

A meeting of the **CABINET** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 22 NOVEMBER 2018** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting held on 18th October 2018 and the Special Meeting held on 8th November 2018.

**Democratic
Services
388169**

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.

3. GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES 2019 (Pages 9 - 64)

To consider a report by the Head of Community on the proposed Gambling Act 2005 – Statement of Principles 2019 following the public consultation.

**M Bebbington
387075**

(Executive Councillor: Councillor Mrs M Beuttell).

4. TREASURY MANAGEMENT SIX MONTH PERFORMANCE REVIEW (Pages 65 - 90)

To note the Treasury Management performance for the first six months of 2018/19 and to recommend the report to Council for consideration.

**P Loveday
388157
O Colbert
388067**

(Executive Councillor: Councillor J A Gray).

5. INTEGRATED PERFORMANCE REPORT 2018/19 QUARTER 2 (Pages 91 - 120)

To present progress against draft Key Actions and Corporate Indicators listed in the Council's Corporate Plan 2018/22 for the period 1st July to 30th September 2018 and on current projects being undertaken.

**D Buckridge
388065
A Dobbyne
388100
P Loveday
388605**

(Executive Councillors: Councillor J A Gray and D M Tysoe).

6. REVIEW OF BEARSCROFT FARM LOCAL LETTINGS PLAN
(Pages 121 - 124)

To consider and comment on the review of the initial lettings on the Bearscroft Farm development site.

J Collen
388220

(Executive Councillor: Councillor R Fuller).

7. HINCHINGBROOKE COUNTRY PARK JOINT GROUP MINUTES
(Pages 125 - 130)

To receive the Minutes of the meeting of the Hinchingsbrooke Country Park Joint Group held on 12th October 2018.

Democratic
Services
388169

(Executive Councillor: Councillor J Palmer).

Dated this 14th day of
November 2018



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.

Please contact Ms Claire Bulman, Democratic Services Team, Tel No. 01480 388169/e-mail claire.bulman@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

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

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

[Agenda and enclosures can be viewed on the District Council's website – \[www.huntingdonshire.gov.uk\]\(http://www.huntingdonshire.gov.uk\) \(under Councils and Democracy\).](#)

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

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

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 18 October 2018.

PRESENT: Councillor G J Bull – Chairman.

Councillors J M Palmer, J A Gray, R Fuller,
D M Tysoe and Mrs M L Beuttell.

31. MINUTES

The Minutes of the meeting of the Cabinet held on 20th September 2018 were approved as a correct record and signed by the Chairman subject to the following typographical amendment to the apologies given for the meeting:

'Apologies for absence from the meeting were submitted on behalf of Councillors R Fuller.'

32. MEMBERS' INTERESTS

There were no declarations of disclosable pecuniary or other interests received at the meeting.

33. STRATEGIC REVIEW OF PARKING - OFF STREET PARK PARKING STRATEGY: 2018 - 2023

The Cabinet considered a report (a copy of which is appended in the Minute Book) to endorse the Off-Street Car Parking Strategy: 2018-2023.

The Cabinet paid recognition to the Strategic Review of Parking Task and Finish Group, the former Executive Councillor for Operations, Cllr White, and the officers involved for the good quality strategic document.

Once endorsed, the next stage would be to devise the plans and policies to implement the Strategy.

It was explained that some of the issues for consideration would be the technology including methods of payment, such as by mobile telephone as increasingly people relied less on cash payments, which would prevent the need to have the correct change to pay and display. Whether to pay for parking on entry or exit would also need consideration as pay on exit might be preferable meaning less time restriction on when to return to a vehicle and encouraged people to stay in the town centre for longer.

Going forward it was important to emphasise the customer experience rather than the parking fees, which seemed to be a main focus as well as the flexibility to only pay for what the customer used. One suggestion that had previously been made was to provide the first thirty minutes of parking free. However, it was noted that in

addition to administration difficulties it would have a significant financial impact and that as the Council had to devise a balanced budget the loss of such parking fees would need to be recouped by other means.

Other considerations were whether to retain no parking fees on a Sunday and the widening of parking bays, whether there should be a premium to park in such bays.

In referring to the comments of the Overview and Scrutiny Panel (Performance and Growth) regarding parking provision for commuters, it was accepted that although it was not currently an issue, if in the future capacity at the railway station was insufficient it would be an issue for the District Council and therefore parking capacity throughout Huntingdon would be explored as part of implementation of the Strategy.

Other comments made by the Overview and Scrutiny Panel, although not included within the submitted report, were regarding the provision of cycle storage in car parks and the need to future proof in relation to electric charging points as vehicle technology advanced. Regarding cycle storage it was suggested that car parks were not the most suitable locations for such facility.

The Cabinet noted that in previous surveys parking fees had not featured as the main priority and it was matters such as access, safety and cleanliness that were concerns for users, an example being that the Council had recently received complaints that at times delays were experienced when accessing the multi-story car park. Whereupon, the Cabinet

RESOLVED

to endorse the Off-Street Car Parking Strategy: 2018-2023 developed by the Strategic Review of Parking Task and Finish Group to enable Huntingdonshire District Councils' Parking Service to work on the delivery of the short-term goals and long-term objectives.

34. DEMOCRATIC SERVICES OFFICER

Prior to concluding the meeting the Leader informed the Cabinet that it was the final meeting that Melanie Stimpson would attend as she was due to leave the Council's employment at the end of October.

The Leader expressed appreciation to Ms Stimpson for her support and contribution, having valued the advice that she had offered in the past and wished the very best in her role, sentiments which were echoed by the Cabinet.

Chairman

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Ground Floor Meeting Room 0.1B, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 8 November 2018.

PRESENT: Councillor G J Bull – Chairman.
Councillors J M Palmer, J A Gray, R Fuller and D M Tysoe.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor Mrs M L Beuttell.

35. MEMBERS' INTERESTS

There were no declarations of disclosable pecuniary or other interests received at the meeting.

36. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains information in relation to the financial or business affairs of any particular person (including the authority holding that information).

37. COMMERCIAL INVESTMENT STRATEGY ASSET

Due to the reasons as contained within the exempt report, the dates of future scheduled Cabinet meetings and an imminent decision being required, having obtained the agreement of the Chairman of the Overview and Scrutiny Panel (Performance and Growth), an item of business was considered under the Special Urgency Provisions - Section 16 of the Access to Information Procedure Rules, as contained in the Council's Constitution, in accordance with Section 100B (4)(b) of the Local Government Act 1972.

