considered. In respect of commercial assets, it is currently modelled that to generate £1m revenue, capital investment of around £13m is required. However, the Council should not only look at commercial assets as there are opportunities within the housing sector that will generate a revenue stream and also continue to provide development finance for local organisations (such as that the Council has already done with Huntingdon Regional College and Huntingdon Gym).

8.6.11 Consequently, if the Council wished to:

- Continue with a Zero increase in Council Tax over the MTFS period, and
- Set aside government grant to fund future capital investment,

8.6.12 As shown in Table R below, if:

- **Option 1** (i.e. 100% RSG + 50% NHB) was followed it would take the council the full three years to achieve the required £13m funding, but if the Council chose to follow
- **Option 2** (i.e. 100% RSG + 100% NHB), the Council would achieve the required funding within 2 years. However, Option 1 would require cuts in net expenditure of around 24% whereas Option 2 would require cuts in the region of 38%.

8.6.13 Of course, the Council could borrow these funds from the market or the Public Works Loan Board to facilitate a faster asset investment programme.

Table R	Estimated Service Reductions									
	Option 1 - Council Tax held at Nil Increase - No use of Reserves - 100% RSG set-aside - 50% NHB set-aside					Option 2 - Council Tax held at Nil Increase - No use of Reserves - 100% RSG set-aside - 100% NHB set-aside				
	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Net Expenditure (as per 2015/16 Proposed Budget)	18,881	19,870	20,671	21,259	21,721	18,881	19,870	20,671	21,259	21,721
Service reduction required:										
- no use of reserves	0	(298)	(1,537)	(2,073)	(2,355)	0	(298)	(1,537)	(2,073)	(2,355)
- RSG & NHB for capital investments	0	(4,463)	(3,592)	(3,211)	(2,907)	0	(7,026)	(6,263)	(5,979)	(5,814)
Total Service Reductions	0	(4,761)	(5,129)	(5,283)	(5,262)	0	(7,324)	(7,800)	(8,052)	(8,169)
Revised Net Expenditure	18,881	15,109	15,542	15,976	16,460	18,881	12,546	12,871	13,207	13,553
Cuts Required ----->		24.0%	24.8%	24.9%	24.2%		36.9%	37.7%	37.9%	37.6%
Financing										
Reserves	(797)	0	0	0	0	(797)	0	0	0	0
Non-Domestic Rates	4,160	4,661	4,868	5,084	5,308	4,160	4,661	4,868	5,084	5,308
Revenue Support Grant	3,183	0	0	0	0	3,183	0	0	0	0
New Homes Bonus	4,403	2,563	2,671	2,769	2,907	4,403	0	0	0	0
Council Tax Freeze Grant	82					82				
Collection Fund	82					82				
Total Government Grant	11,910	7,224	7,539	7,853	8,215	11,910	4,661	4,868	5,084	5,308
Council Tax	7,768	7,885	8,003	8,123	8,245	7,768	7,885	8,003	8,123	8,245
Balanced Budget if Nil	0	0	0	0	0	0	0	0	0	0
Council Tax Base	58,329	59,204	60,092	60,993	61,908	58,329	59,204	60,092	60,993	61,908
- per Band D	133.18	133.18	133.18	133.18	133.18	133.18	133.18	133.18	133.18	133.18

8.7 Conclusion

- **2015/16 Budget**

Considering all the factors noted within the “Robustness” statement in respect of 2015/16, I consider that the:

- combination of a new, robust approach to budget setting,
- the direction of travel in relation to governance,
- the further service and budget efficiency work to be undertaken during 2015/16, and
- that reserves are expected to increase by March 2016,

the budget proposed for 2015/16 should not give Members any significant concerns over the Council’s financial position.

- **Medium Term Financial Strategy (2016/17 to 2019/20)**

With regard to the period covered by the MTFs, it is anticipated that there will be some significant cuts in government grant and if they materialise as planned they do pose a risk to the Council. However, current modelling is showing that the Council will remain above the £3.0m minimum level of reserves; but this level will be breached if the costs included within the sensitivity analysis come to fruition.

However, as highlighted earlier in this statement, there are actions being followed to mitigate this scenario but it does remain critical that:

- all Council services remain under tight budgetary control,
- ZBB is embedded as the primary basis for budgeting setting,
- the “facing the future” programme is completed as planned,
- Affordability and Value for Money are at the core of the Councils decision making processes,
- savings are identified at the earliest opportunity,
- capital investment is commenced as soon as possible, and
- reliance on central government funding is continually assessed and removed wherever possible.

Clive Mason CPFA

Responsible Financial Officer (Section 151)

Fees and Charges Schedule

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

Prior Approval	Agricultural and Forestry buildings and operations or demolition of buildings		S	N	80.00	0.00	80.00	
	Telecommunications code systems operators		S	N	385.00	0.00	385.00	
	Proposed change of use to state funded or registered nursery		S	N	80.00	0.00	80.00	
	Proposed change of use of agricultural building to a state funded school or registered nursery		S	N	80.00	0.00	80.00	
	Proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels, or assembly or leisure		S	N	80.00	0.00	80.00	
	Proposed change of a building from Office (Use Class B1) use to a use falling within Use Class C3 (Dwelling house)		S	N	80.00	0.00	80.00	
	Proposed change of use from an agricultural building to a Dwelling house (Use Class C3) where there are no associated building operations		S	N	80.00	0.00	80.00	
	Proposed change of use from a building to a Dwelling house (Use Class C3) and associated building operations		S	N	172.00	0.00	172.00	
	Proposed change of use of a building from a retail (Use Class A1 or A2) use or a mixed retail and residential use to a use falling within use Class C3 (Dwelling house) where there are no associated building operations		S	N	80.00	0.00	80.00	
	Proposed change of use of a building from a retail (Use Class A1 or A2) use or a mixed retail and residential use to a use falling within use Class C3 (Dwelling house) and associated building operations		S	N	172.00	0.00	172.00	
	Reserved Matters	Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then	S	N	385.00	0.00	385.00
	Approval/variation/dischARGE of condition	Application for removal or variation of condition following grant of planning permission		S	N	195.00	0.00	195.00
	Change of use of a building to use as one or more separate dwelling houses, or other cases	Request for confirmation that one or more planning conditions have been complied with	Per request for householder	S	N	25.00	0.00	25.00
otherwise per request			S	N	97.00	0.00	97.00	
Other changes of use of a building or land	More than 50 dwellings	Not more than 50 dwellings for each	S	N	385.00	0.00	385.00	
		plus for each in excess of 50 up to a maximum of £250,000	S	N	19,049.00	0.00	19,049.00	
			S	N	115.00	0.00	115.00	
Advertising	Relating to the business on the premises	Advanced signs which are not on or visible from the site, directing the public to a business	S	N	385.00	0.00	385.00	
		Other advertisements	S	N	110.00	0.00	110.00	
			S	N	110.00	0.00	110.00	
Application for a new planning permission to replace an extant planning permission	Application in respect of major developments		S	N	385.00	0.00	385.00	
		Applications in respect of householder developments	S	N	575.00	0.00	575.00	
		Application in respect of other developments	S	N	57.00	0.00	57.00	
Application for a non-material amendment following a grant of planning permission	Application in respect of other developments		S	N	195.00	0.00	195.00	
		Application in respect of householder development	S	N	28.00	0.00	28.00	
		Application in respect of other developments	S	N	195.00	0.00	195.00	

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

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

Industrial and storage use	Floor area under 40m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00	
	Floor area under 40m2	Inspection charge	S	Apr-10	S	285.00	57.00	342.00	
	Floor area under 40m2	Regularisation	S	Apr-13	N	621.00	0.00	621.00	
All other classes	Floor area between 40m2 and 100m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00	
	Floor area between 40m2 and 100m2	Inspection charge	S	Apr-10	S	400.00	80.00	480.00	
	Floor area between 40m2 and 100m2	Regularisation	S	Apr-13	N	776.00	0.00	776.00	
	Floor area under 40m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00	
	Floor area under 40m2	Inspection charge	S	Apr-10	S	325.00	65.00	390.00	
	Floor area under 40m2	Regularisation	S	Apr-13	N	675.00	0.00	675.00	
	Floor area between 40m2 and 100m2	Plan charge	S	Apr-13	S	175.00	35.00	210.00	
	Floor area between 40m2 and 100m2	Inspection charge	S	Apr-10	S	440.00	88.00	528.00	
	Floor area between 40m2 and 100m2	Regularisation	S	Apr-13		0.00	0.00	0.00	
	Non-domestic alterations	Replacement windows, roof light and glazed doors (Max 20)	Plan charge	S	Apr-10	S	100.00	20.00	120.00
		Replacement windows, roof light and glazed doors (Max 20)	Inspection charge	S	Apr-10	S	0.00	0.00	0.00
		Replacement windows, roof light and glazed doors (Max 20)	Regularisation	S	Apr-10	N	135.00	0.00	135.00
Replacement windows, roof light and glazed doors 20 to 50		Plan charge	S	Apr-10	S	200.00	40.00	240.00	
Replacement windows, roof light and glazed doors 20 to 50		Inspection charge	S	Apr-10	S	0.00	0.00	0.00	
Replacement windows, roof light and glazed doors 20 to 50		Regularisation	S	Apr-10	N	270.00	0.00	270.00	
Renovation of a thermal element with an estimated cost up to £50		Plan charge	S	Apr-10	S	140.00	28.00	168.00	
Renovation of a thermal element with an estimated cost up to £50		Inspection charge	S	Apr-10	S	0.00	0.00	0.00	
Renovation of a thermal element with an estimated cost up to £50		Regularisation	S	Apr-10	N	182.00	0.00	182.00	
Estimated cost of works up to £50000		Plan charge	S	Apr-10	S	200.00	40.00	240.00	
Estimated cost of works up to £50000		Inspection charge	S	Apr-10	S	0.00	0.00	0.00	
Estimated cost of works up to £50000		Regularisation	S	Apr-10	N	270.00	0.00	270.00	
Estimated cost of work over £50000 but less than £100000		Plan charge	S	Apr-10	S	150.00	30.00	180.00	
Estimated cost of work over £50000 but less than £100000		Inspection charge	S	Apr-10	S	160.00	32.00	192.00	
Estimated cost of work over £50000 but less than £100000		Regularisation	S	Apr-10	N	419.00	0.00	419.00	
Estimated cost of work over £100000 but less than £200000		Plan charge	S	Apr-10	S	150.00	30.00	180.00	
Estimated cost of work over £100000 but less than £200000		Inspection charge	S	Apr-10	S	250.00	50.00	300.00	
Estimated cost of work over £100000 but less than £200000		Regularisation	S	Apr-10	N	540.00	0.00	540.00	
Estimated cost of work over £200000 but less than £500000		Plan charge	S	Apr-10	S	175.00	35.00	210.00	
Estimated cost of work over £200000 but less than £500000		Inspection charge	S	Apr-10	S	350.00	70.00	420.00	
Estimated cost of work over £200000 but less than £500000		Regularisation	S	Apr-10	N	709.00	0.00	709.00	
Estimated cost of work over £500000 but less than £1000000		Plan charge	S	Apr-10	S	175.00	35.00	210.00	
Estimated cost of work over £500000 but less than £1000000		Inspection charge	S	Apr-10	S	450.00	90.00	540.00	
Estimated cost of work over £500000 but less than £1000000		Regularisation	S	Apr-10	N	844.00	0.00	844.00	

Operations

Refuse Collection

Household Bulky Waste	1-3 items		D	N	23.00	0.00	23.00
Household Bulky Waste	4-6 items		D	N	32.00	0.00	32.00
Household Bulky Waste	7-10 items		D	N	48.00	0.00	48.00
Trade Waste Commercial Bulky Waste	1100 L bin per bin		D	N	15.30	0.00	15.30
Second Green Bin	Per hour		D	N	100.00	0.00	100.00
Supply of bins	Per annum		D	N	40.00	0.00	40.00
	1100 L bins		D	S	649.52	129.90	779.42

Markets

Huntingdon Farmers' market	Casual Traders - per pitch			E	23.00	0.00	23.00
	Permanent traders - per pitch			E	16.20	0.00	16.20
St Ives Weekly Markets	Casual traders - per 10ft pitch	St Ives market		E	23.50	0.00	23.50
	Permanent traders - per 10ft pitch	St Ives market		E	16.20	0.00	16.20
	Casual Trader per 10ft pitch October - December	St Ives market		E	24.00	0.00	24.00
Huntingdon Weekly Market	casual trader - per 10ft	Huntingdon market		E	23.50	0.00	23.50
	Regular traders - per 10ft pitch			E	16.20	0.00	16.20
St Ives Bank Holiday Markets	Market Hill regular trader per 10 ft			E	24.00	0.00	24.00
	Market Hill non - regular trader per 10 ft			E	41.00	0.00	41.00
	Bus station regular trader per 10ft			E	23.50	0.00	23.50
	Bus station non- regular trader per 10ft			E	40.00	0.00	40.00
	Car Park regular trader per 10ft			E	23.00	0.00	23.00
	Car Park non-regular trader per 10ft			E	39.00	0.00	39.00
	10ft pitch booked two weeks in advance			E	40.00	0.00	40.00
Bank Holiday Markets	10ft pitch - otherwise			E	50.00	0.00	50.00
	Electricity supply per day			S	2.92	0.58	3.50
Bin charges	per day	240 L		N	3.50	0.00	3.50
	per day	1100 L		N	14.00	0.00	14.00

Fair

Fair Huntingdon	Riverside car park	per day	D	Z	233.40	0.00	233.40
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Car parking

Car Parking charges	Huntingdon - Riverside - Short stay	Up to 1hr	D	S	0.33	0.07	0.40		
		Up to 2hr	D	S	0.50	0.10	0.60		
Huntingdon -Riverside - Long stay	Huntingdon -Riverside - Long stay	Up to 1 hr	D	S	0.33	0.07	0.40		
		Up to 2 hr	D	S	0.50	0.10	0.60		
		Up to 3 hr	D	S	0.75	0.15	0.90		
		Up to 4 hr	D	S	1.00	0.20	1.20		
		4hr to 10 hr	D	S	1.67	0.33	2.00		
		10hr to 23 hr	D	S	2.50	0.50	3.00		
		Godmanchester - Bridge Place - Long stay	Godmanchester - Bridge Place - Long stay	Up to 1 hr	D	S	0.33	0.07	0.40
				Up to 2 hr	D	S	0.50	0.10	0.60
				Up to 3 hr	D	S	0.75	0.15	0.90
				Up to 4 hr	D	S	1.00	0.20	1.20
4hr to 10 hr	D			S	1.67	0.33	2.00		
St Neots - Riverside - Long stay	St Neots - Riverside - Long stay	10hr to 23 hr	D	S	2.50	0.50	3.00		
		Up to 2 hr	D	S	0.33	0.07	0.40		
		Up to 3 hr	D	S	0.50	0.10	0.60		
		Up to 4 hr	D	S	0.75	0.15	0.90		
		4hr to 23 hr	D	S	1.67	0.33	2.00		
Huntingdon - Hinchingsbrooke Country Park	Huntingdon - Hinchingsbrooke Country Park	Up to 2 hr	D	S	0.83	0.17	1.00		
		2 hr to a maximum of 6 hr	D	S	1.67	0.33	2.00		
Huntingdon - Sainsbury	Huntingdon - Sainsbury	Up to 1 hr	D	S	0.67	0.13	0.80		
		Up to 2 hr	D	S	1.00	0.20	1.20		
		Up to 3 hr	D	S	1.83	0.37	2.20		
Huntingdon - Princes Street	Huntingdon - Princes Street	Up to 1 hr	D	S	0.67	0.13	0.80		
		Up to 2 hr	D	S	1.00	0.20	1.20		
		Up to 3 hr	D	S	1.83	0.37	2.20		
		Up to 4 hr	D	S	2.67	0.53	3.20		
Huntingdon - Trinity Place	Huntingdon - Trinity Place	Up to 1 hr	D	S	0.67	0.13	0.80		
		Up to 2 hr	D	S	1.00	0.20	1.20		
		Up to 3 hr	D	S	1.83	0.37	2.20		
		Up to 4 hr	D	S	2.67	0.53	3.20		
Huntingdon - Mill Common	Huntingdon - Mill Common	Up to 1hr	D	S	0.67	0.13	0.80		
		Up to 2 hr	D	S	1.00	0.20	1.20		
		Up to 3 hr	D	S	1.50	0.30	1.80		
		Up to 4 hr	D	S	2.00	0.40	2.40		
		Up to 23 hr	D	S	2.50	0.50	3.00		

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

Countryside								
Room Hire	Kestrel room	per hour	D	E	28.50	0.00	28.50	
	Wren room	per hour	D	E	24.00	0.00	24.00	
Rangers price list	Both Rooms	per hour	D	E	50.00	0.00	50.00	
	Bell boat sessions	per hour	D	N	40.00	0.00	40.00	
	Forest school sessions	per 1.5hr session	D	N	50.00	0.00	50.00	
	Evening activities	per hour	D	N	30.00	0.00	30.00	
	Guided walk for groups	per hour (Plus travel expenses)	D	N	30.00	0.00	30.00	
Hinchingsbrooke	School visits	per child	D	N	4.50	0.00	4.50	
	Special needs placements	per day	D	N	35.00	0.00	35.00	
Paxton Pits	Mooring (Between 8m -20m)	per meter		S	10.50	2.10	12.60	
Facilities								
Civic Suite hire	Monday - Friday	Combined room (8am-6pm) per day		S	250.00	50.00	300.00	
		per hour		S	35.00	7.00	42.00	
		Half room(8am-6pm) per day		S	140.00	28.00	168.00	
		per hour		S	20.00	4.00	24.00	
		Combined room after 6pm per hour		S	80.00	16.00	96.00	
		Half room after 6pm per hour		S	35.00	7.00	42.00	
		Weekends	Combined room (8am-6pm) per day		S	400.00	80.00	480.00
	per hour		S	50.00	10.00	60.00		
	Half room (8am - 6pm) per day		S	250.00	50.00	300.00		
	per hour		S	30.00	6.00	36.00		
	Combined room after 6pm per hour		S	100.00	20.00	120.00		
	Half room after 6pm per hour		S	60.00	12.00	72.00		

Community

Animal boarding establishments

Annual	First application		D	N	233.00	0.00	233.00
Annual	Renewal of licence		D	N	138.00	0.00	138.00
	Where an animal boarding establishment fails to meet the terms and conditions of the licence, additional charges may be levied at the time of renewal of the licence at the rate of £97.00 per additional officer/visit in addition to any third party costs involved (e.g. veterinary surgeon's fees)		D	N	97.00	0.00	97.00

Caravan site licences

	No charge		S	N	0.00	0.00	0.00
	Protected Caravan Site Annual charge		D	N	0.00	0.00	Various
Deposit of site rules	Charge for depositing site rules	Initial and then when amended	D	N	50.00	0.00	50.00

Cooling Towers and Evaporative Condensers

	Registrations	No charge	S	-	0.00	0.00	0.00
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Environmental Permits

Environmental permits are issued to certain industrial processes under the Environmental Planning (England and Wales) Regulations 2010, as amended....

One-off application fee	Part A2	Application	S	N	3,218.00	0.00	3,218.00
		Additional fee for operating without a permit	S	N	1,137.00	0.00	1,137.00
		Surrender/ partial surrender	S	N	668.00	0.00	668.00
		Transfer	S	N	225.00	0.00	225.00
		Substantial variation	S	N	1,309.00	0.00	1,309.00
	Part B	Application	S	N	1,579.00	0.00	1,579.00
		Additional fee for operating without a permit	S	N	1,137.00	0.00	1,137.00
		Surrender/ partial surrender	S	N	0.00	0.00	0.00
		Transfer	S	N	162.00	0.00	162.00
		Substantial variation	S	N	1,005.00	0.00	1,005.00
	refinishers)	Application	S	N	148.00	0.00	148.00
		Additional fee for operating without a permit	S	N	68.00	0.00	68.00
		Surrender/ partial surrender	S	N	0.00	0.00	0.00
		Transfer	S	N	0.00	0.00	0.00
		Substantial variation	S	N	98.00	0.00	98.00
	Vehicle refinishers	Application	S	N	346.00	0.00	346.00
		Additional fee for operating without a permit	S	N	66.00	0.00	66.00
		Surrender/ partial surrender	S	N	0.00	0.00	0.00
		Transfer	S	N	0.00	0.00	0.00
		Substantial variation	S	N	98.00	0.00	98.00
	Petrol vapour recovery stages 1&2 combined	Application	S	N	246.00	0.00	246.00
		Additional fee for operating without a permit	S	N	68.00	0.00	68.00
		Surrender/ partial surrender	S	N	0.00	0.00	0.00
		Transfer	S	N	0.00	0.00	0.00
		Substantial variation	S	N	98.00	0.00	98.00
	Mobile crushing and screening plant	Application	S	N	1,579.00	0.00	1,579.00
		Additional fee for operating without a permit	S	N	1,137.00	0.00	1,137.00
		Surrender/ partial surrender	S	N	0.00	0.00	0.00
		Transfer	S	N	0.00	0.00	0.00
		Substantial variation	S	N	1,005.00	0.00	1,005.00
	Mobile crushing and screening plant 3rd to 7th applications	Application	S	N	943.00	0.00	943.00
		Additional fee for operating without a permit	S	N	1,137.00	0.00	1,137.00
		Surrender/ partial surrender	S	N	0.00	0.00	0.00
		Transfer	S	N	0.00	0.00	0.00
		Substantial variation	S	N	1,005.00	0.00	1,005.00
	Mobile crushing and screening plant 8th and subsequent applications	Application	S	N	477.00	0.00	477.00
		Additional fee for operating without a permit	S	N	1,137.00	0.00	1,137.00
		Surrender/ partial surrender	S	N	0.00	0.00	0.00
		Transfer	S	N	0.00	0.00	0.00
		Substantial variation	S	N	1,005.00	0.00	1,005.00
	Where an application for any of the above is for a combined Part B and waste application there is an extra charge in addition to the above charges		S	N	297.00	0.00	297.00
Annual subsistence fees	Part A2	Low Risk	S	N	1,384.00	0.00	1,384.00
		Medium Risk	S	N	1,541.00	0.00	1,541.00
		High Risk	S	N	2,233.00	0.00	2,233.00
	Part B	Low Risk	S	N	739.00	0.00	739.00
		plus	S	N	99.00	0.00	99.00
		Medium Risk	S	N	1,111.00	0.00	1,111.00
		plus	S	N	149.00	0.00	149.00
		High Risk	S	N	1,672.00	0.00	1,672.00
		plus	S	N	198.00	0.00	198.00
	Reduced fee (except vehicle refinishers)	Low Risk	S	N	76.00	0.00	76.00
		Medium Risk	S	N	151.00	0.00	151.00
		High Risk	S	N	227.00	0.00	227.00
	Vehicle refinishers	Low Risk	S	N	218.00	0.00	218.00
		Medium Risk	S	N	249.00	0.00	249.00
		High Risk	S	N	524.00	0.00	524.00

	Petrol vapour recovery stages 1&2 combined	Low Risk	S	N	108.00	0.00	108.00
		Medium Risk	S	N	218.00	0.00	218.00
		High Risk	S	N	326.00	0.00	326.00
	Mobile crushing and screening plant	Low Risk	S	N	618.00	0.00	618.00
		Medium Risk	S	N	989.00	0.00	989.00
		High Risk	S	N	1,484.00	0.00	1,484.00
	Mobile crushing and screening plant 3rd to 7th applications	Low Risk	S	N	368.00	0.00	368.00
		Medium Risk	S	N	590.00	0.00	590.00
		High Risk	S	N	884.00	0.00	884.00
	Mobile crushing and screening plant 8th and subsequent applications	Low Risk	S	N	189.00	0.00	189.00
		Medium Risk	S	N	302.00	0.00	302.00
		High Risk	S	N	453.00	0.00	453.00
	Late payment		S	N	50.00	0.00	50.00
Food Premises Approvals Houses in Multiple Occupation	Cost of approval	No charge	S	N	0.00	0.00	0.00
	Initial licence		D	N	350.00	0.00	350.00
	Renewal of licence		D	N	175.00	0.00	175.00
	Revocation of licence		D	N	100.00	0.00	100.00
	Where a house in multiple occupation fails to meet the terms and conditions of the licence, additional charges may be levied at the time of renewal of the licence at the rate of £95.00 per additional officer/visit in addition to any third party costs involved (e.g. gas engineer's fees)			N	95.00	0.00	95.00
Accommodation certificate Environmental Information Enquiry	Issue		D	S	111.67	22.33	134.00
		Contaminated land - site specific	D	N	154.50	0.00	154.50
		Simple request	D	N	44.25	0.00	44.25
Health Certificate Food examination certificate		Small & simple	D	S	48.92	9.78	58.70
		Larger & more complex per hour (min £58.70)	D	S	60.08	12.02	72.10
Food hygiene courses		Level 2	D	E	60.00	0.00	60.00
		Level 3	D	E	299.00	0.00	299.00
		CD	D	S	47.08	9.42	56.50
Scrap dealers licence	Site licence	Every 3 years	D	N	415.00	0.00	415.00
	Mobile collector	Every 3 years	D	N	285.00	0.00	285.00
	Collectors licence with existing licence with another LA		D	N	250.00	0.00	250.00
	Variation of licence (person)		D	N	105.00	0.00	105.00
	Variation of licence (site)		D	N	16.00	0.00	16.00
Animal Welfare			D				
Pet shop licence	First application		D	N	233.00	0.00	233.00
	Renewal of licence		D	N	138.00	0.00	138.00
	Where a pet shop fails to meet the terms and conditions of the licence, additional charges may be levied at the time of renewal of the licence at the rate of £97.00 per additional officer/visit in addition to any third party costs involved (e.g. Veterinary's fees)			D	97.00	0.00	97.00
Riding establishment licence	The cost of the licence is composed of three elements; an administrative charge, the cost of the Council's inspector's time and the cost of the Veterinary Surgeon.			D			
	Administration fee		D	N	44.25	0.00	44.25
	Council inspector's time	Fewer than 5 horses	D	N	48.50	0.00	48.50
		5 to 10 horses	D	N	60.50	0.00	60.50
		11 to 20 horses	D	N	73.00	0.00	73.00
		21 to 40 horses	D	N	85.00	0.00	85.00
		40 to 50 horses	D	N	97.00	0.00	97.00
	The cost of the Veterinary Surgeon will not be known until after the inspection has been carried out and the applicant will be required to meet these costs before the licence can be issued.			D			
	Where a riding establishment fails to meet the terms and conditions of the licence, additional charges may be levied at the time of renewal of the licence at the rate of £97.00 per additional officer/visit in addition to any third party costs involved (e.g. Veterinary's fees)			D	97.00	0.00	97.00
Dog breeding (Statutory)		Vet fee + Officer time + Admin time	D	N	44.25+	0.00	44.25+
Stray dogs			D	N	35.00	0.00	35.00
Stray dogs		additional kennelling per night	D	N	10.00	0.00	10.00
Zoo licences/ Dangerous wild animal	The cost of the licence is composed of three elements; an administrative charge, the cost of the Council's inspector's time and the cost of the Veterinary Surgeon and specialist advisors. The cost of the Veterinary Surgeon and specialist advisors will not be known until after the inspection has been carried out and the applicant will be required to meet these costs before the licence can be issued.			D			
		Administration fee to be paid with the application.		N	44.25	0.00	44.25
Pest control							
Wasps nests	Treatment charge	First nest		S	46.67	9.33	56.00
		Subsequent nests treated at the same visit		S	10.58	2.12	12.70
Rats and mice Lies, ants, booklice, carpet beetles, fleas, larder beetles and other insects	Treatment charge	First call and maximum of two re-visits to replenish bait		S	46.67	9.33	56.00
	Treatment charge	First visit		S	46.67	9.33	56.00
		Second visit		S	23.33	4.67	28.00
		Call out charge or missed appointment		S	31.67	6.33	38.00
		Invoicing charge		S	12.50	2.50	15.00