A Special meeting of the Cabinet was required as had the decision been delayed to the next Cabinet meeting scheduled in November 2018, it would have been too late and detrimental to the item of business.

The Cabinet gave consideration to an exempt report by the Head of Resources (a copy of which is appended in the Annex to the Minute Book) regarding the purchase of a Commercial Investment Strategy asset, as detailed within the submitted report.

The Cabinet fully debated the matter and were satisfied with responses provided by the Head of Resources and the Interim Commercial Estates Manager. Whereupon having commented on the risks and mitigations, the Cabinet

RESOLVED

to approve the recommendations as contained within the submitted exempt report.

Chairman

Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Gambling Act 2005 – Statement of Principles 2019

Meeting/Date: Cabinet – 22 November 2018
Council – 19 December 2018

Executive Portfolio: Executive Councillor for Operations and Regulation –
Councillor M Beuttell

Report by: Head of Community - Chris Stopford

Wards affected: All

Executive Summary:

The Council is required to produce a Gambling Act 2005 Statement of Principles on which it will base its decisions. The production of the document required the Council to undertake a period of public consultation which ended on 31 August 2018. This report provides the Cabinet with a draft of the final revised document and seeks a recommendation for its approval and adoption by Full Council.

The draft Statement was considered and endorsed by the Licensing Committee at their meeting on 17th October 2018 who recommended that it should be referred to Council for approval.

The costs of reviewing the statement will be set against the income from the application and annual licence fees received under the Gambling Act 2005 regime.

RECOMMENDATION :

That the Cabinet

- a) note, and provide any further comments on the Gambling Act 2005 – Statement of Principles 2019 that has been produced following the required consultation; and
- b) recommend that the Statement of Principles be referred to Council for approval.

That Full Council

approve and adopt the Gambling Act 2005 – Statement of Principles 2019 - 2022

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1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The Gambling Act 2005 (the Act) requires the Council to prepare and publish a 'Statement of Principles' stating how it will exercise its statutory duties, having firstly undertaken public consultation and considered any feedback. Our current statement expires on 30 January 2019, so we must draw up, adopt and publish a further statement of principles before the 3 January 2019, four weeks before its coming into effect on 31 January 2019. If the Council fails to do this, then it will be unable to fulfil its statutory duties, with possible additional financial and legal consequences arising as a result. It is vital therefore that we progress the approval and endorsement of the revised draft document to enable us to meet the statutory timeframe.
- 1.2 The purpose of this report is to invite Members to recommend approval of the revised draft, having undertaken public consultation and considered all comments received.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Council is the Licensing Authority for the purposes of the Act, taking over licensing responsibilities when it came into effect in September 2007. Section 349 of the Act requires the Licensing Authority to prepare and publish a 'Statement of Principles' that it proposes to apply in exercising its functions under the Act. The statement of principles must be kept under review and reviewed at least every three years.
- 2.2 The current statement was approved by the Licensing Committee on 20 October 2015 and full Council on 16 December 2015. It came into effect on 31 January 2016 and therefore expires on 30 January 2019.
- 2.3 The Council is required to undertake a review of its statement every Three years. The statement must be drafted and consulted upon prior to it being adopted. All comments received must be considered.
- 2.4 The current statement of principles was drawn up from templates issued by the Local Government Association and by the Gambling Commission and took into account changes arising from the fifth edition of the Gambling Commission Guidance to Licensing Authorities, published in March 2015.
- 2.5 Attached as an appendix is a revised draft 'Statement of Principles', which has been reviewed to take into account the relevant provisions as they apply to Huntingdonshire District Council and all comments received as a result of public consultation.

3. CONSULTATION

- 3.1 Section 349 of the Act requires that the Council consults with a range of persons including the police, persons representing the interests of people carrying on gambling businesses in the area and persons likely to be affected by the exercise of the authority's functions under the Act.
- 3.2 Nine weeks' consultation took place between 29 June and 31 August 2018, in accordance with Cabinet Office guidelines. Wide consultation was undertaken in accordance with the legislation by a variety of means, including our website, known contacts and council offices.

3.3 Approval of the 'Statement of Principles' is reserved to Full Council. Approval by the Council at their meeting on 19 December 2018 will be in time to publish the statement four weeks before it comes into effect on 31 January 2019.

3.4 It is important that the views of the consultees are taken into account. Two responses were received resulting in an amendment to Paragraph 16.14 of the Statement. The responses have been attached and are summarised in Appendix 2 with the consideration given in the drafting of the final version. It is a requirement that the statement complies with the Gambling Act 2005, Codes of Practice and Guidance issued by the Gambling Commission and is reasonably consistent with the licensing objectives. For this reason it is not always possible to adopt suggestions put forward. Appendix 2 indicates the consideration given to each comment received and provides reasons for the decisions taken.

3.5 The statement was prepared using the most current 5th Edition of the Gambling Commission's Guidance to Licensing Authorities.

4 OPTIONS

4.1 The Council has a statutory duty to approve and publish a Statement of Principles before 3 January 2019, four weeks before it comes into effect on 31 January 2019 in order to fulfil its legal obligations under the Act.

5. LEGAL IMPLICATIONS

5.1 Should the Council fail to have a policy in place by 31 January 2019, then it will be unable to fulfil its licensing duties under the Act. The Gambling Act sets out key principles of:

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

Clearly, these principles have cognisance with our own Corporate Priorities and therefore the provision of a Gambling Act 2005 licensing regime must remain a priority

5.2 The Gambling Act 2005, Section 349 places a statutory obligation on the Council to prepare its Statement of Principles.