Rat Boxes	Per treatment	S	4.08	0.82	4.90	
Mouse Boxes	Per treatment	S	0.22	0.04	0.26	
Difenacoum	Per Kilo	S	1.73	0.35	2.08	
Rat bait per tray	Per treatment	S	0.17	0.03	0.20	
Rat bait per box	Per treatment	S	0.35	0.07	0.41	
Rat bait per pipe	Per treatment	S	0.35	0.07	0.41	
Brodificoum	Per Kilo	S	4.37	0.87	5.24	
Mouse bait per tray	Per treatment	S	0.44	0.09	0.52	
Mouse bait per box	Per treatment	S	0.44	0.09	0.53	
Brodificoum wax blocks 20gm		S	0.13	0.03	0.16	
Hourly rate		S	41.41	8.28	49.69	
Invoicing charge		S	10.42	2.08	12.50	
Street naming						
Street naming and numbering	Existing property - name change	N	50.00	0.00	50.00	
	Name added to a numbered property	N	30.00	0.00	30.00	
	New developments - naming and numbering scheme					
	1 plot	N	50.00	0.00	50.00	
	2 to 5 plots	N	100.00	0.00	100.00	
	6 to 10 plots	N	150.00	0.00	150.00	
	11 to 25 plots	N	200.00	0.00	200.00	
	26 to 50 plots	N	250.00	0.00	250.00	
	51 to 100 plots	N	400.00	0.00	400.00	
	101 plus plots	N	500.00	0.00	500.00	
	plus per additional property	N	10.00	0.00	10.00	
	New developments - amendments to street names and numbering after developer redesign	N	200.00	0.00	200.00	
	plus per property	N	10.00	0.00	10.00	
	Renaming of existing streets	N	250.00	0.00	250.00	
	plus per affected property	N	10.00	0.00	10.00	
	Supplying of extra addressing plans	N	30.00	0.00	30.00	
Licensing						
Gambling Act 2005 licences	Gambling Act Club Machine Permit	S	N	200.00	0.00	200.00
Gambling Act 2005 licences	Gambling Act Gaming Matching two or less	S	N	50.00	0.00	50.00
Gambling Act 2005 licences	Gambling Act Gaming Machine Permit	S	N	200.00	0.00	200.00
Gambling Act 2005 licences	Gambling Act Adult Gaming Centre - new	S	N	2,000.00	0.00	2,000.00
Gambling Act 2005 licences	Gambling Act Adult Gaming Centre - renewal	S	N	1,000.00	0.00	1,000.00
Gambling Act 2005 licences	Gambling Act unlicensed FEC	S	N	300.00	0.00	300.00
Gambling Act 2005 licences	Gambling Act Other Gambling Premises- new	S	N	3,000.00	0.00	3,000.00
Gambling Act 2005 licences	Gambling Act Other Gambling Premises- renewal	S	N	600.00	0.00	600.00
Gambling Act 2005 licences	Lotteries(Small society)- new	S	N	40.00	0.00	40.00
Gambling Act 2005 licences	Lotteries(Small society)-renewal	S	N	20.00	0.00	20.00
Licensing Act 2003 licences	Club Premises - Change of relevant registered address of club	S	N	10.50	0.00	10.50
Licensing Act 2003 licences	Club Premises - Notification of change of name or alteration of club rules	S	N	10.50	0.00	10.50
Licensing Act 2003 licences	Club Premises - Theft, loss etc. of club certificate	S	N	10.50	0.00	10.50
Licensing Act 2003 licences	General - Application for a provisional statement where premises being built	S	N	315.00	0.00	315.00
Licensing Act 2003 licences	General - Duty to notify change of name or address	S	N	10.50	0.00	10.50
Licensing Act 2003 licences	General - Interim authority notice following death etc. of licence holder	S	N	23.00	0.00	23.00
Licensing Act 2003 licences	General - Minor Variation	S	N	89.00	0.00	89.00
Licensing Act 2003 licences	General - Notification of change of name or address	S	N	10.50	0.00	10.50
Licensing Act 2003 licences	General - Removal of DPS Community Premises	S	N	23.00	0.00	23.00
Licensing Act 2003 licences	General - Right of freeholder etc. to be notified of licensing matters	S	N	21.00	0.00	21.00
Miscellaneous Licences	One of Electrolysis, Ear Piercing, Acupuncture or Tattooing	S	N	119.00	0.00	119.00
Miscellaneous Licences	Two or more of Electrolysis, Ear Piercing, Acupuncture or Tattooing on a single premises	S	N	155.00	0.00	155.00
Licensing Act 2003 licences	Personal Licences - Initial Application	S	N	37.00	0.00	37.00
Licensing Act 2003 licences	Personal Licences - Renewal	S	N	0.00	0.00	0.00
Licensing Act 2003 licences	Personal Licences - Theft, Loss etc.	S	N	10.50	0.00	10.50
Licensing Act 2003 licences	Premises Licence - Application for Transfer	S	N	23.00	0.00	23.00
Licensing Act 2003 licences	Premises Licence - Application to vary licence to specify individual as designated premises supervisor (DPS)	S	N	23.00	0.00	23.00
Licensing Act 2003 licences	Premises Licence - Loss of Premises Summary	S	N	10.50	0.00	10.50
Licensing Act 2003 licences	Premises Licence - Theft, loss etc.	S	N	10.50	0.00	10.50
Licensing Act 2003 licences	Temporary Event Notices - Application	S	N	21.00	0.00	21.00
Licensing Act 2003 licences	Temporary Event Notices - Theft, loss etc.	S	N	10.50	0.00	10.50
Sex Establishment licences	Sex Establishment (initial issue)	S	N	2,824.00	0.00	2,824.00
Sex Establishment licences	Sex Establishment (renewal)	S	N	2,824.00	0.00	2,824.00

Taxi & Private Hire Licences	DBS		N	44.00	0.00	44.00
Taxi & Private Hire Licences	Digital Advertising	D	N	10.00	0.00	10.00
Taxi & Private Hire Licences	Private Hire Operator -New /Renewal	D	N	118.00	0.00	118.00
Taxi & Private Hire Licences	Hackney Carriage - Initial test for Wheelchair Accessibility	D	N	278.00	0.00	278.00
Taxi & Private Hire Licences	Hackney Carriage - Renewal for Wheelchair Accessibility	D	N	263.00	0.00	263.00
Taxi & Private Hire Licences	Hackney Carriage & Private Hire Vehicle - Driver Renewal	D	N	46.00	0.00	46.00
Taxi & Private Hire Licences	Hackney Carriage & Private Hire Vehicle - New Driver	D	N	81.00	0.00	81.00
Taxi & Private Hire Licences	Hackney Carriage & Private Hire Vehicle - replacement Drivers badge/Licence	D	N	7.00	0.00	7.00
Taxi & Private Hire Licences	Hackney Carriage New/Renewal Vehicle	D	N	263.00	0.00	263.00
Taxi & Private Hire Licences	Private Hire - New/Renewal Vehicle	D	N	246.00	0.00	246.00
Taxi & Private Hire Licences	Meter Test	D	N	15.00	0.00	15.00
Taxi & Private Hire Licences	Re-test (includes £6 admin fee)	D	N	45.50	0.00	45.50
Taxi & Private Hire Licences	Replacement Plate	D	N	15.00	0.00	15.00
Taxi & Private Hire Licences	Miscellaneous admin fee	D	N	7.00	0.00	7.00
Licensing Act 2003 licences	Additional fee for large venues and events (10,000 - 14,999 attendance at any one time)- new	S	N	2,000.00	0.00	2,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (15,000 - 19,999 attendance at any one time)-new	S	N	4,000.00	0.00	4,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (20,000 - 29,999 attendance at any one time)- new	S	N	8,000.00	0.00	8,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (30,000 - 39,999 attendance at any one time) - new	S	N	16,000.00	0.00	16,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (40,000 - 49,999 attendance at any one time) - new	S	N	24,000.00	0.00	24,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (5,000 - 9,999 attendance at any one time) - new	S	N	1,000.00	0.00	1,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (50,000 - 59,999 attendance at any one time)- new	S	N	32,000.00	0.00	32,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (60,000 - 69,999 attendance at any one time) - new	S	N	40,000.00	0.00	40,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (70,000 - 79,999 attendance at any one time) - new	S	N	48,000.00	0.00	48,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (80,000 - 89,999 attendance at any one time) - new	S	N	56,000.00	0.00	56,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (90,000 and over attendance at any one time) - new	S	N	64,000.00	0.00	64,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (5,000-9,999 attendance at any one time) - renewal	S	N	500.00	0.00	500.00
Licensing Act 2003 licences	Additional fee for large venues and events (10,000 - 14,999 attendance at any one time)- renewal	S	N	1,000.00	0.00	1,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (15,000 - 19,999 attendance at any one time)-renewal	S	N	2,000.00	0.00	2,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (20,000 - 29,999 attendance at any one time)- renewal	S	N	4,000.00	0.00	4,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (30,000 - 39,999 attendance at any one time) - renewal	S	N	8,000.00	0.00	8,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (40,000 - 49,999 attendance at any one time) - renewal	S	N	12,000.00	0.00	12,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (50,000 - 59,999 attendance at any one time)- renewal	S	N	16,000.00	0.00	16,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (60,000 - 69,999 attendance at any one time) - renewal	S	N	20,000.00	0.00	20,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (70,000 - 79,999 attendance at any one time) - renewal	S	N	24,000.00	0.00	24,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (80,000 - 89,999 attendance at any one time) - renewal	S	N	28,000.00	0.00	28,000.00
Licensing Act 2003 licences	Additional fee for large venues and events (90,000 and over attendance at any one time) - renewal	S	N	32,000.00	0.00	32,000.00
Licensing Act 2003 licences	Premise - A (£0 - £4300) (initial issue)	S	N	100.00	0.00	100.00
Licensing Act 2003 licences	Premise - A (£0 - £4300) (renewal)	S	N	70.00	0.00	70.00
Licensing Act 2003 licences	Premise - B (£4301 - £33,000) (initial issue)	S	N	190.00	0.00	190.00
Licensing Act 2003 licences	Premise - B (£4301 - £33,000) (renewal)	S	N	180.00	0.00	180.00
Licensing Act 2003 licences	Premise - C (£33,001 - £87,000) (initial issue)	S	N	315.00	0.00	315.00
Licensing Act 2003 licences	Premise - C (£33,001 - £87,000) (renewal)	S	N	295.00	0.00	295.00
Licensing Act 2003 licences	Premise - D (£87,000 - £125,000) (initial issue)	S	N	450.00	0.00	450.00
Licensing Act 2003 licences	Premise - D (£87,000 - £125,000) (renewal)	S	N	320.00	0.00	320.00

Licensing Act 2003 licences	Premise - D (£87,000 - £125,000) and primary business is Alcohol sales (initial issue)	S	N	900.00	0.00	900.00
Licensing Act 2003 licences	Premise - D (£87,000 - £125,000) and primary business is Alcohol sales (renewal)	S	N	640.00	0.00	640.00
Licensing Act 2003 licences	Premise - E (£125,000 and above) (initial issue)	S	N	635.00	0.00	635.00
Licensing Act 2003 licences	Premise - E (£125,000 and above) (renewal)	S	N	350.00	0.00	350.00
Licensing Act 2003 licences	Premise - E (£125,000 and above) and primary business is Alcohol sales (initial issue)	S	N	1,905.00	0.00	1,905.00
Licensing Act 2003 licences	Premise - E (£125,000 and above) and primary business is Alcohol sales (renewal)	S	N	1,905.00	0.00	1,905.00
Street Trading	Street Trading Consents - 1 Day	D	N	58.00	0.00	58.00
Street Trading	Street Trading Consents - 1 Month	D	N	215.00	0.00	215.00
Street Trading	Street Trading Consents - 6 Months	D	N	1,179.00	0.00	1,179.00
Street Trading	Street Trading Consents - Annual	D	N	1,927.00	0.00	1,927.00
Street Trading	Street Trading Consents - Seasonal	D	N	598.00	0.00	598.00
Street Trading	Street Trading Licences	D	N	1,725.00	0.00	1,725.00

Corporate

Land Charges

Land Charges	Basic search fee	S	N	76.00	0.00	76.00			
	Basic commercial search fee	S	N	110.50	0.00	110.50			
	LLC1	Several parcels of land	D	N	15.00	0.00	15.00		
		plus each additional parcel of land	D	N	3.30	0.00	3.30		
	Residential CON 29R	One parcel of land	D	N	95.50	0.00	95.50		
		Several parcels of land - each additional parcel	D	N	21.60	0.00	21.60		
	Commercial CON 29R	One parcel of land	D	N	61.00	0.00	61.00		
		Several parcels of land - each additional parcel	D	N	32.30	0.00	32.30		
	CON 290		N	N	6.00	0.00	6.00		
		Question 5	D	N	19.00	0.00	19.00		
		Question 9	D	N	8.00	0.00	8.00		
		Question 17	D	N	14.00	0.00	14.00		
	Solicitors own enquiry Copies of Section 106 Town & Country Planning Act 1990 documents or similar	Question 22	D	N	14.00	0.00	14.00		
		Each	D	N	11.00	0.00	11.00		
		Per document	D	N	10.00	0.00	10.00		
	Electoral Registration	Statutory fees	Open register - data	Admin	S	N	20.00	0.00	20.00
				plus per thousand entries(or part)	S	N	1.50	0.00	1.50
Open register - paper		Admin	S	N	10.00	0.00	10.00		
			plus per thousand entries(or part)	S	N	5.00	0.00	5.00	
These rates of charge equally apply to the sale of monthly alterations to the electoral register.									
Overseas electors - data		Admin	S	N	20.00	0.00	20.00		
			plus per thousand entries(or part)	S	N	1.50	0.00	1.50	
Overseas electors - paper		Admin	S	N	10.00	0.00	10.00		
		plus per thousand entries(or part)	S	N	5.00	0.00	5.00		

Leisure

Swimming

PAY AS YOU GO	ONE CARD	FULL PRICE
Swim Session (under 3's)	£1.30	£2.30
Swim Session (3 to 15 years)	£2.80	£3.80
Swim Session (16+ years)	£3.80	£5.00
Family Swim Pass (2 adults and 2 children)	£12.00	£15.00
AquaFit and Aquanatal Classes	£5.00	£6.00

SWIM MEMBERSHIPS	ONE CARD	FULL PRICE
Monthly Swim Pass (all ages)	£23.50 per month	n/a
Annual Swim Pass (all ages)	£249.00 per year	n/a

Swimming Lessons

BABY/JUNIOR LESSONS	DIRECT DEBIT	CASH BLOCK
30 minute lessons	£21.40 per month	£80.25 per 15 weeks
45 minute lessons	£32.10 per month	£120.40 per 15 weeks
60 minute lessons	£42.80 per month	£160.50 per 15 weeks

Fitness Classes

	ONE CARD	FULL PRICE
Fitness Class Pass (10 fitness classes)	£44.00	n/a
All Fitness Classes (except below)	£5.00	£6.00
30 Minute Fitness Classes	£3.20	£4.20
Right Start Classes	£3.50	n/a

Memberships

ADVANTAGE MEMBERSHIP	Monthly	Annual
Single membership	£39.00 per month	£390.00 per year
Single membership (with use of Heat Experience Suites)	£46.50 per month	£480.00 per year
Joint membership	£61.00 per month	£610.00 per year
Joint membership (with use of Heat Experience Suites)	£76.00 per month	£790.00 per year

SILVER MEMBERSHIP	Monthly	Annual
Single membership	£30.00 per month	£300.00 per year
Single membership (with use of Heat Experience Suites)	£37.50 per month	£390.00 per year
Joint membership	£47.00 per month	£470.00 per year
Joint membership (with use of Heat Experience Suites)	£62.00 per month	£650.00 per year

GYM ONLY MEMBERSHIP	Monthly	Annual
Single membership	£35.00 per month	£350.00 per year
Single membership (with use of Heat Experience Suites)	£42.50 per month	£440.00 per year
Joint membership	£55.00 per month	£550.00 per year
Joint membership (with use of Heat Experience Suites)	£70.00 per month	£730.00 per year

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

Impressions Casual Use

CASUAL USE	Monday to Friday (last entry 4.30pm)	Saturday & Sunday	Monday to Friday (after 4.30pm)
Adult (16+ years)	£5.00	£5.00	£7.00
Student (16+ years)	£3.00	£3.00	£7.00
Student (11 to 15 years)	£3.00	£3.00	n/a

Heat Experience Suites

PURE DAY SPA APPOINTMENTS

Treatments with a (H) symbol (It is recommended you only use the heat experience suites before your appointment)	FREE
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CASUAL USE

Casual Use	£7.50 per visit
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HEAT EXPERIENCE PASSES

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

Sports Halls

HUNTINGDON	ONE CARD	FULL PRICE
Whole Sports Hall (3 courts)	£38.00	£42.00

RAMSEY	ONE CARD	FULL PRICE
Whole Sports Hall (3 courts)	£38.00	£42.00
Cricket Nets	POA	POA

SAWTRY	ONE CARD	FULL PRICE
Whole Sports Hall (3 courts)	£38.00	£42.00
Cricket Nets	POA	POA

ST IVES INDOOR	ONE CARD	FULL PRICE
Whole Sports Hall (6 courts)	£55.00	£59.00
Half Sports Hall (3 courts)	£38.00	£42.00
Cricket Nets	POA	POA

ST NEOTS	ONE CARD	FULL PRICE
Whole Sports Hall (5 courts)	£50.00	£54.00

Racquet Sports

BADMINTON	ONE CARD	FULL PRICE
Badminton Court (anytime)	£8.50	£9.50
Badminton Court (school holidays offer)	£3.00	n/a
Badminton Pass (block of five badminton courts)	£42.50	n/a