6. RESOURCE IMPLICATIONS

6.1 The cost of implementing the Statement is covered from the fees income generated under the Gambling Act 2005.

7. OTHER IMPLICATIONS

7.1 No other implications are envisaged.

8 REASONS FOR THE RECOMMENDED DECISIONS

8.1 The present statement must be reviewed and replaced for a further period of three years. It is therefore:

RECOMMENDED

1. That Members of the Cabinet note, and provide any further comments on the Gambling Act 2005 – Statement of Principles 2019 that has been produced following the required consultation; and further recommend that the Statement of Principles be referred to Council for approval.
2. That Full Council approve and adopt the Gambling Act 2005 – Statement of Principles 2019

9. LIST OF APPENDICES INCLUDED

Appendix 1 – Draft Gambling Act 2005 - Statement of Principles 2016

Appendix 2 – Consultation response and summary

BACKGROUND PAPERS

[LGA Licensing Authority Statement of Principles](#)

[Gambling Commission Guidance to Licensing Authorities - 5th Edition - March 2015](#)

[Gambling Commission - Statement of Principles for Licensing Authorities](#)

[Gambling Commission Guidance to Licensing Authorities - 5th Edition - September 2015 \(parts 17,18 & 19 updated September 2016\)](#)

[Gambling Commission Licensing Authority Bulletin - Statements of Policy 2019-22 - January 2018](#)

CONTACT OFFICER

Myles Bebbington, Licensing Manager

Myles.bebbington@huntingdonshire.gov.uk

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Gambling Act 2005

Statement of Principles

2019 - 2022

PREFACE

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

Huntingdonshire District Council, along with other licensing authorities, is responsible under the Act for the licensing of premises where gambling and betting is taking place, the issue of various permits and certain other activities such as the registration of small lotteries. This document explains how the District Council, as the licensing authority for Huntingdonshire, intends to approach its responsibilities under the Act. It comes into effect on 31 January 2019 and replaces the Statement of Principles adopted by the Council in 2016

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

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This Statement of Principles has had regard to the Gambling Commission's Guidance to Licensing Authorities –5th edition that was published in September 2015 and updated in September 2016. They can be viewed on the Commission's website at www.gamblingcommission.gov.uk.

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

PART A
GENERAL

1. INTRODUCTION

- 1.1 The licensing authority is required by the Act to publish a statement of the principles which it proposes to apply when exercising its functions. This Statement of Licensing Principles was approved by the licensing authority at a meeting of Huntingdonshire District Council held on ~~xxxxxxx~~ in accordance with section 349 of the Gambling Act 2005 ('the Act').
- 1.2 This Statement of Principles will not override the right of any person to make an application, make representations about an application or apply for a review of a licence. Each will be considered on its own merits and in accordance with the statutory requirements of the Act.

2. HUNTINGDONSHIRE

- 2.1 Huntingdonshire District Council is one of five district councils situated in the County of Cambridgeshire. Huntingdonshire has a population which is currently estimated at 170,000 and covers an area of 906 square kilometres. Huntingdonshire's population has grown rapidly in recent years and is expected to continue to grow more quickly than in most other districts in the next decade. Nevertheless it remains predominately rural with four main market towns, St Neots, Huntingdon, Ramsey and St Ives. A map of the District is attached as Appendix A.
- 2.2 The District is prosperous economically with good communications links. It has higher than average earnings and low unemployment, although relatively small pockets of deprivation exist in some of the market towns.
- 2.3 There are no areas within the District that are considered particularly suitable or unsuitable for the provision of facilities for gambling. Potential operators should refer to the Core Strategy and the emerging Local Development Framework for details about the local planning authority's approach to planning permission for development where such activities may take place by contacting the Planning Division or visiting the authority's website at www.huntingdonshire.gov.uk.
- 2.4 The Social Responsibility Code which came into effect on 6 April 2016 requires licensees to assess the local risks to the licensing objectives posed by their gambling operations at each of their premises and have policies, procedures and control mechanisms to mitigate those risks. Additionally, applicants will have to undertake a local assessment when applying for a new or variation of a premises licence, to take account of significant changes in the local circumstances or when there are significant changes at the licensee's premises.

2.5 The licensing authority is aware that there is no mandatory requirement to have a local area profile, but recognises that one could offer a number of benefits. Should evidence be obtained to identify local risk areas, then these will be subject to a separate document.

2.6 Enquiries with relevant organisations during the previous consultation of this document -did not reveal any data to suggest that there are any areas within the District that could be identified as an area at risk from gambling activities.

3. GAMBLING COMMISSION

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

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

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

3.4 The Gambling Commission can be contacted at -

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

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

4. LICENSABLE ACTIVITIES

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

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

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

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

- 4.2 Certain permitted and exempt gambling is defined in the Act without the need for a licence or permit. Private gaming in a private dwelling and on a domestic occasion is exempt from licensing or registration providing that no charge is made for participating, only equal chance gaming takes place and it does not occur in a place to which the public have access. Domestic betting between inhabitants of the same premises or between employees of the same company is also exempt. Non-commercial gaming and betting (where no part of the proceeds is for private gain) may be subject to certain exemptions.
- 4.3 Further advice is available on what is licensable, permissible or exempt from the licensing authority's licensing section at the above address or by telephoning 01480 387075.

5. THE LICENSING OBJECTIVES

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

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

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

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

6. LICENSING AUTHORITY FUNCTIONS

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

6.2 The licensing authority is responsible for -

- ◆ the licensing of premises where gambling activities are to take place by issuing premises licences;
- ◆ issuing provisional statements;
- ◆ regulating members' clubs that wish to undertake certain gaming activities by issuing club gaming permits and/or club machine permits;
- ◆ issuing club machine permits to commercial clubs;
- ◆ granting permits for the use of certain lower stake gaming machines at unlicensed family entertainment centres;
- ◆ receiving notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- ◆ issuing licensed premises gaming machine permits for premises licensed to sell and supply alcohol for consumption on licensed premises, under the Licensing Act 2003, where there are more than two machines;
- ◆ registering small society lotteries below prescribed thresholds;
- ◆ issuing prize gaming permits;
- ◆ receiving and endorsing temporary use notices;
- ◆ receiving occasional use notices;
- ◆ providing information to the Gambling Commission regarding details of licences issued (see section below on information exchange);
- ◆ maintaining registers of the permits and licences that are issued by the authority; and
- ◆ exercising its powers of compliance and enforcement under the Act in association with the Gambling Commission and other relevant responsible authorities.

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

7. STATEMENT OF PRINCIPLES

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

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

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

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

7.3 The licensing authority acknowledges that operators may be able to demonstrate that they already have extensive policies developed in accordance with the Gambling Commissions Licence Conditions and Codes of Practice.

7.4 Each application or review and the circumstances prevailing at each premises will be decided on its own individual merits. When applying these principles, the licensing authority will consider, in the light of relevant representations, whether exceptions should be made in any particular case. If an applicant can show how licensing objective concerns can be overcome, the licensing authority will take that into account in its decision making.

7.5 Any objections to new premises or requests for a review should be based on the licensing objectives. It should be noted that the Act does not include the prevention of public nuisance and anti-social behaviour as a specific licensing objective.

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

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

Article 6 – right to a fair hearing

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

Article 10 – right to freedom of expression.

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

7.7 The three licensing objectives contained in the Act are referred to more specifically below.

Preventing gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime.