SQUASH / RACKETBALL	ONE CARD	FULL PRICE
Squash Court (anytime)	£6.20	£8.70
Squash Court (school holidays offer)	£3.00	n/a
Squash Pass (block of five squash courts)	£31.00	n/a

TABLE TENNIS	ONE CARD	FULL PRICE
Table Tennis (anytime)	£8.50	£9.50
Table Tennis (school holiday offer)	£3.00	n/a

TENNIS	ONE CARD	FULL PRICE
Tennis Court (anytime)	£6.00	£8.10
Tennis Court (school holidays offer)	£3.00	n/a

Basement Lanes (Tenpin Bowling)

	ONE CARD	FULL PRICE
One game of bowling	£4.50	n/a
Two games of bowling	£7.50	n/a
Three games of bowling	£10.00	n/a

	ONE CARD	FULL PRICE
One game of bowling for 4 people of any age	£12.00 per game	n/a

Leo's Funzone (Play & Party Centres)

HUNTINGDON	ONE CARD	FULL PRICE
Under 1's	FREE	£2.00
Monday to Friday (term time only)	£2.50	£3.50
Weekends and School Holidays	£4.20	£5.20

ST NEOTS	ONE CARD	FULL PRICE
Under 1's	FREE	£2.00
Monday to Friday (term time only)	£2.50	£3.50
Weekends and School Holidays	£3.80	£4.80

Roller Skating

	ONE CARD	FULL PRICE
Roller Skating	£4.00	£5.00

Outdoor Synthetic Pitches

HUNTINGDON	ONE CARD	FULL PRICE
3G 5-a-side Pitch (anytime)	£25.00	£30.00
3G 5-a-side Pitch (school holidays offer)	£5.00	n/a

RAMSEY	ONE CARD	FULL PRICE
Small Astro Pitch (anytime)	£30.00	£34.50
Small Astro Pitch (school holidays offer)	£5.00	n/a

SAWTRY	ONE CARD	FULL PRICE
Small Astro Pitch (anytime)	£42.00	£48.00
Small Astro Pitch (school holidays offer)	£5.00	n/a

ST IVES INDOOR	ONE CARD	FULL PRICE
3G Full Pitch (anytime)	£84.00	n/a
3G Third Pitch (anytime)	£30.00	n/a
Large Astro Pitch (anytime)	£55.00	£64.00
Half Large Astro Pitch (anytime)	£42.00	£48.00
Half Large Astro Pitch (school holidays offer)	£5.00	n/a

ST NEOTS	ONE CARD	FULL PRICE
Large Astro Pitch (anytime)	£55.00	£64.00
Third Large Astro Pitch (anytime)	£25.00	£30.00
Small Astro Pitch (anytime)	£30.00	£34.50
Small Astro Pitch (school holidays offer)	£5.00	n/a

Grass Pitches

	ONE CARD	FULL PRICE
Football Pitch - Mini Soccer	£25.00	n/a
Football Pitch - Colts	£33.00	n/a
Football Pitch - Seniors	£49.00	n/a
Rounders	£25.00	n/a
Kwik Cricket	£20.00	n/a

Netball Courts

HUNTINGDON	ONE CARD	FULL PRICE
Netball Court	£17.00	£22.00

ST IVES OUTDOOR	ONE CARD	FULL PRICE
Netball Court	£23.00	£28.00

ST NEOTS	ONE CARD	FULL PRICE
Netball Court	£23.00	£28.00

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2015/16

**Treasury Management
Policy & Statement**

and the

**Annual Minimum Revenue
Provision Policy**

Treasury Management Policy Statement

Definition

The Council defines its treasury management activities as:

- the management of the Council's investments, cash flows, banking, money market and capital market transactions.
- the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

Risk management

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

Value for money

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

Borrowing policy

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

- Utilising a mixture of borrowing periods to reduce the overall impact of changes in interest rates.
- Creating certainty by fixing borrowing for longer periods.
- Minimising the long term cost of any borrowing.
- Ensuring that short term costs are as low as possible.
- Using the Council's own reserves on a temporary basis

Clearly some of these elements can give contradictory answers and the decision on each borrowing decision will need to be based on balancing these elements, taking account of existing borrowing.

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

Investment policy

All investment decisions need to follow a risk assessment which takes account of the need to protect the principal sums invested from loss, ensuring adequate liquidity so that funds are available to fund expenditure when needed, and the generation of investment income to support the provision of local authority services. Adequate weighting must be given to data reflecting the security of the investment.

Loans to Organisations

The Council may make loans to:

- local organisations, if this will allow the organisation to provide services that will further the Council's own objectives, and where the business case makes this appropriate the earning of a margin on the amounts loaned.
- organisations where no service benefits are involved, but with the objective of earning a margin on the amounts loaned.

In either case loans will only be made where all risks have been considered, appropriate safeguards are in place, and that

Governance

The Council will have regard to the Communities and Local Government Guidance on Local Government Investments and will approve an investment strategy each year as part of the treasury management strategy. The strategy will set criteria to determine suitable organisations with which cash may be invested, limits on the maximum duration of such investments and limits on the amount of cash that may be invested with any one organisation.

Treasury Management Strategy 2015/16

Treasury Management is:

- Ensuring the Council has sufficient cash to meet its day-to-day obligations
- Borrowing when necessary to fund capital expenditure, including borrowing in anticipation when rates are considered to be low
- Investing any surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest.

This Strategy explains how Treasury Management will be carried out in Huntingdonshire. It meets the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Code of Practice (2011) and the Government's Guidance on Local Government Investments (2010)

BACKGROUND

Economic background

There is momentum in the UK economy, with a continued period of growth through domestically-driven activity and strong household consumption. There are signs that growth is becoming more balanced. The greater contribution from business investment should support continued, albeit slower, expansion of GDP. However, inflationary pressure is benign and is likely to remain low in the short-term. There have been large falls in unemployment but levels of part-time working, self-employment and underemployment are significant and nominal earnings growth remains weak and below inflation.

The Monetary Policy Committee's focus is on both the degree of spare capacity in the economy and the rate at which this will be used up, factors prompting some debate on the Committee. Despite two MPC members having voted for a 0.25% increase in rates at each of the meetings August 2014 onwards, some Committee members have become more concerned that the economic outlook is less optimistic than at the time of the August *Inflation Report*.

Credit outlook

The transposition of two European Union directives into UK legislation in the coming months will place the burden of rescuing failing EU banks disproportionately onto unsecured local authority investors. The Bank Recovery and Resolution Directive promotes the interests of individual and small businesses covered by the Financial Services Compensation Scheme and similar European schemes, while the recast Deposit Guarantee Schemes Directive includes large companies into these schemes. The combined effect of these two changes is to leave public authorities and financial organisations (including pension funds) as the only senior creditors likely to incur losses in a failing bank after July 2015.

The continued global economic recovery has led to a general improvement in credit conditions since last year. This is evidenced by a fall in the credit default swap spreads of banks and companies around the world. However, due to the above legislative changes, the credit risk associated with making unsecured bank deposits will increase relative to the risk of other investment options available to the Authority.

Interest rate forecast

The Authority's treasury management advisor Arlingclose forecasts the first rise in official interest rates in August 2015 and a gradual pace of increases thereafter, with

the average for 2015/16 being around 0.75%. Arlingclose believes the normalised level of the Bank Rate post-crisis to range between 2.5% and 3.5%. The risk to the upside (i.e. interest rates being higher) is weighted more towards the end of the forecast horizon. On the downside, Eurozone weakness and the threat of deflation have increased the risks to the durability of UK growth. If the negative indicators from the Eurozone become more entrenched, the Bank of England will likely defer rate rises to later in the year. Arlingclose projects gilt yields on an upward path in the medium term, taking the forecast average 10 year PWLB loan rate for 2015/16 to 3.40%.

For the purpose of the Council's Medium Term Financial Strategy the following interest rates have been assumed but it is recognised that all assumptions about the speed with which rates will begin to rise is problematic.

	2015/16	2016/17	2017/18	2018/19	2019/20
	%	%	%	%	%
Temporary investments	0.25	0.75	1.00	1.25	1.50
PWLB 20 year borrowing (EOY)	2.75	3.05	3.25	3.50	4.00
Temporary borrowing	0.45	0.50	0.50	0.75	1.00

Against the background of low interest rates and reducing revenue and capital balances the Council has sought to maximise the returns from its investments whilst minimising the risks of investing with a borrower that is, or may become, unable to repay. It therefore adopted a strategy for 2014/15 that did not concentrate its investments with the Government's Debt Management Office which are effectively risk-free, as they are backed by the Government, but with a significantly below base interest rate, and instead concentrated on highly rated institutions and the larger Building Societies. At the same time investments in "liquidity accounts" which offer repayment the same day were maximised to further reduce risk.

The 2014/15 Strategy allowed for borrowing in anticipation of need to fund capital expenditure although that option has not so far been used this year. It is envisaged that a similar allowance is included in the 2015/16 Strategy.

CURRENT POSITION AND EXPECTED TREASURY PORTFOLIOS

The Council's position as at 31 December 2014 was:

INVESTMENTS & BORROWING		Principal Amount £m	Average Interest Rate %
Investments			
Short Term	- maturing by 31 st March 2015	1.9	0.41%
	- maturing 2014/15	0.0	0.00%
Long Term	- maturing later	1.5	3.41%
Total		3.4	1.74%
Borrowing			
Short term	- maturing by 31 st March 2015	0	0.00%
	- maturing 2014/15	0	0.00%
Long term	- maturing later	(11.4)	3.68%
Total		(11.4)	3.68%
Net Investments		(8.0)	

Expected changes in portfolio

According to current cash flow forecasts, net borrowing is expected to increase to £16.3m by 31st March 2015.

Budget implications

The budget for net interest in 2014/15 was £0.294m; the forecast outturn is £0.358m, a cost of £64,000. The small cost is attributable to a reduction in the rate of interest earned on short-term investments.

The budget for net interest in 2015/16 is £0.467m.

THE COUNCIL'S FINANCIAL STRATEGY

BORROWING STRATEGY

As noted above, the Council currently holds £11.4m of long-term loans; this is all borrowed from the Public Works Loans Board (PWLB).

Planned borrowing strategy for 2015/16 and future years

The table below shows the expected levels of reserves and the need for borrowing to fund capital expenditure over the MTP period.

	2015/ 2016 £m	2016/ 2017 £m	2017/ 2018 £m	2018/ 2019 £m	2019/ 2020 £m
Existing long term borrowing	11.1	11.0	10.9	10.7	10.6
<i>available long term</i>					
-					
Revenue Reserves (EOY)	8.9	9.0	8.0	5.1	6.1
Earmarked Reserves (EOY)	9.5	9.5	9.5	9.5	9.5
<i>available on a year by year basis</i>	18.4	18.5	17.5	14.6	15.6
Cash Flow benefit average	6.0	6.0	6.0	6.0	6.0
<i>fluctuates from day to day</i>					
FUNDING REQUIRED					
Capital Expenditure					
Brought Forward	(36.1)	(45.0)	(47.1)	(47.5)	(47.1)
Capital Expenditure in Year	(8.9)	(2.1)	(0.4)	(0.4)	(0.2)
Carried Forward	(45.0)	(47.1)	(47.5)	(47.1)	(47.3)
Fixed Term Investment (EOY)	(1.2)	(1.1)	(0.9)	(0.8)	(0.7)
Total Required Funding	(46.2)	(48.2)	(48.4)	(47.9)	(48.0)
<i>Excluding Use of Reserves</i>					
MAY BORROW	(35.1)	(37.2)	(37.6)	(37.2)	(37.4)
<i>Including Use of Reserves</i>					
MUST BORROW	(16.7)	(18.7)	(20.1)	(22.6)	(21.8)
NEED FOR FURTHER BORROWING – FUNDING IN ADVANCE					
MAY BORROW A FURTHER	(1.3)	0.0	0.0	0.0	(0.7)
NEED FOR FURTHER BORROWING – LOANS TO ORGANISATIONS AND INVESTMENTS YIELDING COMMERCIAL RETURNS					
MAY BORROW A FURTHER	(75.0)	(75.0)	(75.0)	(75.0)	(75.0)

Notes

includes specific earmarked reserves (e.g. Special Reserve, Repairs & Renewals Funds)

Borrowing – Cash Flow

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

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

Borrowing – No Funding Activity

The amount of capital borrowing up until March 2016 (i.e. up to an estimated £35.1M, “may borrow”) will be dependent upon the actual levels of revenue spending which will determine the level of the Council’s own reserves that can be used and the level of capital spending which will determine the total sum required. The period of borrowing will reflect the current and anticipated interest rate profile. If short term interest rates began to rise consideration would be given to whether long term rates were attractive enough to support long term borrowing. If rates remain low it is much more difficult to justify long term borrowing.

The “**MUST borrow**” amount represents the minimum amount that it is estimated that the Council will have to borrow if it uses its own reserves to fund part of the borrowing. The “**MAY borrow**” limit is based on using no internal funds for this purpose.

Borrowing – Funding in Advance

This additional limit is based on the agreement with our previous external auditors that it would be legitimate to borrow in advance to fund our 5 year published capital programme if market circumstances indicated that this was likely to be in the long term interests of the Council. This would require longer term borrowing rates to be at levels that appeared to be attractive when compared with rates that were expected over the remainder of that period. It would also need to take account of the difference between the borrowing rates and the currently, much lower, investment rates that would be received pending the use of the money for funding capital from sufficiently secure counterparties. A risk assessment will be carried out before undertaking any advance borrowing.

For example, if long term rates fell to 3.5% we would seriously consider increasing borrowing whilst if long term rates were 5.5% this would be extremely unlikely.

Currently low short-term rates reduce the likelihood of advance borrowing as the revenue budget would have to ‘take the hit’ of the borrowing rates being higher than the temporary investment rate in the short to medium term.

However, history has shown that violent fluctuations can happen and so there needs to be the freedom to act if circumstances significantly change.

Borrowing – Loans to Organisations

The amounts shown are indicative at this stage and any such loans to organisations would be subject to separate approval by Cabinet.

Borrowing – Profile

It is best practice to pool all funds and model future cash flow before determining the amounts that should be borrowed or invested and for how long. In doing this account will be taken of the provision that the Council is required to build up to fund the repayment of debt

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

- **Stability.**
Avoid the risk of adverse market movements affecting the cost of borrowing. To do this the logical option is to borrow the money for as long as needed.
- **Lowest Cost.**
Minimise the overall cost of borrowing which, at the present time, might result in very short borrowing because of the very low interest rates available. However, future rates may rise significantly meaning that it was better to have paid more initially and borrowed longer.

The logical result is to spread the risk by borrowing for a range of periods. However, given the Council's current financial position it may be that, until interest rates have returned to normal relativities or there is sufficient certainty that they will do so, the Council should use its revenue reserves and/or borrow short term for rates that are currently under 1%.

Any long term borrowing will tend to be from the Public Works Loans Board (PWLB) which is a Government Agency providing funds to local authorities at interest rates linked to the cost of central government borrowing. Commercial bodies have become less involved since the financial crisis and their products were generally for shorter periods and often include embedded options. The most common was a "Lender's Option Borrower's Option" deal, better known as a LOBO, where the lender retains an option to increase the interest rate after a number of years and the borrower has the right to repay if the new rate is not acceptable.