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

Ensuring gambling is conducted in a fair and open way

- 7.14 The Gambling Commission does not expect licensing authorities to find themselves dealing with issues of fairness and openness frequently. Fairness and openness is likely to be a matter for either the way specific gambling products are provided, or will be in relation to the suitability and actions of an individual and therefore subject to the personal licence. These issues will be addressed by the Commission through the operating and personal licensing regimes respectively. However if the licensing authority suspects that gambling is not being conducted in a fair and open way, this will be brought to the

attention of the Commission so that it can consider the continuing suitability of the operator to hold an operating licence or of an individual to hold a personal licence.

- 7.15 Because track betting operators do not require an operating licence from the Commission, the licensing authority may require conditions to be attached to the licence, in certain circumstances, relating to the suitability of the environment in which betting takes place.

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

- 7.16 With limited exceptions, the intention of the Act is that children and young persons should not be allowed to gamble and should therefore be prevented from entering gambling premises which are adult-only environments.
- 7.17 Applicants seeking premises licences are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate.
- 7.18 In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may also be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children, excepting category D gaming machines.
- 7.19 Where children, young persons and other vulnerable people are allowed access to premises where gambling takes place, the licensing authority may take whatever steps are considered necessary to either limit access generally or by introducing measures to prevent under-age gambling where it believes it is right to do so for the prevention of their physical, moral or psychological harm, especially where it receives representations to that effect.
- 7.20 In exercising its powers under S153 the licensing authority will consider whether any measures are necessary to protect children, such as whether staff will be able to adequately supervise the gambling premises. Supervision also applies to premises that are themselves not age-restricted, but which make gambling products and facilities available.
- 7.21 Where the structure or layout of the premises is considered to be an inhibition or potential inhibition to satisfying the licensing objective, the licensee should consider what changes are required to ensure the risk is mitigated. Such changes might include the positioning of staff or CCTV, the use of floor-walkers and the relocation of the staff counter to enable direct line of sight.
- 7.22 If the operator fails to satisfy the licensing authority that the risks are sufficiently mitigated, it may be appropriate to conduct a review of the premises licence.

7.23 In seeking to protect vulnerable persons, the licensing authority will regard them as people who gamble more than they want to, people who gamble beyond their means, and people who may not be able to make informed or balanced decisions about gambling, perhaps due to mental health needs, a learning disability or substance misuse relating to alcohol or drugs.

7.24 Children (defined in the Act as under 16s) and young persons (16 and 17 year olds) may take part in private and non-commercial betting and gaming but the Act contains a number of restrictions on the circumstances in which they may participate in gambling or be on premises where gambling is taking place. An adult is defined as a person aged 18 or over. In summary –

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

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

8. RESPONSIBLE AUTHORITIES

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

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

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

9. INTERESTED PARTIES

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

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

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

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

9.4 Each case will be decided upon its individual merits. The authority will have regard to the examples contained in the Gambling Commission’s guidance to licensing authorities (Section 8), i.e.

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

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

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

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

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

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

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

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

which forms part of its constitution which is available on the authority's website at www.huntingdonshire.gov.uk. If in doubt, an interested party should contact the licensing section for further information.

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

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

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

10. EXCHANGE OF INFORMATION

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

10.2 The principle that the licensing authority will apply is that it will act in accordance with relevant legislation, guidance from the Commission and will adopt the principles of better regulation. The licensing authority will also have regard to the Commission's Guidance to Licensing Authorities (Part 13) which contains information about the protocols by which the information exchange is managed.

11. INSPECTION AND CRIMINAL PROCEEDINGS

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

In terms of compliance and enforcement activity, the Commission and the licensing authority are required to act in a proportionate manner to reflect the statutory principles of good regulation and the Regulators Code which is a central part of the Government's better regulation agenda. The code is available at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300126/14-705-regulators-code.pdf.

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

12. CONSULTATION

12.1 The licensing authority has consulted widely upon this statement before its confirmation and adoption by the authority. A list of those persons consulted is provided at Appendix C, including the following statutory consultees required by the Act -

- ◆ the Chief Officer of Police;
- ◆ one or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area;
- ◆ one or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.

12.2 The consultation took place between 25 June and 31 August 2018, following Cabinet Office guidelines. A full list of comments made and their consideration by the authority is available on request to the licensing section on 01480 387075 and via the Council's website at www.huntingdonshire.gov.uk.

12.3 The policy was approved at a meeting of the Council held on xx December 2018 and will be published via the authority's website. Copies have been placed in public libraries in the District and are available at the authority's offices at Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN.

12.4 Any comments with regard to this statement of principles should be addressed to the authority's Licensing Manager by writing to the above address or by e-mail to licensing@huntingdonshire.gov.uk. This statement of principles will not override the right of any person to make an application, make representations about an application or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

13. REVIEWING AND UPDATING THE POLICY STATEMENT

13.1 The statement will have effect for a maximum of three years and must be reviewed thereafter, but the licensing authority may review and alter the policy at any time during the three year period. The first statement came into effect in January 2007 and there have been revisions every three years with this fifth statement coming into effect on 31 January 2019. Where the statement is reviewed and changes proposed, the licensing authority will consult on any revision for those parts that are revised and the statement then will be re-published and advertised in the same way as a new statement.

14. DECLARATION

- 14.1 In producing this statement of licensing policy, the licensing authority declares that it has had regard to the licensing objectives contained in the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

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PART B
PREMISES LICENCES

15. GENERAL PRINCIPLES

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

16. DEFINITION OF "PREMISES"

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

- ◆ of the need to protect children from being harmed by gambling. In practice this means not only preventing them from taking part in gambling but also preventing them from being in close proximity to gambling. Premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating;
- ◆ that entrances and exits to and from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not 'drift' into a gambling area. In this context, it should not normally be possible to access the premises without going through another licensed premises or premises with a permit; and
- ◆ that customers should be able to participate in the activity named on the premises licence.

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

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

Provisional Statements

- 16.3 An applicant cannot obtain a full premises licence until the premises in which it is proposed to offer the gambling are constructed. The Gambling Commission has advised that a reference to "the premises" are to the premises in which gambling may now take place. Thus a licence to use premises for gambling will only be issued in relation to premises that are ready to be used for gambling. It will be a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence. Requiring a building to be complete also ensures that the authority can inspect it fully, if necessary, as can other responsible authorities with inspection rights.
- 16.4 A person therefore may make an application to the authority for a provisional statement in respect of premise that he/she expects to be constructed, expects to be altered or expects to acquire a right to occupy. It should be noted that, following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account in the grant of a premises licence unless they concern matters which could not have been addressed at the provisional statement stage or they reflect a change in the applicant's circumstances. The authority may refuse the premises licence (or grant it on terms different from those attached to the provisional statement) only by reference to matters -

- ◆ which could not have been raised by objectors at the provisional statement stage; and
- ◆ which, in the opinion of the authority, reflects a change in the applicant's circumstances.