The Council will need to approve a prudential indicator for the 'authorised limit for external debt'. This will include forward funding of the MTP and Loans to Organisations but the three elements will be kept separate. With regard to 2015/16:

1. £69m No Forward Funding Activity
 - temporary borrowing for cash flow purposes (£18m)
 - borrowing to fund the forecast capital programme (£46m)
 - an allowance for other long-term liabilities, such as finance leases (£5m)
2. £1m Long term based on maximum borrowing in advance
3. £15m Long term borrowing to finance long term loans to other organisations
4. £60m Long term borrowing to finance long term loans for capital investments delivering a commercial yield

INVESTMENT STRATEGY

INVESTMENTS – CATEGORIES

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

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

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

These include time-deposits for up to 1 year with building societies and banks which the Council deems to have a high credit quality (see below), but it should be noted that early repayment, before the due date is rarely possible and may require a release fee.

No investment that counts as Capital expenditure will be undertaken, without Cabinet approval, as it effectively transfers revenue funds into capital when the investment is repaid which has significant impacts on the Council’s financial flexibility.

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

The Council may use the following non-specified investments:

- Time Deposits of longer than 12 months with banks and building societies
- UK government bonds, supranational bank bonds
- loans to other local authorities and other organisations (further definition of the latter is shown below) over 12 months to maturity
- Corporate Bonds over 12 months to maturity, if returns are clearly better than time deposits, but such investments will only be made following a risk assessment and consultation on the proposed limits, procedures and credit ratings with the Treasury Management Advisory Group. Use would be limited to Bonds that could be held to maturity thus avoiding fluctuations in capital value.
- Pooled Property Funds
This was a new investment opportunity for the Council for 2014/15, but has not been used yet. It is intended to be a longer term vehicle (i.e. 5 years or longer), as withdrawals will be dependent on liquid assets being available within the fund. These types of investments are not “credit rated” because the investment is not in “cash”, it is in a non-liquidity asset. Before any money is invested, this will be discussed and agreed at TMAG.

INVESTMENTS – HIGH CREDIT QUALITY

The term 'high credit quality' is used in the CLG guidance to encourage local authorities to monitor other measures of an institution's credit worthiness rather than just relying on credit ratings

CIPFA has issued guidance on possible sources of additional information in order to assess the credit worthiness of counterparties which are referred to below.

Whilst the Council will take some account of such additional information the main criteria for judging credit quality will be:

- Short term credit ratings (Definitions in Attachment A)
- Long-term credit ratings for any investment over 1 year. (Attachment A)
- The top 25 Building Societies by asset size irrespective of any credit rating they may hold subject to the comments below. Building societies have a much higher proportion of their funds covered by retail savings so are less at the risk of market volatility and their regulatory framework and insolvency regime means that the Council's deposits would be paid out before retail depositors. Experience in recent years includes a number of examples of the takeovers of weak societies by strong ones. However any Building Society with a rating of less than BBB will not be used and use will be suspended of Building Society with a "rating watch" warning pending consideration of further information of the potential impact.
- Reacting immediately to any "rating watch" warnings or informal comments from our advisors in relation to market concerns. Use of counterparties subject to such warnings/advice will be suspended pending consideration of further information of the potential impact.
- Credit Default Swap prices obtained from our advisors.
- The credit rating of the country of the institution. This must be AA or above (the exception being in respect of the domicile of Money Market Funds, see later section).

Financial statements and the financial press will not be systematically reviewed because the resources required are not available and it is expected that our advisors will make informal comments if they become aware of any significant items that affect our counterparty list. They also review our counterparty list every month.

Current account bank

Following a competitive tender exercise, in April 2010 the Royal Bank of Scotland Group (NatWest) was appointed to provide Banking Services in respect of the Council's current accounts. With a long term rating of "A" (January 2014) the bank is close to the bottom of the above credit rating criteria for this type of institution.

INVESTMENTS – SPREADING THE RISK

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

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

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

INVESTMENTS – PERIODS

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

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

These funds will be used as appropriate taking account of comparative security and yields. During 2014/15, the Council used the following money market funds:

- Public Sector Deposit Fund, operated by Church's, Charities and Local Authorities, and
- Ignis Liquidity Fund, operated by Ignis Asset Management.
- Blackrock Sterling Liquidity Fund, operated by BlackRock Investment Management

If during 2015/16, where it becomes advantageous, further funds may be used.

INVESTMENTS – MANAGEMENT

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

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

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

Advantage is also being taken of liquidity accounts which are offering competitive rates for money on call i.e. it can be called back the same or next day if there was any concern about the institution.

LOANS TO SUPPORT THE ACHIEVEMENT OF SERVICE OBJECTIVES

Opportunities will arise from time to time for the Council to further its objectives by making loans to local organisations or businesses. Such loans are considered to be investments as defined in this strategy. All such loans would require Cabinet approval and details of any risks pertaining to the loan would be included in the relevant Cabinet report. These loans would not be subject to the 5 year investment limit.

LOANS WITH SECURITY

The Localism Act potentially enables the Council to benefit from its low cost of borrowing to earn a margin by providing a loan to other bodies where no service benefits are involved. This option will be investigated but would only be implemented

following legal and external audit confirmation of the statutory power, including consideration of the impact of the state aid regulations, and where security of the investment can be made through a legal charge on an adequate value of asset(s) to protect the Council from the possibility of default. If it is proposed to make such a loan, the Cabinet report requesting approval will include appropriate legal and valuation advice. These loans would not be subject to the 5 year investment limit.

POLICY ON USING FINANCIAL DERIVATIVES

Local authorities have previously made use of financial derivatives embedded in loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. lenders option/borrowers option (LOBO) loans).

The Localism Bill 2011 includes a general power competence that removes the uncertain legal position over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment). The latest Code requires authorities to clearly detail their policy on the use of derivatives in the annual strategy.

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. It is unlikely that the Council will utilise standalone financial derivatives.

Embedded derivatives will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy. The Council is only likely to make limited use of embedded derivatives e.g. LOBOs

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

ADVISORS

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

- advice on investment decisions,
- notification of credit ratings and changes,
- general information on credit quality and informal comment on particular institutions,
- advice on borrowing and opportunities to borrow early
- economic data and interest rate forecasts
- advice and guidance on relevant policies, strategies and reports,
- accounting advice,
- reports on treasury performance,
- training courses.

The quality of the service is controlled by regular contact between the Advisors and officers. It should be noted that having external advisors does not negate the responsibility for Treasury Management decisions from the Council and its officers.

MANAGEMENT

The Responsible Financial Officer and his staff will manage and monitor investments and borrowing.

The Treasury Management Advisory Group consists of four members and relevant officers. Members are kept informed of relevant issues and consulted on any significant issues.

The Council uses a cash flow model which is updated daily to forecast future cash flow movements to determine the maximum length for which any investment or borrowing shall be considered. The length of any investment would take account of actual and forecast interest rates over the loan period to ensure it optimises the Council's position. At this time the Council is unlikely to invest for more than a year unless:

- further advance borrowing is undertaken, or
- "back-to-back" financing of a Loan to Other Organisation (this would be subject to separate Cabinet approval).

REPORTING AND SCRUTINY

The CIPFA Code requires that the body responsible for approving the budget also receives at least two reports during the year on treasury management. Therefore the Council will receive a six month report on the performance of the funds and an annual report on the performance for the year.

The Code also requires the Council to identify the body that will be responsible for the scrutiny of treasury management to ensure that it receives the appropriate focus. This is the Overview & Scrutiny (Economic Well-being) Panel.

TRAINING

The needs of the Council's treasury management staff for training are assessed every six months as part of the staff appraisal process and additionally when the responsibilities of individual staff change.

The Code requires that Members charged with the governance of Treasury Management and those responsible for scrutiny have the necessary skills relevant to their responsibilities. Member training will be provided as necessary.

CHANGES TO THE STRATEGY

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

- broadly consistent with this Strategy, and/or
- reduce or only minimally increase the level of risk, and/or
- supported by the Council's Treasury Management Advisors,

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

TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS

The Council's Treasury Management and Prudential Indicators are attached at Attachment C. They are based on data included in the budget report and this Strategy. They set various limits that allow officers to monitor its achievement. These indicators must be approved by the Council and can only be amended by the Council.

The indicators are based on allowing the ability to borrow in advance if this becomes attractive. If it does not, the Council is likely to be significantly within many of the limits.

DEFINITION OF CREDIT RATINGS

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

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

ATTACHMENT B

FUND MANAGEMENT (IF NO FURTHER ADVANCE BORROWING)

Duration investments	of	No investment shall be longer than 5 years. Maximum duration for a Building Society with no rating is 1 month.																
Types investments	of	Fixed term Deposits Deposits at call, two or seven day notice Corporate bonds Money market funds UK Government bonds and Supranational Bank bonds Loans to Organisations Pooled Property Funds																
Credit Ratings		<p>Building Societies All Building Societies with ratings of BBB or above. Building Societies with no ratings. (maximum duration 1 month)</p> <p>Money Market Funds AAA credit rating</p> <p>Pooled Property Funds (such funds are not credit rated as they are investments in non-liquid assets)</p> <p>Local Authorities or UK Government No rating required</p> <p>Non-Building Societies Short term rating F2 by Fitch or equivalent. Long-term rating of AA- by Fitch or equivalent if the investment is longer than 1 year.</p> <p>Loans to Organisations These will not require a specific credit rating but will be subject to individual approval by Cabinet.</p>																
Maximum limits per counterparty (group), country or non-specified category		<table border="0"> <tr> <td>F1+ or have a legal position that guarantees repayment for the period of the investment</td> <td style="text-align: right;">£5M</td> </tr> <tr> <td>F1</td> <td style="text-align: right;">£4M</td> </tr> <tr> <td>Building Society with assets over £2bn in top 25 (Currently 10)</td> <td style="text-align: right;">£5M</td> </tr> <tr> <td>Building Society with assets over £1bn if in top 25 (Currently 3)</td> <td style="text-align: right;">£4M</td> </tr> <tr> <td>Building Society with assets under £1bn in top 25</td> <td style="text-align: right;">£3M</td> </tr> <tr> <td>Liquidity (Call) Account with a credit rating of F2 or with a legal position that guarantees repayment or a Building Society.</td> <td style="text-align: right;">£5M</td> </tr> <tr> <td>BUT total invested with counterparty/group shall not exceed</td> <td style="text-align: right;">£8M</td> </tr> <tr> <td>Money market fund AAA Credit rating</td> <td style="text-align: right;">£4m</td> </tr> </table> <p>Limit for Non-specified investments</p> <ul style="list-style-type: none"> - £10M in time deposits more than one year - £5M in corporate bonds - £10M in any other types. - £10M Pooled Property funds - £15M in total <p>Country limits</p> <ul style="list-style-type: none"> - UK - unlimited - £5M in a country outside the EU - £10M in a country within the EU (excluding UK) - £20M in EU countries combined (excluding UK) - Country of Domicile for Money Market Funds – unlimited, providing the fund is AAA. <p>Except for Money Market Funds, no investment will be made in country with a sovereign rating of less than AA.</p>	F1+ or have a legal position that guarantees repayment for the period of the investment	£5M	F1	£4M	Building Society with assets over £2bn in top 25 (Currently 10)	£5M	Building Society with assets over £1bn if in top 25 (Currently 3)	£4M	Building Society with assets under £1bn in top 25	£3M	Liquidity (Call) Account with a credit rating of F2 or with a legal position that guarantees repayment or a Building Society.	£5M	BUT total invested with counterparty/group shall not exceed	£8M	Money market fund AAA Credit rating	£4m
F1+ or have a legal position that guarantees repayment for the period of the investment	£5M																	
F1	£4M																	
Building Society with assets over £2bn in top 25 (Currently 10)	£5M																	
Building Society with assets over £1bn if in top 25 (Currently 3)	£4M																	
Building Society with assets under £1bn in top 25	£3M																	
Liquidity (Call) Account with a credit rating of F2 or with a legal position that guarantees repayment or a Building Society.	£5M																	
BUT total invested with counterparty/group shall not exceed	£8M																	
Money market fund AAA Credit rating	£4m																	

	<p>These limits will be applied when considering any new investment from 25 February 2015. Lower limits may be set during the course of the year or for later years to avoid too high a proportion of the Council's funds being with any counterparty.</p> <p>Loans to Organisations No limit in value or period but will be subject to approval by Cabinet of a detailed business case.</p>
Benchmark	LGC 7 day rate

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

**CIPFA PRUDENTIAL CODE FOR CAPITAL FINANCE IN LOCAL AUTHORITIES
PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT INDICATORS
FOR 2013/14**

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

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

PRUDENTIAL INDICATORS

1. Actual and Estimated Capital Expenditure

	2013/14 Actual £m	2014/15 Forecast £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m
Gross	15.5	10.3	12.2	4.8	4.0
Net	10.1	3.5	11.1	4.4	3.1

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

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

2013/14 Actual	2014/15 Forecast	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
6%	8%	10%	12%	15%

Assuming no borrowing in advance.

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

This calculation highlights the hypothetical impact on the level of Council Tax from changes from the previously approved MTP due to capital schemes (including their associated revenue implications).

The actual change in Council Tax will be significantly different due to revenue variations, spending adjustments and the use of revenue reserves.

	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Variation	£0.61	(£2.35)	(£0.94)
Cumulative	£0.61	(£1.74)	(£2.68)

4. The capital financing requirement.

This represents the estimated need for the Authority to borrow to finance capital expenditure less the estimated provision for redemption of debt (the MRP).

	31/3/14 Actual £m	2014/15 Forecast £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m
No Funding Activity	34.7	36.0	44.9	47.0	47.4	47.0	47.2

In addition, this strategy makes provision for loans which may need to be treated as capital expenditure:

Loans to Organisations	1.6	0.0	75.0	75.0	75.0	75.0	75.0
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5. Net borrowing and the capital financing requirement

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

The Council will explain the degree of borrowing and investment in its half-year and annual reports together with the reason for the movements so that Members can be assured that there is no borrowing for revenue purposes other than in the short term (cash flow).

5a. Gross and Net Debt

This indicator is intended to highlight the level of advance borrowing by limiting the variation between gross debt (borrowing) and net debt (borrowing less investments). The more borrowing in advance the higher the gross debt but there is no change in net debt because the borrowed sums will be invested pending them being needed to finance capital expenditure. Thus net debt as a proportion of gross debt falls as borrowing in advance occurs.

Unfortunately the position is complicated by the significant variations that the Council has to contend with relating to day-to-day cash flow which can cause major fluctuations in this proportion.

To achieve the equivalent result all advance borrowing will be reported to the Treasury Management Advisory Group and highlighted in the mid-year and end of year reports.

6. The actual external long-term borrowing at 31 March 2014.

£11.4m (PWLB)

7. The authorised limit for external debt.

This is the maximum limit for borrowing and is based on a worst-case scenario. It reflects borrowing to fund capital rather than using reserves and the three

elements (No activity, borrowing in advance and loans) will be controlled separately.