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

Location

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

Duplication with other regulatory regimes

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

Licensing objectives

- 16.7 The grant of a premises licence must be reasonably consistent with the licensing objectives.

Conditions

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

The following mandatory conditions will apply to all premises licences -

- ◆ the summary of the terms and conditions of the premises licence issued by the licensing authority must be displayed in a prominent place on the premises;
- ◆ the layout of the premises must be maintained in accordance with the plan that forms part of the premises licence; and
- ◆ neither National Lottery products nor tickets in a private or customer lottery may be sold on the premises.

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

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

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

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

They will only be attached when operators existing conditions are considered inadequate to specifically address concerns.

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

16.10 The licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances, segregation of gambling

from non-gambling areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

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

- ◆ all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective in preventing access other than through a designated entrance;
- ◆ only adults are admitted to the area where these machines are located;
- ◆ access to the area where the machines are located is supervised; and
- ◆ the area where these machines are located is arranged so that it can be observed by the staff or the licence holder.
- ◆ at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18

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

16.12 The licensing authority is aware that tracks may be subject to one or more premises licence, provided each licence relates to a specified area of the track. In accordance with the Gambling Commission's guidance, the authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas that they are not permitted to enter.

16.13 The authority acknowledges that there are conditions that cannot be attached to premises licences which are -

- ◆ any condition which makes it impossible to comply with an operating licence condition;
- ◆ conditions relating to gaming machine categories, numbers, or method of operation;
- ◆ conditions which provide that membership of a club or body be required which is specifically prevented by the Act; and
- ◆ conditions in relation to stakes, fees, winnings or prizes.

Door Supervisors

16.14 If the licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children or young persons) then it may require that the entrances to the premises are controlled by a door supervisor and is entitled to impose a premises licence to this effect.

[This authority is aware of requirements for door supervisors in other legislation \(Licensing Act 2003\) and will not duplicate requirements for door supervisors unless necessary.](#)

- 16.15 Where it is decided that the supervision of entrances/machines is appropriate for particular cases' A consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per the Gambling Commission Guidance to Licensing Authorities, Part 33).

17. ADULT GAMING CENTRES

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

- 17.2 Mandatory conditions set by the Secretary of State will attach to adult gaming centre premises licences.

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

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

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

18. LICENSED FAMILY ENTERTAINMENT CENTRES

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

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

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

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

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

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

19. CASINOS

- 19.1 The licensing authority has not passed a 'no casino' resolution under Section 166 of the Gambling Act 2005 but is aware that it has the power to do so. If the authority decides to pass such a resolution in the future, it will update this statement of principles with details of that resolution. Huntingdonshire is not a District that has been chosen for the issue of a casino premises licence.

- 19.2 However the authority is aware that where a licensing authority area is enabled to grant a premises licence for a new style casino, there are likely to be a number of operators who will want to run the casino. In such circumstances, the authority will comply with the provisions of Schedule 9 of the Gambling Act 2005 and any regulations made thereunder, as well as following the procedure set out in Part 17 of the Gambling Commission's guidance.

20. BINGO PREMISES

- 20.1 Bingo is a class of equal chance gaming that will be permitted on premises licensed for the supply of alcohol and in clubs, provided that it does not exceed certain thresholds. Rules are laid down in the Act about the playing of bingo in those premises within exempt gaming allowances but where these are

exceeded, a bingo operating licence will be required from the Gambling

Commission. The holder of a licence can provide any type of bingo game, including both cash and prize bingo.

- 20.2 Prize bingo is subsumed within the allowances for prize gaming in adult entertainment centres, both licensed and unlicensed family entertainment centres and travelling fairs (or premises with a prize gaming permit).

Commercial bingo halls will require a bingo premises licence from the licensing authority and amusement arcades providing bingo will require a prize gaming permit, also from the authority.

- 20.3 Children and young persons are allowed to enter premises licensed for bingo, however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young persons are allowed.

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

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

21. BETTING PREMISES

- 21.1 Any person wishing to operate a betting office will require a betting premises licence from the licensing authority. Children and young persons will not be permitted to enter premises with a betting premises licence.

- 21.2 Premises with a betting premises licence also will be able to provide up to four gaming machines of category B, C or D and some betting machines (i.e. machines designed or adapted for use to bet on future real events). In considering the number of betting machines and the nature and circumstances in which they are to be made available, the authority will take into account the size and layout of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people.

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

Where certain bookmakers have a number of premises within the area and in order to ensure that any compliance issues are recognised and resolved at the earliest stage, the operators are encouraged to provide the authority with the

name and contact details of a single named point of contact who should be of a senior capacity. The authority will contact that person first should any compliance or other issues arise.

22. TRACKS

- 22.1 Tracks are sites (including horse racecourses and dog tracks) where races or other sporting events take place or is intended to take place. In addition to horse racecourses and dog tracks, this can include a variety of other sporting or competitive venues where betting facilities are provided. The restriction that only one premises licence can be issued for any particular premises at any one time does not apply to a track.
- 22.2 Track operators are not required to hold an operator's licence issued by the Gambling Commission. Therefore a premises licence for a track that is issued by the licensing authority is likely to contain requirements on the premises licence holder about his responsibilities in relation to the proper conduct of betting. A track operator has an important role to play in ensuring that betting areas are properly administered and supervised.
- 22.3 Although primarily there will be a betting premises licence for a track, there may be a number of other licences, provided each licence relates to a specified area of the track. The authority will have particular regard to the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas that they are not permitted to enter.
- 22.4 The authority will expect the applicant for a betting premises licence for a track to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. Although children and young persons will be permitted to enter track areas where facilities for betting are provided on days when horse and/or dog racing takes place, they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 22.5 Mandatory conditions set by the Secretary of State will attach to track premises licences. Default conditions also have been set by the Secretary of State. The authority will expect applicants to offer their own measures to meet the licensing objectives which may cover issues such as -
- ◆ CCTV;
 - ◆ supervision of entrances/machine areas;
 - ◆ physical separation of areas;
 - ◆ location of entry;
 - ◆ notices/signage
 - ◆ specific opening hours;
 - ◆ self-exclusion schemes;
 - ◆ provision of information leaflets/helpline numbers for organisations such as GamCare; and
 - ◆ measures/training for staff on how to deal with suspected truant school

children on the premises.

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

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

Gaming machines

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

Betting machines

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

Applications and plans

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

23. TRAVELLING FAIRS

- 23.1 Category D machines and equal chance prize gaming may be provided at travelling fairs without a permit, provided that the facilities for gambling amount to no more than an ancillary amusement at the fair. The licensing authority will monitor the activities at travelling fairs to ensure that such gambling does not exceed the level at which a permit is required.

23.2 The authority will also monitor whether a fair falls within the statutory definition of a travelling fair by not exceeding the 27 days statutory maximum for land to be used as a fair in each calendar year. This applies to a piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The authority will work with its neighbouring authorities to ensure that land which crosses the District boundaries is monitored so that the statutory limits are not exceeded.

24. REVIEWS OF PREMISES LICENCES

24.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities at any time. However it is a matter for the licensing authority to decide whether a review is to be carried out. In so doing, the authority will have regard to whether the request -

- ◆ is frivolous or vexatious;
- ◆ is substantially the same as previous representations or requests for a review in respect of the premises;
- ◆ will certainly not cause the authority to alter, revoke or suspend the licence;
- ◆ is in accordance with any code of practice issued by the Gambling Commission;
- ◆ is in accordance with any relevant guidance issued by the Gambling Commission;
- ◆ is reasonably consistent with the licensing objectives; and
- ◆ is in accordance with the authority's statement of licensing policy.

24.2 The authority itself can initiate a review of a licence for any reason which it thinks is appropriate.

PART C

PERMITS AND TEMPORARY & OCCASIONAL USE NOTICES

25. UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

- 25.1 If a premises does not hold a premises licence but wishes to provide category D gaming machines, application be made to the licensing authority for a gaming machine permit. However the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.
- 25.2 The Act states that a licensing authority may prepare a statement of principles that it proposes to consider in determining an application for a permit, including the suitability of an applicant for a permit. A statement has not been prepared but in considering applications, the authority need not (but may) have regard to the licensing objectives, and shall have regard to any relevant guidance issued by the Commission.
- 25.3 An application for a permit may be granted only if the authority is satisfied that the premises will be used as an unlicensed family entertainment centre and the chief officer of police has been consulted on the application. As an unlicensed family entertainment centre will not require an operating licence or be subject to scrutiny by the Commission, the authority will wish to be satisfied as the applicant's suitability before granting a permit. In so doing, the authority will require an applicant to demonstrate -
- ◆ a full understanding of the maximum stakes and prizes of the gambling that is permissible in an unlicensed family entertainment centre;
 - ◆ that the applicant has no relevant convictions;
 - ◆ that employees are trained to have a full understanding of the maximum permissible stakes and prizes; and
 - ◆ that there are policies and procedures in place to protect children and vulnerable persons from harm.

The authority cannot attach conditions to this type of permit.

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

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

26. (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS

26.1 Provision is made in the Act for premises licensed to sell alcohol for consumption on the premises to be entitled to have 2 gaming machines of categories C and/or D on the premises. The licence holder needs to give notice to the licensing authority of his intention to make gaming machines available for use and pay the prescribed fee. However the authority can remove the automatic authorisation in respect of any particular premises if -

- ◆ provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- ◆ gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that the gaming machines have been made available in a way that does not comply with the requirements as to the location and operation of gaming machines);
- ◆ the premises are mainly used for gaming; or
- ◆ an offence under the Gambling Act has been committed on the premises.

26.2 If more than 2 machines are required, application must be made to the licensing authority for a licensed premises gaming machine permit. The authority must consider the application based upon the licensing objectives, the guidance issued by the Commission and such matters as it thinks relevant. The authority will determine such matters on a case by case basis but generally it will have regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling. An applicant will be expected to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Such measures could include the adult only machines being in sight of the bar or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signs may also be of help. With regard to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.

26.3 Some licence holders with alcohol licensed premises may wish to apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for and dealt with as an adult gaming centre premises licence.

26.4 It should be noted that the authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions other than these cannot be attached to a permit.

26.5 Certain other forms of gambling may take place in alcohol-licensed premises. Two statutory codes of practice *The Code of Practice for equal chance gaming in clubs and premises with an alcohol licence* and *The Code of Practice for gaming machines in clubs and premises with an alcohol licence* have been issued by the Gambling Commission and are available on the Commission's website. A summary of the gaming entitlements for clubs and pubs is also reproduced as Appendix F which can be found at the end of this statement.

27. PRIZE GAMING PERMITS

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

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

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

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

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

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

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

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

- ◆ the limits on participation fees, as set out in regulations, must be complied with;
- ◆ all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- ◆ the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- ◆ participation in the gaming must not entitle the player to take part in any other gambling.

28. CLUBS

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

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

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

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

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

- ◆ that the club is established primarily for gaming, other than gaming prescribed by regulations under section 266 of the Act;
- ◆ that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- ◆ that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

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

29. TEMPORARY USE NOTICES

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

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

30. OCCASIONAL USE NOTICES

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

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

PART D
LOTTERIES

31. GENERAL

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

- 31.7 There are a number of offences in relation to lotteries. If a society running small lotteries fails to comply with any of the conditions of running such lotteries, it will be operating in an illegal manner, irrespective of whether it is registered with the licensing authority or not. Although small society lottery operators may be prosecuted by the Commission, the police or the licensing authority, it is likely that alleged offences will be investigated by the authority. The authority will take a risk based approach towards its enforcement responsibilities but the following criteria is likely to affect the risk status of an operator –
- ◆ submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held);
 - ◆ submission of incomplete or incorrect returns; and
 - ◆ breaches of the limits for small society lotteries.
- 31.8 The licensing authority considers that the following scenarios will give reason or the investigation of the particular circumstances of a society –
- ◆ making a late return of a statement;
 - ◆ making no returns at all within a year of registration;
 - ◆ failure to pay the annual fee when it becomes due;
 - ◆ reports of sales of lottery tickets to persons under the age of sixteen;
 - ◆ reports of sales of lottery tickets by persons under the age of sixteen;
 - ◆ reports of societies running lotteries without being registered;
 - ◆ reports of tickets being sold in a street;
 - ◆ indications that a society has breached permissible limits; and
 - ◆ reports of a misappropriation of funds.