	2014/15 Limit £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m
Short term	18	18	18	18
Long term	37	46	48	48
Other long-term liabilities (leases)	5	5	5	5
Total - No Funding Activity	60	69	71	72
Long Term based on the maximum borrowing in advance	10	1	0	0
Plus long term borrowing to finance long term loans to organisations	15	15	15	15
Plus long term borrowing to finance loans for capital investments delivering a commercial yield	35	60	60	60

8. The operational boundary for external debt.

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

	2014/15 Limit £m	2015/16 Limit £m	2016/17 Limit £m	2017/18 Limit £m
Short term	13	13	13	13
Long term	37	46	48	48
Other long-term liabilities (leases)	5	5	5	5
Total – No Funding Activity	55	64	66	67
Plus long term borrowing in advance	10	1	0	0
Plus long term borrowing to finance long term loans to organisations	15	15	15	15
Plus long term borrowing to finance loans for capital investments delivering a commercial yield	35	60	60	60

9. Adoption of the CIPFA Code

The Council has adopted the 2011 edition of the CIPFA Treasury Management Code of Practice.

TREASURY MANAGEMENT INDICATORS

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

This indicator is set to control the Council's exposure to interest rate risk. Investments of less than 12 months count as variable rate.

If the Council does not borrow in advance it is quite possible that all investments will be of less than a year's duration and hence count as "variable rate".

	2015/16		2016/17		2017/18	
	Limits		Limits		Limits	
	Max	Min	Max	Min	Max	Min
Borrowing						
Longer than 1 year						
Fixed	100%	75%	100%	75%	100%	75%
Variable	25%	0%	25%	0%	25%	0%
Investments						
Longer than 1 year						
Fixed	100%	100%	100%	100%	100%	100%
Variable	0%	0%	0%	0%	0%	0%

11. Borrowing Repayment Profile

The proportion of borrowing in place during 2015/16 that will mature in successive periods. This indicator is set to control the Council's exposure to refinancing risk.

The Council has £11.4M long term borrowing but the uncertainty on whether any forward borrowing will take place and the potential for short term borrowing to be the most attractive option results in the limits set out below.

Funding capital schemes	Upper limit	Lower limit
Under 12 months	90%	0%
12 months and within 24 months	90%	0%
24 months and within 5 years	90%	0%
5 years and within 10 years	91%	1%
10 years and above	100%	9%

This may be affected by any Funding in Advance or Loans to Organisations.

12. Investment Repayment Profile

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

The uncertainty about borrowing in advance results in higher limits than would otherwise be required.

	2015/16 £m	2016/17 £m	2017/18 £m
Limit on investments over 364 days as at 31 March each year.	33.8	37.2	37.6

This may be affected by any Funding in Advance or Loans to Organisations.

Annual Minimum Revenue Provision Policy 2015/16

Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Authority to have regard to the Department for Communities and Local Government's Guidance on Minimum Revenue Provision (the DCLG Guidance) most recently issued in 2012.

The broad aim of the DCLG Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The DCLG Guidance requires the Authority to approve an Annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance:

For capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant assets as the principal repayment on an annuity with an annual interest rate based on long-term borrowing rates, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years.

For assets acquired by finance leases or the Private Finance Initiative, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.

Where loans are made to other bodies for their capital expenditure, and the principal repayments are received at least on an annual basis, no MRP will be charged. The capital receipts generated by the annual repayments will replace the need to make a provision for MRP.

Capital expenditure incurred during 2015/16 will not be subject to a MRP charge until 2016/17

Based on the Authority's latest estimate of its Capital Financing Requirement on 31st March 2015, the budget for MRP has been set as follows:

	31.03.2015 Estimated CFR £m	2015/16 Estimated MRP £m
Capital Expenditure	34.9	1.6
Loans to other bodies	1.2	Nil
Total	36.1	1.6

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Pay Policy Statement

Report by the Corporate Team Manager

1. INTRODUCTION

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

2. PAY POLICY STATEMENT FOR 2015/16

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

3. RECOMMENDATION

- 3.1 **The Council are asked to approve the enclosed Pay Policy Statement for 2015/16**

Contact Officer: Lynsey Fulcher, HR Business Partner
Tel No. 01223 699495

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PAY POLICY STATEMENT 2015 - 16

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

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

<http://www.huntingdonshire.gov.uk/Councils%20and%20Democracy/Council/Council%20Finance/Pages/Chief%20Officer%20Salaries%20and%20Expenses.aspx>

Terms and conditions of employment – decision making

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

Employment Panel:

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

<http://www.huntingdonshire.gov.uk/SiteCollectionDocuments/HDCCMS/Documents/Democratic%20Services%20documents/Constitution.pdf>.

Senior Officers Panel:

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

Staff Council:

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

<http://applications.huntsdc.gov.uk/moderngov/documents/s31400/Employment%20Panel%20-%202025.05.10%20-%20Terms%20of%20reference%20and%20constituaion%20of%20the%20Employee%20Liaison%20Advisory%20Group%20final1.doc>APPENDIX.pdf

The Council's senior managers

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

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

Basic salary

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

Post	Grade	Minimum Grade Point (£)	Maximum Grade Point (£)
Managing Director	MD	117,500	132,500
Corporate Directors (x2)	AD	77,000	87,000
Heads of Service (x6)	SM	59,000	67,000
Corporate Team Manager (x1)	I	47,041	52,945

Payment of professional fees

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

Other allowances

A range of other allowances are paid for employees undertaking specific duties. These include the Open Contact Allowance which is paid to a small number of employees and Standby allowances. These allowances are due to be reviewed in the coming financial year.

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

Expenses

The Council's expenses rates were endorsed by Employment Panel on 21st September 2011 and mileage costs are aligned to the HMRC benchmark rates. A review of Expenses and Allowances took place in 2014 and all allowances for subsistence have ceased.

Election fees

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

Other employees may receive additional payment for specific election duties according to scales set by the Returning Officer but derived from guidance from the Electoral Commission and similar guidance.

Salaries on recruitment/appointment

Salaries on appointment to all posts, including Chief Officer posts, are determined by their line managers, in accordance with the Council's Pay Policy.

This states that employees appointed to jobs within the Council will normally be appointed to the minimum point of the pay grade for the job.

In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in receipt of a salary at a higher level than the grade minimum for doing the same or similar work and/or for having the same level of experience.

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

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

Salary progression

Employees' salaries may be advanced within their grade in accordance with the Council's Pay Policy. This framework also sets out how salaries will be determined on promotion, regrading of current post to a higher grade, transfer or acting up (payment of honoraria).

Employees on fixed spot salaries such as those on short fixed-term contracts are not eligible for incremental progression.

Progression may be possible where an employee changes post or takes on additional responsibility.

Pension and pension entitlements

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

Relationship to lowest paid employees

This Statement defines other employees, including "lowest-paid employees", as all other contracted employees of the Council. This excludes those employed on a casual or variable hours basis as they do not work under any terms and conditions other than receiving an hourly rate of pay and annual leave in line with the Council pay structure. There is no obligation on the Council to provide work, no guarantee of regular work and no obligation for the individual to accept any work offered. It is therefore considered that that these employees are a totally separate entity and their remuneration should not be compared with contracted employees.

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

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

The mean basic FTE salary paid by the Council for posts filled by contracted employees at 1st April 2015 is £24,913.24.

The ratio between the mean FTE salary and the current highest total salary is 1:5. The ratio between the mean FTE salary and the maximum possible basic salary is 1:5.3

The median basic FTE salary is £20,648.00.

The ratio between the median basic FTE salary and the current highest total salary is 1:6.1. The ratio between the median basic FTE salary and the maximum possible basic salary is 1:6.4.

The lowest pay point on our new salary scales for contracted employees is £ £12,900.00, which is the minimum FTE starting salary for employees on spinal column point 1 (within Grade A).

The ratio between the lowest salary and the current highest salary is 1:9.7. The ratio between the lowest salary and the maximum possible salary is 1:10.3

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

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

Re-engagement of ex Huntingdonshire District Council staff

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

Interim management appointments are made in accordance with the Council's procurement policies and the provisions for services.

The Council will not engage an ex chief officer of Huntingdonshire District Council (as defined in this Statement) outside of these arrangements and the Council will not usually re-employ or re-engage a person who has been made voluntarily redundant into a similar role any time in the future.

Receipt of Local Government Pension Scheme pension while employed

Employees aged 55 or over who are members of the Local Government Pension Scheme may apply to take flexible retirement where working hours or pay grade are reduced and pension benefits accrued prior to this point may be drawn down.

Applications from all officers, including Chief Officers, will be considered on merit and only agreed where there is no detrimental effect on the service. It is the Council's policy not to accept any such applications if there is a cost to the Council unless a business case can be made on economic grounds.

Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each financial year. If it should be necessary to amend this 2015/16 Statement during the year that it applies, an appropriate resolution will be made by Full Council. This statement will be submitted to Full Council for approval by 31st March 2015.

March 2015

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Members' Allowances

Report by the Corporate Team Manager

1. INTRODUCTION

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

2. 2014-16 NJC PAYSCALES & ALLOWANCES

- 2.1 After lengthy negotiations, the NJC for Local Government Services (the Employers') have announced that agreement has been reached to increase pay for local government employees by 2.2% with effect from 1st January 2015.
- 2.2 Although a departure from the scheme, should Members decide not to accept an increase, this would not set a precedent for future years nor require further reference to the Independent Remuneration Panel.

3. FINANCIAL IMPLICATIONS

- 3.1 An increase in line with NJC rates would cost £8,000 per year.

4. RECOMMENDATION

- 4.1 **The Council is requested to determine whether to apply to Members Allowances the percentage increase of 2.2% approved by the NJC for Local Government Services.**

Contact Officer: Lisa Jablonska
Elections and Democratic Services Manager
Tel No. 01480 388004

BACKGROUND PAPERS

District Council Constitution

Letters from the National Joint Council for Local Government Services dated
14th November 2014

Cabinet

Report of the meetings held on 22nd January and 12th February 2015

Matters for Decision

36. **2015/16 REVENUE BUDGET AND MEDIUM TERM FINANCIAL STRATEGY (2016/17 TO 2019/20)**

The Cabinet has considered the content of the 2015/16 draft budget, the Medium Term Financial Strategy (MTFS) for the period 2016/17 to 2019/20 and the level of Council Tax for 2015/16 at each of its meetings. **The details are contained in Appendix 1 to the report by the Head of Resources included as Agenda Item No. 3 on the Council agenda.**

Members have been acquainted with details of the draft budget for 2015/16 and have been advised of its significance in that it shows a net saving of £944k (5%) from the 2014/15 forecast outturn budget. Executive Councillors have also been informed of the continuation of the Facing the Future programme, the proposed Council Tax freeze at £133.18 for 2015/16 with its impact on reserves from 2016/17 to 2019/20 and assumptions based upon the New Homes Bonus allocation funding.

Attention has been drawn to further proposed reductions of £653k in the budget and Officers' contributions in achieving this result have been recognised. Further reference has been made to the Zero Based Budgeting exercise which has achieved savings to the budget, unavoidable growth expenditure and Central Government funding, with potential changes in the funding philosophy if there is a change in Government in May 2015. Reductions in the budget have resulted from the deletion of vacant posts and reduction in management costs. The areas that need further investigation have been discussed.

The Cabinet has been acquainted with the terms of a project to replace the 3G Sport Pitch at One Leisure St Neots. The project will be part funded through a bid to Sport England. The business case shows that the Council's contribution will be paid back in four years. The facility will have a minimum life of seven years. In the circumstances that Cabinet has approved:

- ◆ the submission of a bid to Sports England for the One Leisure St Neots - 3G Sport Pitch (Replacement) Project, and

- ◆ a capital financial contribution to the One Leisure St Neots - 3G Sport Pitch (Replacement) Project of £117,600 subject to the successful approval of the bid noted above (to a maximum of £125,734 reflecting a 10% contingency increase in the total cost of the project).

The Cabinet has noted the comments arising from consultation with the business community on future service levels and on the Council tax freeze and following consideration of the observations of the Overview and Scrutiny Panel (Economic Well-Being) (Item No.33 of their Report refers), the Cabinet

RECOMMEND

that the proposed Budget, as modified by the 3G Sport Pitch (Replacement) Project, and Medium Term Financial Strategy be approved, including

- ◆ **the additional savings that have been achieved (as shown on Table C in Appendix 1);**
- ◆ **the level of reserves currently modelled.**
- ◆ **a freeze in Council Tax for:**
 - **2015/16, and**
 - **over the period covered by the Medium Term Financial Strategy (2016/17 to 2019/20).**
- ◆ **the capital programme and the Fees and Charges Schedule.**

37. TREASURY MANAGEMENT STRATEGY 2015/16

Also reproduced at Appendix 2 is the proposed Treasury Management Policies and Strategy for 2015/16. The Strategy, which complies with the Chartered Institute of Public Finance and Accountancy's Code of Practice, has clear objectives for the management of the Council's borrowing and investments. Having been satisfied that both documents meet the requirements of the Code of Practice and Government guidance, the Cabinet

RECOMMEND

that the Treasury Management Policies and Strategy appended to the report of the Head of Resources be approved.

**38. CORPORATE PLAN –
PERFORMANCE MONITORING/QUARTER 3**

Having considered the comments of the Overview & Scrutiny Panels on aspects of the performance report, which are relevant to their remits, the Cabinet has reviewed and noted progress achieved against key activities and performance data contained in the Council's Corporate Plan over the period 1st October to 31st December 2014.

The Cabinet has discussed staff sickness trends. Analysis has been undertaken and it is now better understood. The Employment Panel is taking action, in particular, to reduce rates of long-term sickness. It is likely that this will take some time to achieve.

With regard to the format of the report, the Cabinet has been assured that performance management is being developed within the Council based on best practice. The aim will be to collect measures for publication that are valued by residents and which can be aggregated to show the Council's overall service capability.

**39. 2014/15 QUARTER 3 CAPITAL AND REVENUE MONITORING
AND FORECAST OUTTURN**

The Cabinet has noted the expected revenue and capital budget variations identified in the current year. Both budgets are likely to be underspent and emphasis has been placed on the Council Tax Support Scheme, which appears to have been set at the right level. Positive trends have been found in delivering units, which will increase the level of income through the New Homes Bonus.

Executive Councillors are aware that decisions are due to be made on the Alconbury and Molesworth airbases. They have decided to establish a fund using savings in the current year to support these communities when the decisions are announced. The intention is have a range of options ready on which these communities can be consulted. The Cabinet has, therefore, agreed the:

- ◆ forecast Revenue Budget of £20.012m, giving a forecast outturn underspend of £0.858m.
- ◆ forecast Capital Budget of £3.693m
- ◆ allocation of £100,000 of the forecast outturn underspend to a new Earmarked Reserve, entitled "Alconbury and Molesworth Support and Challenge Fund".

40. REVIEW OF THE SAFER HOMES SCHEME

The Cabinet has approved a proposal to improve the Safer Homes Scheme and, at the same time, reduce its cost to the Council. This will be achieved because a range of other organisations benefit from the scheme and they will in future be making a greater contribution on

a Countywide basis. It is clear that the scheme has positive benefits in terms of preventing injuries and reducing the need for Disabled Facilities Grants but these effects have not yet been quantified. It is intended to start collecting this information over the next two years.