EXEMPT LOTTERIES ORDER 2015

32. INCIDENTAL AND NON-COMMERCIAL LOTTERIES

- 32.1 **An incidental non-commercial lottery is one that is incidental to a non-commercial event. Examples may include a lottery held at a school fete or at a social event such as a dinner dance. An event is non-commercial if all the money raised (proceeds) at the event including entrance fees, sales of food and drink, etc goes entirely to purposes that are not for private gain: therefore, a fundraising social event with an entrance fee would only be non-commercial if all the monies raised at event went to a charity or good causes but would not be non-commercial if the monies were retained by the organiser for private gain. In reality this means there is a disincentive for pubs, clubs, event and concert organisers and other commercial businesses holding, for instance, a raffle for charity or good causes since, to remain compliant with the Gambling Act 2005, they would also need to pass on any other revenue collected during the course of the event to the good cause. However, money raised by third parties will not form part of the proceeds of the event and so may be appropriated for private gain. An example of this would be refreshments or entertainment provided at the event by an independent third party.**

33. PRIVATE LOTTERIES

33.1 Private society lotteries can only be promoted by an authorised member of a society. The society can be any group or society, provided it is not established and conducted for purposes connected to gambling; for example private members clubs can organise such lotteries. Tickets can only be sold to other members of that society and to people on the premises used for the administration of the society. The lottery may only be promoted and raise proceeds for the purposes for which the society is conducted.

34. WORK LOTTERIES

34.1 Work lotteries can only be promoted by someone who works on the premises (see paragraph 2.17) and tickets can only be sold to other people who work on the same single set of premises. Work lotteries must not be run for profit (see paragraph 2.20) and all the proceeds (gross ticket sales) must be used for prizes or reasonable expenses incurred in organising the lottery. An arrangement such as the Grand National sweepstake held in an office is an example of a work lottery.

35. RESIDENTS' LOTTERIES

35.1 Residents' lotteries must not be run for profit (see paragraph 2.20) and all the proceeds must be used for prizes or reasonable expenses. The promoter of the lottery must reside in the premises and tickets can only be sold to other residents of the same single set of premises. The residency requirement can still be satisfied where the premises are not the sole premises in which a person resides, for example student halls of residence.

35.2 Private lotteries must comply with conditions set out in Schedule 11 of the Gambling Act 2005 relating to tickets. In summary, these are:

- A ticket in a private lottery may be sold or supplied only by or on behalf of the promoters**
- Tickets (and the rights they represent) are non-transferable**
- Each ticket must state the name and address of the promoter of the lottery, the people to whom the promoter can sell or supply tickets and the fact that they are not transferable**

35.3 The price for each ticket in a private lottery must be the same, must be shown on the ticket and must be paid to the promoters of the lottery before anyone is given a ticket.

35.4 The arrangements for private lotteries must not include a rollover of prizes from one lottery to another.

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DISTRICT OF HUNTINGDONSHIRE



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RESPONSIBLE AUTHORITIES

The Licensing Authority

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

☎ 01480 387075
Fax 01480 388361
E-mail Licensing@huntingdonshire.gov.uk

The Gambling Commission

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

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

The Chief Officer of Police

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

☎ 01354 606504

Cambridgeshire Fire and Rescue Service

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

☎ 01480 433297

Local Planning Authority

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

☎ 01480 388423/
01480 388424

Local Environmental Health Authority

Huntingdonshire District Council
Gambling Act 2005 – Statement of Principles 2019-2022
31 January 2019

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

☎ 01480 388302

HM Revenues and Customs

National Registration Unit
Portcullis House
21 India House
Glasgow
G2 4PZ

☎ 0845 302 1448
Text 0845 302 1452

Child Protection Services

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

☎ 01480 372439

LIST OF CONSULTEES

Responsible Authorities:

Cambridgeshire Constabulary- Chief Officer of Police
Cambridgeshire County Council- Child Protection Services
Cambridgeshire Fire & Rescue Service
The Local Environmental Health Authority
The Gambling Commission
The Local Planning Authority
HM Revenues & Customs

Persons representing interests of persons affected in the area:

Association of British Bookmakers Ltd
BACTA
The Bingo Association
British Beer and Pub Association
Greyhound Board of Great Britain
British Holiday and Home Parks Association
Business in Sport and Leisure
GAMCARE
Greater Cambridge Partnership
Huntingdon Racecourse
Huntingdon Community Safety Partnership
Huntingdonshire Business Against Crime
Huntingdonshire Business Network
Huntingdonshire Chamber of Commerce and Industry
Huntingdonshire Citizens Advice Bureau
Huntingdonshire Primary Care Trust
Neighbouring Councils:

- Cambridge City Council
- South Cambridgeshire district Council

Public Health, Cambridgeshire County Council
Racecourse Association Ltd
St Ives Chamber of Commerce and Industry
Town Parish Councils in Huntingdonshire
Town Centre Partnerships in Huntingdonshire;

- St Ives Town Initiative
- BID, Huntingdon
- St Neots Town Council Initiative
- Ramsey Initiative

Persons representing interests of businesses in the area:

Coral Racing Ltd
Ladbrokes Betting and Gaming Ltd
Paddy Power
Popleston Allen Solicitors
Power Leisure Bookmakers
Pubwatch:

- St Ives
- Huntingdon
- St Neots
- Ramsey

Racecourse Investments Ltd
S+D Bookmakers Ltd
Talarus Ltd
William Hill Organisation Ltd

The public via:

Huntingdonshire District Council website
Huntingdonshire District Council Offices
Libraries:

- Buckden
- Huntingdon
- Ramsey
- Sawtry
- St Ives
- St Neots
- Warboys
- Yaxley

SUMMARY OF MACHINE PROVISIONS BY PREMISES

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

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

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

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SUMMARY OF GAMING MACHINE CATEGORIES AND ENTITLEMENTS

Category of Machine	Maximum stake (from Jan 2014)	Maximum prize (from Jan 2014)
A	Unlimited	Unlimited
B1	£5	£10,000*
B2	£100 (in multiples of £10) Maximum of £50 in premises other than casinos.	£500
B3A	£2	£500
B3	£2	£500
B4	£2	£400
C	£1	£100
D – non-money prize (other than a crane grab machine or a coin pusher or penny falls machine)	30p	£8
D – non-money prize (crane grab machine)	£1	£50
D -money prize (other than a coin pusher or penny falls machine)	10p	£5

D – combined money and non-money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non-money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 maybe a money prize)