It has been suggested that eligibility for the service is means tested. Having been advised that contributions are sought but that a more formal system is under consideration, the Cabinet has approved the basis for:

- ◆ investment by the Council of £25k in 2015/16 and £10.4k from 2016/17 - 2018/19;
- ◆ a new countywide service jointly commissioned with partners, and
- ◆ a review the Council's funding position during 2016/17 to consider whether to fund after the end of the contract

J D Ablewhite
Chairman

Employment Panel

Report of the meeting held on 11th February 2015

Matters for Information

16. STAFF COUNCIL

The Chairman of Staff Council has introduced a proposal to review the Terms of Reference for Staff Council. The Panel has indicated its support of the proposal and has agreed to delegate the review and agreed amendments to the Chairman of the Employment Panel, Executive Councillor for Organisational Change and Development and the Managing Director to the Staff Council's Terms of Reference after consultation with Staff Council.

17. WORKFORCE DEVELOPMENT STRATEGY

Further to Item No. 13 of their Report to the meeting held on 17th December 2014 the Panel has received and endorsed the Workforce Development Strategy which is an overarching document that sets out the type of organisation the Council wants to become by taking forward the strategic aims as set out in the Council's Corporate Plan 2014 - 2016. The Strategy outlines how the Council will support and develop the workforce in order to meet the needs of a smaller, agile and more resilient Council. The Panel has noted that the Strategy will be made available to employees of the Council and implementation will begin. Progress on the Strategy will be reported back to a future meeting.

18. NEW APPRAISAL PROCESS

The Panel has reviewed and endorsed the contents of a new appraisal process. As a result of the introduction of a new pay and grading model from 1st April 2014 it has been necessary to ensure that progression relating to performance is aligned to the new pay scales. In response to Members concerns about the lack of opportunity for employees to feedback on their manager's performance during the appraisal process, the Panel has been assured that there is an opportunity for the employees to feedback during the process. The Managing Director has assured Members of the commitment of the Senior Management Team to the appraisal process to ensure a consistent approach across the organisation.

19. SOCIAL MEDIA, NETWORKING AND BLOG POLICY

The Panel has reviewed and endorsed the contents of a Social Media, Networking and Blog Policy for the Council which details the

procedures for employees to ensure that the content of blogs and social networking sites do not bring the Council into disrepute or breach their obligations under the Code of Conduct.

Arising from a Members' concern regarding the enforcement of the policy, the Panel has been assured that the ground rules for employees are explicit enough to ensure that a breach of policy is easier to spot. Furthermore the Policy informs the employees how to use social media thereby making a breach less likely to happen.

20. PAY POLICY STATEMENT

With the assistance of a report by LGSS (the report is reproduced as Item No. 4 on the Council Agenda) the Panel has endorsed for submission to the Council, the content of a proposed Statement of Pay Policy for 2015/16. The Pay Policy Statement provides information about the Council's policies relating to the pay and reward of Chief Officers and other employees, as required by Sections 38-43 of the Localism Act. The Statement will be published on the Council's website together with data on senior salaries required by the Code of Recommended Practice for Local Authorities on Data Transparency.

21. WORKFORCE REPORT (QUARTER 3)

The Panel has received a quarterly report on Human Resource matters impacting on the performance of the organisation during the period of 1st October to 31st December 2014. The report included the latest position and trends relating to:-

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

In reviewing the workforce information, Members have been informed that the number of Full Time Equivalent (FTE) posts within the establishment has continued to decrease and that the monthly salary cost has decreased by £25k in the third quarter. Members have also been informed of the omission of the breakdown of reasons for voluntary resignations and further information on this will be presented with the next quarter report.

In terms of sickness absence, the Panel has noted that the annual average days sickness per FTE has increased to 11.1 days in the third quarter however the Executive Leader has reminded the Panel that the figures include two terminally ill employees which the Council undertook to support.

The breakdown of Long Term Sickness and Short Term Sickness is 61% compared to 39% and Members have been reassured that the HR Team will work towards bringing all long term sickness cases to resolution.

Finally, the Panel has placed on record its recognition of, and gratitude for the excellent contributions made by Sharyn McNalty, Frederick Goodship, Ronald Jeakins and Martyn Sturgess during their

employment in the local government service and has conveyed its best wishes to them for a long and happy retirement.

22. LGSS MONITORING REPORT

The Panel has considered the performance of LGSS Human Resources, Payroll and Organisational Workforce Development services across the key service measures agreed under the current contract during the period 1st October to 31st December 2014. LGSS performance is measured in four areas namely:

- ◆ General Service Standards;
- ◆ HR Strategic and Advisory;
- ◆ Recruitment and Payroll; and
- ◆ Organisational workforce development.

Members have been pleased to note that there are no issues to report for the Strategic and Advisory, Transactional Human Resources, Payroll or Organisational Workforce Development elements of the contract.

With regard to the organisational workforce and development element of the contract, the Panel has been informed that the Council have yet to use the full allocation of training places provided by LGSS. There was concern that if the 500 places provided are not utilised then the Council will not be receiving value for money. Members were assured that the Council have been working hard to ensure that all the training places provided by LGSS were allocated by the end of the financial year.

23. EMPLOYEE OPINION SURVEY PROGRESS REPORT

Further to Item No. 12 of their Report to the meeting held on 17th December 2014, the Panel has been updated on progress with the action plan developed in response to the results of the Employee Opinion Survey. In noting the actions that are on track for delivery, the Panel has endorsed the proposed amendment to remove the reference to an achievement or employee of the month scheme. In response to Members comments on the unsuitability of the employee of the month scheme and suggestions for replacement with a performance recognition scheme, the Managing Director assured Members that employees are recognised for their efforts through the allocation of appropriate training and project management courses.

R J West
Chairman

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Overview & Scrutiny Panel (Economic Well-Being)

**Report of the meetings held on 8th January and
5th February 2015**

Matters for Information

33. BUDGET 2015/16 MEDIUM TERM FINANCIAL STRATEGY (2016/17 to 2019/20)

At each of its meetings the Panel has reviewed the 2015/16 Revenue Budget and Medium Term Financial Strategy (MTFS) 2016/17 to 2019/20, which appear as a separate item elsewhere on the Agenda for the Council meeting. Members have examined in detail the budgetary information presented and have welcomed the format in which the information has been made available. They have also supported the Executive Councillor for Resources' expression of gratitude for the work of the Resources Section in preparing the Budget.

The Panel has been acquainted with the provisions made and trends in various areas and questioned Executive Councillors about the savings they have made, what their plans are for the future and what impact any changes might have on the public. Members have recognised the significant milestone that producing a Budget surplus represents. They have also noted:

- ◆ the portfolio for Customer Services has identified in the order of £500k in savings. This is in addition to £2m in savings in recent years. Further areas of potential savings are being investigated;
- ◆ the portfolio for Resources has identified approximately £450k in savings. This portfolio will make significant investments in the next few years to generate income; and
- ◆ the Executive Leader intends to pursue an overall strategy of investment in assets to produce income coupled with a more commercial approach to appropriate services. He will challenge Officers to achieve savings targets earlier than previously planned and has stressed that, where changes are to be made to services, Overview and Scrutiny will be involved in assessing their impact on residents.

The aim is for the Council to produce a surplus each year and capital investments are a key way that this will be achieved. Generally, it was expected that for every £13m invested, £1m of income will be

produced. The Council could potentially borrow £60m and it is planned to introduce a framework to enable investment decisions to be made. Members have supported this approach and asked for regular monitoring reports on progress.

The Panel has been made aware that future government grant is likely to change if there is a change in Government. There is a possibility that the eligibility criteria will change from a performance basis to a needs basis. The Panel has noted that the District would still qualify for grant if the latter was introduced. The other way that income from the Government might vary is through changes to the New Homes Bonus. However, it is likely that if it is removed, this income would be received in another form.

All areas of the Council will be defining their service standards and levels over the next year. The Panel is of the view that the impact of any changes should be assessed. A comment has been made that benchmarking should take place; in which case, some areas could potentially experience an increase in their standards.

On the question of Council Tax, the Panel has noted that increasing it over the period of the MTFs would not achieve the order of savings the Council has to make. Members have supported the alternative approach of investing in capital assets to produce a surplus so that the Council is self-reliant.

At the meeting in February, the Panel has supported the decision to “front load” ZBB heavy savings to be achieved in the forthcoming year by making further savings amounting to £653K in 2015/16. These savings largely represent real terms reductions in spending without sacrificing services. It is acknowledged that there is still more to do but there is some confidence that, regardless of the outcome of the election, the Council will be in a strong financial position next year. Overall, approximately £2.5m has been taken out of the budget to date.

The Panel has established a working group to look into a selection of lines in the budget to examine how they are constructed and to report back. On the question of interest rate predictions, it has been confirmed that the figures are based on information received from the Council’s advisors.

In summary, the Panel has:

- ◆ supported the general intention not to use reserves. Given future uncertainty, it is recommended that the position should be reviewed next year but that reserves should not fall below £3m. Their use should be justified by the value they achieve for the Council;
- ◆ recommended that the work to be undertaken over the coming year to define service levels and standards is subject to an assessment of the impact of any changes on the public.

- ◆ expressed support for the additional savings, which are being made at the right pace and with due regard to the impact on services;
- ◆ supported the Council Tax freeze for 2015/16;
- ◆ supported to intention to freeze Council Tax for the life of the Medium Term Financial Strategy (Councillor M F Shellens did not support this recommendation);
- ◆ endorsed the Capital Programme but registered concerns about the capital project appraisal, which Members will look at in due course; and
- ◆ endorsed the Fees and Charges schedule.

At the end of their deliberations, Members have expressed their gratitude to the Cabinet and Officers for the high quality of information presented and for their cooperation with the Panel.

34. BUDGET MONITORING 2014/15 (REVENUE AND CAPITAL)

The Panel has reviewed the forecast outturn for 2014/15 for revenue and capital budgets. An assurance has been received that the Council will in future monitor capital spending more closely. With regard to the sale of the greenhouse in St Ives, it has also been reported that larger scale investments in the housing market will be one of the options considered to generate income. Having been advised that the Council takes into account the economic impact on an area of its investment decisions, the Panel has endorsed the monitoring report for submission to the Cabinet.

35. TREASURY MANAGEMENT STRATEGY 2015/16

In accordance with its responsibility for scrutinising the management of the Council's financial investments and borrowing, the Panel has advised the Cabinet to recommend to Council the approval of:

- ◆ the Treasury Management Policy;
- ◆ the Treasury Management Strategy; and
- ◆ the Annual Minimum Revenue Provision Policy 2015/16.

The report has been considered by the Cabinet and appears elsewhere on the Council Agenda.

36. CORPORATE PLAN: PERFORMANCE MONITORING

The Panel has been acquainted with progress on the key activities identified in the Corporate Plan during the period 1st October to 31st December 2014. In so doing, Members have been provided with the opportunity to ask Cabinet Members questions on activities within their specific areas of responsibility.

The Panel has drawn attention to the Corporate Performance and Contextual Indicator for staff sickness (working days lost per FTE). Having noted that HR is carrying out a detailed analysis of the data, the Panel has asked the new Executive Councillor for Organisational

Change and Development to a future meeting to discuss his plans generally for his Portfolio and, more specifically, staff sickness.

The Panel has discussed potential causes of a drop in customer satisfaction rates and, following confirmation that an assessment is being undertaken of the pool cars and whether payment of mileage to users would be more cost effective, the Panel has concluded that it is satisfied with the Council's direction of travel and with the way the performance management process is working.

Other Matters of Interest

37. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has received current Notices of forthcoming Key Executive Decisions, which have been prepared by the Executive Leader.

38. OVERVIEW & SCRUTINY PANEL (ECONOMIC WELL-BEING) – PROGRESS

The Panel has reviewed its programme of studies at each of its meetings. The Project Management Select Committee meeting has been scheduled for 17th February 2015 and a report on its findings will be submitted to the Cabinet and Council in due course.

39. SCRUTINY

The Panel has received the latest editions of the Decision Digest.

R Harrison
Chairman

Overview & Scrutiny Panel (Environmental Well-Being)

Report of the meeting held on 4th February 2015

Matters for Information

**35. LOCAL PLAN TO 2036 –
TARGETED CONSULTATION ENERGY MANAGEMENT PLAN**

The Panel has received an update on the current position with regard to the preparation of the draft Local Plan to 2036. The Stage 4 Draft Plan has now been published for a targeted consultation with Town and Parish Councils, District and County Members and other relevant stakeholders. The consultation will run from 23rd January to 20th March 2015 and will enable organisations and individuals an opportunity to make comments on the contents of the document without the constraints imposed by the formal statutory engagement process. The Panel have been reminded that there is an opportunity for any Member to submit individual representations during the consultation period and that they should also encourage Parish Councils to submit any comments which they might have by the deadline.

In terms of the timetable for the adoption of the new Local Plan in Winter 2016, the Panel has been informed that the next stage will be the preparation of the proposed submission Local Plan which will be presented to Cabinet in June and then published for a six-week statutory consultation. After this stage the Council will produce a submission document to the Planning Inspectorate for independent examination. Members have discussed the possible outcomes of the examination and the implications for the Authority.

Having welcomed the decision by the Council to undertake additional targeted consultation at this stage, Panel Members have discussed a range of matters including gypsy and traveller sites and the provision of affordable housing and rural exception sites. Whilst rural exception sites will not form part of the Local Plan, the need for affordable housing within the District was well recognised and a target of 35% for new development will be included.

In response to a question as to whether there was a plan for the delivery of infrastructure the Executive Councillor has outlined the difficulties in negotiating with the County Council under their new political management arrangements and suggested that a mechanism will need to be found to drive this forward. Members have suggested that the message should also be conveyed to the local Members of

Parliament that financial assistance will be essential to the delivery of the Local Plan and that further effort is required to help to achieve this.

**36. CORPORATE PLAN –
PERFORMANCE MANAGEMENT (QUARTER 3)**

In conjunction with the Panels for Social and Economic Well-Being, the Panel has been acquainted with progress on the key activities identified within the Council's Corporate Plan during the period 1st October to 31st December 2014. The Panel is responsible for monitoring the key actions and activities within the strategic theme to 'Enable Sustainable Growth' and Members have reviewed where progress is on track, is within the acceptable variance, or is behind schedule within this theme. Councillor D B Dew, Executive Councillor for Strategic Planning and Housing was in attendance to answer Members questions on specific issues.

In reviewing the action to invest in initiatives that will deliver affordable housing, the Panel has sought clarification as to the levels of affordable housing that are provided within new developments and whether a minimum target should be incorporated into the Local Plan for both strategic and non-strategic development sites. Members have been advised that the Council aspires to provide 35% affordable housing in all sites. However in practice this is more achievable within the non-strategic sites as the competing infrastructure requirements within the more strategic sites may mean that the levels of affordable housing are driven down during negotiations. The Panel has been advised that it will be difficult to state a minimum level within the Local Plan, and that efficiencies in the delivery of other infrastructure elements can be pursued.

The Panel has noted that vacancies within the Planning Policy Team have now been filled and the Executive Councillor was confident that the update to the 2011 Buildings at Risk Register would be started in Quarter 4. Members have suggested that this should be treated as a priority for 2015.

With regard to enforcement, Members have commented on the growing number of complaints that they are receiving from Parish Council's on this subject and have been informed that the Cabinet are currently considering the Council's whole range of enforcement activities with a view to making improvements. To clarify the enforcement actions which can be undertaken by the Authority in relation to listed buildings and the current level of activity, the Panel has requested that a report should be submitted to a future meeting. The Executive Councillor will be invited back to discuss the matter further at this time.

In terms of the processing of planning applications, the Panel has noted that delays in validating applications and the issuing of older/out of time applications has continued to impact on performance figures in the quarter. In response to questions from Members as to whether it will be possible to recover from the current position, the

Executive Councillor has explained that plans are in place to ensure that all applications will be validated within one week and older/out of time applications determined before the end of the financial year. Members have commented on the impact that this may have on the size of future Agendas for the Development Management Panel.

Having noted that the Executive Councillor is confident that the Authority will be able to get back to where it should be and meet nationally set performance targets from 1st April 2015, Members have also received an update on work which will be undertaken to improve the efficiency of the planning application process, to make Planning Officers more accountable and improve the operation of the Development Management Panel. Members have been advised that there will be an opportunity for them to consider the proposed changes to the delegation arrangements in the Spring.

**37. HUNTINGDONSHIRE STRATEGIC PARTNERSHIP –
GROWTH & INFRASTRUCTURE THEMATIC GROUP –
ANNUAL REPORT**

The Panel has received an annual update on the work of the Huntingdonshire Strategic Partnership – Growth & Infrastructure Thematic Group. The Group's role is to support and co-ordinate the strategic growth and infrastructure development for Huntingdonshire and to act as Project Board for the delivery of the Infrastructure needs of the District. The Group makes informed recommendations to the Council's Cabinet on the prioritisation and potential funding opportunities for capital projects. It also acts as a conduit for the expenditure of Community Infrastructure Levy (CIL) receipts.

As part of the presentation, the Panel has received an update on the CIL. Details of the demand notices that have issued to developers for CIL payments, the reliefs and exemptions authorised and the monies that have been transferred to Town and Parish Councils by the District Council have also been provided. Members have raised a number of specific questions with regard to self build exemptions which have been responded to by the Planning Policy Manager.

The Panel has discussed the requirement to transfer a proportion of CIL receipts to the Town or Parish Council in the area of development. Although parishes are required to produce an annual report detailing their expenditure from this money, there have been none received to date. The Panel has emphasised the importance of obtaining feedback from those to which CIL receipts have been paid and have asked the Executive Councillor as Chairman of Hemingford Grey Parish Council to be an exemplar in this regard. The Panel has also noted the intention of the Planning Policy Team to send out a reminder to Parish and Town Councils shortly.

Having noted that those Parish Councils who have a Neighbourhood Development Plan in place are able to receive 25% of receipts, Members have expressed concerns that a number of parishes did not understand the neighbourhood planning process and the implications of producing one. In response to which the Corporate Director

(Delivery) has undertaken to bring a paper to a future meeting outlining the current position.

In terms of the Growth and Infrastructure Thematic Group itself, Members have noted that the future role of the Huntingdonshire Strategic Partnership is currently unknown and a review of external partnerships is being undertaken. The Panel is of the opinion that the operation of this Group does bring value to the District Council, however Members would welcome further information on its operation.

38. OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) - PROJECT MANAGEMENT SELECT COMMITTEE

Following a variation to the membership of the Panel at the Council meeting in December, the Panel has appointed Councillor R S Farrer to replace Councillor B F Hyland on the Select Committee on Project Management.

Other Matters of Interest

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

The Panel has reviewed its programme of studies. In doing so, Members have received a report from its Tree Strategy Working Group who had met to review the content of the Huntingdonshire Tree Strategy prior to its publication on the Council's website later in the month.

Having noted that a draft Cambridgeshire Flood and Water Supplementary Planning Document has recently been prepared, a meeting of the Panel's Flood Prevention Working Group will be convened shortly to review the draft. Members have also noted that additional resources have been brought in to help undertake the survey work to inform a review of the Council's waste collection policies.

40. WORK PLAN STUDIES

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

41. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has been acquainted with the content of the Notice of Key Executive Decisions.

42. SCRUTINY

The Panel has considered the latest edition of the Decision Digest and discussed matters contained therein. In doing so, Members have commented on the study work which is being undertaken by the Overview and Scrutiny Panel (Social Well-Being) with regard to neighbourhood planning given that this activity falls within their remit. In a similar vein, the Panel has also acknowledged the need to give further consideration to the allocation of performance indicators between the Panels to ensure that they are consistent with the Overview and Scrutiny remits.

G J Bull
Chairman

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Overview and Scrutiny Panel (Social Well-Being)

**Report of the meetings held on 6th January and
3rd February 2015**

Matters for Information

37. THE OCTAGON, STATION ROAD, ST IVES

Pursuant to Item No. 26 of the Report to the Meeting of the Council held on 17th December 2014, the Panel has been acquainted with the options for the future use of the Octagon, Station Road, St Ives and on the issues raised by the petition relating to the building.

It has been reported that the Council is in the process of reviewing its estate and that three proposals have been received relating to the Octagon but no decision has yet been made. The decision will be based on the business cases submitted and the Council will have to be satisfied that the successful bidder's proposal is financially viable.

It is generally agreed that the Council should base the decision on what the building should be used for and what is in the interests of the whole District. St Ives already has a number of community facilities.

It has been confirmed that the Council is not seeking to dispose of the freehold of the building. The potential areas for negotiation and terms for an agreement have been noted.

The Panel concluded that it is satisfied with the process that the Council has established to determine the use to which the Octagon will be put in the future. Members have stressed that they support bringing the building into public use and the principle that it should provide good value for the tax-payer. In the circumstances, it has been decided to take no further action in respect of the petition relating to the Octagon, Station Road, St Ives. The organiser of the petition has been formally notified of the Panel's decision.

38. THE HEALTH ECONOMY

The Panel has reviewed the scope and potential priorities for its work on the local health economy. It is intended that the deliberations will inform the forthcoming Away Day on Overview and Scrutiny. It is intended to make work in this area more effective by broadening the debate on health matters. A primary concern is the way health related services respond to the growth in the population. Various themes have been considered for investigation. The Panel has

discussed extensively community engagement and the role of Members.

Financial austerity is expected to continue with local government having to accept a significant proportion of the cuts. The District Council will have to cease some of its activities and it is hoped to establish a new relationship with residents to enable them to identify what is important for them and how they will respond. Councillors are to be integral to this process, which will promote community resilience. In order to encourage public participation, it will be necessary to make the process relevant to residents. The Communications Section is in the process of carrying out research on the best ways of engaging communities. The Panel's view is that the District Council's activities should form part of a single conversation involving all levels of local government.

Having considered other suggestions for inclusion in the Panel's work programme, it has been agreed to receive reports:

- ◆ on the current state of Neighbourhood Planning within the Council and how it is likely to develop and how it might promote community resilience;
- ◆ on community engagement, including examples of good practice;
- ◆ on the impact of Welfare Reforms, including fuel poverty and how it is defined;
- ◆ reviewing the Council's Equalities Impact Assessment arrangements; and
- ◆ on the impact of growth on GP surgeries, school places and hospital capacity.

The Panel has taken into consideration how the diverse range of service areas that contribute to the health agenda is co-ordinated through the Corporate Plan.

39. CAMBRIDGESHIRE AND PETERBOROUGH CLINICAL COMMISSIONING ROUP

The Panel has been acquainted with the way hospitals are held accountable for the services they provide. The general context is as follows:

- ◆ non-foundation trust hospitals are accountable to the Trust Development Authority;
- ◆ foundation trust hospitals are accountable to Monitor;
- ◆ the Clinical Commissioning Group (CCG) is accountable to NHS England; and
- ◆ the Care Quality Commission (CQC) is accountable to the Secretary of State for Health.

The Panel has paid particular attention to recent events at Hinchingbrooke Hospital and whether evidence of the problems identified during the recent inspection by the CQC should have been identified and reported earlier by the CCG. Members have been

informed that deterioration in some areas was detected in Spring/Summer 2014. The CCG reported these trends upwards and to the CCG and it was these reports that partly prompted the CQC inspection. The Panel has questioned whether the CCG should have made elected Members aware of their concerns but it has been pointed out that the CQC has significantly more resources than the CCG and was able to undertake an intensive and detailed inspection. The CCG accepts the CQC's findings but has been surprised by the severity of them. The CCG has no evidence that contradicts the CQCs findings.

In considering the future of the Hospital, the Panel has been advised that the Hospital is now in special measures. It has been advised what steps it needs to take to improve services and it has been allocated significant extra resources and support from relevant organisations to do this. There is already evidence that improvements have been made and the CQC is due to carry out a re-inspection. The CCG has expressed the view that future growth in the local population is likely to mean that a hospital facility will continue to be provided on the Hinchingsbrooke site. This area is currently the 11th most challenged health system in the Country.

Having been acquainted with the way the CCG pays Hinchingsbrooke, the Panel has received a detailed explanation of the Hospital's performance against indicators collated by the CCG.

40. HUNTINGDONSHIRE CHILDREN AND YOUNG PEOPLE STRATEGIC PARTNERSHIP GROUP

The Panel has received an update on the work of the Children and Young People Group. Members have been advised that the County Council is under a statutory obligation to ensure work takes place but there are no detailed requirements in terms of creating structures. The Group reports to the Children's Trust, but the Trust currently is undergoing a review.

The Group does not have a budget and so operates through partnership working. Its approach is to undertake joint planning to add value to existing services and it endeavors to avoid duplication. The Group takes a pragmatic approach to selecting projects for inclusion in its plan. Projects are largely focused on the County Council but other suggestions are welcomed. The Panel will consider this at the Overview and Scrutiny Away Day.

The Group's priorities are:

- ◆ promoting emotional wellbeing and supporting young people with emerging mental health problems;
- ◆ reducing the impact of Child Poverty in Huntingdonshire;
- ◆ increasing employability of young people and reducing the number of young people who are Not in Education, Employment or Training (NEET);
- ◆ increasing awareness of Child Sexual Exploitation; and
- ◆ supporting new communities.

The Panel has discussed in detail the Group's work on NEETs. Particular attention has been paid to the way NEETs are identified. Members will be provided with data on local trends in comparison with those at regional and national levels.

The Group finds its links with District Council representatives to be extremely valuable. Update reports will be submitted to the Panel following Group meetings on a quarterly basis and the Panel will consider how it might have greater involvement in this area of work in the future.

The Group makes available a small amount of money to fund independent groups. Information on how to apply has been circulated to Members.

41. HUNTINGDONSHIRE HEALTH AND WELL-BEING PARTNERSHIP

The Panel has been informed of recent changes in the way the Health and Well-Being Thematic Group is organised and operates. The District Council's Head of Leisure and Health now is the Chairman of the Group. She has overseen a change to the Group's structure and to the way it works. Analysis has been undertaken of the issues facing the District and priority areas have been identified, as follows:

- ◆ Excess Weight (including Obesity) – Children and Adults;
- ◆ Mental Health – Children and Adults; and
- ◆ Delivering Services for Older people to enable them to live independently, safely and well.

A Working Group has been established to progress this work. Like the Children and Young People Group, the intention is to add value to existing services and to avoid duplication. Work is co-ordinated by the Head of Leisure and Health.

The Panel has suggested that the Group should take care to ensure all local voluntary groups are factored into the services to be provided by the Uniting Care Partnership. Although the Chief Executive of the Hunts Forum of Voluntary Organisations is the Vice-Chairman of the Group, it has been pointed out that not all voluntary organisations are affiliated to the Forum.

Generally, the Council is reviewing its involvement in Partnership working. Once this work is complete, a report will be submitted to the Panel.

42. REVIEW OF SAFER HOMES SCHEME FUNDING

The Panel has reviewed the Council's options for the Safer Homes Scheme. Members are of the view that the Safer Homes Scheme may well have an important role in reducing demand for Disabled Facilities Grants, which can be significantly more costly and so could have a beneficial effect on the Council's overall budget position.

Members have questioned whether this effect might be extended by at least maintaining the current level of funding but it is accepted that there currently is no evidence to support this. The Panel has, therefore, recommended the Cabinet to commission jointly with partners a new countywide service and to review the District Council's funding position during 2016/17 to consider whether to continue with the funding after the end of the contract. The District Council's investment in 2015/16 would be £25k and £10.4k from 2016/17 onwards. The timing of the review will give the Council the opportunity to collate the necessary evidence and to identify alternatives.

43. CORPORATE PLAN (PERFORMANCE REPORT)

In conjunction with the Panels for Economic and Environmental Well-Being, the Panel has received an update on progress achieved against key activities identified in the Council's Corporate Plan in the period 1st October to 31st December 2014. Members have reviewed the key actions under the Working with Our Communities strategic theme.

The Panel has noted that the review of the Council's partnerships is likely to take longer than expected but has not otherwise identified any issues with performance that it considers need to be brought to the attention of the Cabinet. Members have, however, reiterated the point that the allocation of indicators between the Panels needs to be reviewed to make them consistent with their remits. It has been suggested that the Corporate Plan Working Group should be involved in this process.

The Panel's attention has been drawn to the fact that recycling or composting rates have remained consistent despite a reduction in compostable waste being collected during winter months. This positive trend should be recognised.

44. OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) - PROJECT MANAGEMENT SELECT COMMITTEE

At the request of the Overview and Scrutiny Panel (Economic Well-Being) the Panel has appointed together with Councillors R C Carter and P Kadewere to replace two of its nominees to the Select Committee on Project Management.

45. CAMBRIDGESHIRE HEALTH COMMITTEE

Councillor R Carter, the Panel's appointed representative, has reported to the Panel on recent meetings of the Cambridgeshire Health Committee. Members intend to invite the Uniting Care Partnership to their meeting in June 2015 to discuss its approach to the provision of older people's healthcare and adult community services in Huntingdonshire.

Other Matters of Interest

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

The Panel has reviewed its work programme at each of its meetings. Given recent events, the Chief Executive Officer (CEO) of Hinchingbrooke Hospital will attend the next meeting to present his Action Plan for short term service delivery. Questions have been invited from the public to put to the CEO. An update also will be received on local mental health services.

47. WORK PLAN STUDIES

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

48. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel has been acquainted with the contents of the Notices of Key Executive Decisions.

49. SCRUTINY

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

S J Criswell
Chairman

Licensing and Protection Panel

Report of the meeting held on 27th January 2015

Matters for Information

11. PUBLIC SPACE PROTECTION ORDER

Following a request from Cambridgeshire Constabulary and to address an increasing number of complaints about individual's street drinking and acting in an anti-social manner in the area, the Panel has approved the implementation of a Public Space Protection Order for Huntingdon Town Centre. Huntingdonshire is the first Local Authority in Cambridgeshire to utilise a Public Space Protection Order which will enable Police Officers, Police Community Support Officers and designated Local Authority Officers to have more powers to deal with issues arising where individuals are in possession of open containers of alcohol and acting in a manner that causes alarm, harassment or distress. Consultation had been carried out throughout November 2014 with statutory consultees, identified relevant bodies, residents and businesses and there has been no opposition to the proposal.

Breaches of the Order will be a criminal offence and enforcement officers will be able to choose to issue a fixed penalty notice (FPN) or proceed with prosecution. Any income obtained via the use of Fixed Penalty Notices will be awarded to Huntingdonshire District Council. Members have discussed the level of policing resources which will be required to enforce the Order and have emphasised the need for this to be rigorously enforced.

Following approval by the Panel, the draft Order will be published in accordance with regulations prescribed by the Secretary of State. Although the Order will remain in place for three years from the date of commencement, there is flexibility to vary its terms if a new issue arises in the area where the Order is in force. The Council can also seek to discharge it at any time.

J W Davies
Chairman

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