*or £20,000 if linked to another category B1 machine on the same premises

DRAFT

SUMMARY OF GAMING ENTITLEMENTS FOR CLUBS AND ALCOHOL LICENSED PREMISES

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

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

Summary of consultation response to draft Statement of Principles

Appendix 2

Date received	From	Comment summary	Response	Action
10.07.2018	Racecourse association	Risk Assessment (Paragraph 11.4) – The Council is asked to be aware that the racecourse is not obliged to conduct a risk assessment, that is the responsibility of the operator on the track. We would request that this is specified in the final document	Comments considered and noted. The risk based approach is for the authority to adopt a risk based approach to inspections and is not asking the premises to have a risk assessment specifically for enforcement	No further action considered necessary
		Door Supervisors (Paragraphs 16.14 – 16.15) – The council is asked to be aware that racecourses already provide door supervisors under the Licensing Act 2003. We would request that the document recognize that there should be no duplication of the regulatory requirements and that racecourses should not have to provide additional door supervisors	Comments considered. Paragraph 16.14 amended to cover risk of duplication of conditions	Amendment made at 16.14
	Cambridge City Council	Consultation acknowledged – no comments made		

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Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Treasury Management Six Month Performance Review

Meeting/Date: Cabinet – 22nd November 2018

Executive Portfolio: Strategic Resources: Councillor J A Gray (Executive Councillor for Strategic Resources)

Report by: Head of Resources

Wards affected: All Wards

Executive Summary:

Best practice and prescribed treasury management guidance requires Members to be kept up to date in respect of treasury management activity for the first half of the year, including investment and borrowing activity and treasury performance.

The main purpose of the Treasury Management is to;

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

The key market Treasury Management issues through the first half of 2018/19 influencing the Council's decision-making were;

- Economic growth forecasts are becoming more pessimistic, and real wage growth is low.
- The Bank of England has kept the Bank Rate at 0.75%, with the expectation that rises will be made slowly, probably in response to inflationary pressures.
- Market rates as a whole are very low in response to the fall in the Bank Rate, reducing the Council's ability to earn a return on investments without increasing the risk of the investments. The Council's average investing rate was 0.97%.
- Whilst there have been a small number of credit rate changes there is still some concern about the stability of some financial institutions.

The Council's response to the key issues was;

- When the Council has surplus funds these will primarily be invested on a short term basis, in liquidity accounts and money market funds.
- Where possible to take a higher return without sacrificing liquidity.
- When borrowing the Council has used the Public Works Loan Board (PWLB), which offers low fixed rate borrowing, based on gilt yields over a long period. The average interest rate paid was 2.75%.
- Where economic conditions are forecast to deteriorate it is vital to monitor financial institutions credit rating, and credit default swap rates (the cost to insure lending).

The Council's Commercial Investment Strategy (CIS)

The Commercial Investment Strategy commenced in 2015/16. Indicators relating to the investments are shown in **Appendix E**.

The returns from the CIS portfolio represent a higher return than those from financial institutions and in addition offer a less risky investment as they are backed by a physical asset.

The yield from the pre-CIS estate is 10.2%. The average yield from the CIS estate is 7.1%. The yield from the pre-CIS estate is higher because the values of these properties are lower (the yield is income divided by the property value).

Until 2017/18 the CIS purchases have been financed from the earmarked CIS Reserve, in October 2017 a £5m loan was taken out to finance Parkway, Fareham. At the start of 2018/19 the balance on this reserve was £3.6m, and as at 30th September 2018 remained at £3.6m.

Recommendation(s):

The Cabinet is recommended to

- Note the treasury management performance for the first 6 months of 2018/19 and to recommend the report to Council for consideration.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to update Members on the Council's treasury management activity for the first six months of the year, including investment and borrowing activity and treasury performance.

2. BACKGROUND

- 2.1 It is regarded as best practice and prescribed treasury management practice, that Members are kept up to date in treasury management activity.
- 2.2 The Council approved the 2018/19 Treasury Management Strategy at its meeting on 21st February 2018.
- 2.3 All treasury management activity undertaken during the first half of 2018/19 complied with the CIPFA Code of Practice and relevant legislative provisions.
- 2.4 The investment strategy is to invest any surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest. The Council's borrowing strategy permits borrowing for cash flow purposes and funding current and future capital expenditure over whatever periods are in the Council's best interests.

3. ANALYSIS

Economic Review

- 3.1 An economic review of the year has been provided by our Treasury Management advisors, Arlingclose and is attached with an analysis of the local context implications in **Appendix A**. The main relevance to the Council is

- Economic growth has increased slightly in pace in quarter 2 of 2018.
- Real wage growth is low at only 0.2% per annum.
- Inflation rose to an annual rate of 2.7% in August. This was above the Bank of England forecast.
- The bank rate has risen to 0.75%. As a consequence the Council's borrowing costs will remain low but the opportunities to make significant returns on financial investments remain limited but improving.
- There have been strong market reactions, in particular to the political crisis in Italy, leading to sharp bond yield reductions.

Performance of Council Funds

- 3.2 The following table summarises the treasury management transactions undertaken during the first 6 months of 2018/19 financial year and the details of the investments and loans held as at 30th September 2018 are shown in detail in **Appendix B**.

	Principal Amount £m	Interest Rate %
Investments		
at 1 st April 2018	4.1	1.73
less matured in year	-109.8	
plus arranged in year	+120.2	
at 30 th September 2018	14.5	3.86
Average Investments to 30 Sept	0.99	0.87
Borrowing		
at 1 st April 2018	20.69	3.91
less repaid in year	-0.12	
plus arranged in year	+5.00	0.50
at 30 th September 2018	25.57	
Average Borrowing to 30 Sept	1.96	2.75
Note; Interest rates above are as at dated apart from averages, where these are the average for the half year.		

Investments

3.3 The Council's strategy for 2018/19 was based on all investments being managed in-house. The investments were of three types:

- Time deposits, these are deposits with financial institutions that are of a fixed term and mature on an agreed date. In the Council's case usually in 1 to 2 weeks.
- Liquidity (call) accounts, these are accounts held with banks where there is no fixed term and the money can be deposited or withdrawn on the day.
- Money Market Funds, these are funds where investor's deposits are aggregated together and invested across a large range of financial products, giving a high degree of diversification.

3.4 The average rate of interest on all investments was 0.49%, 0.06% above the 7 day LIBID (London Interbank Bid Rate) benchmark rate of 0.43%. This is representative of the slight increase in rates since the bank rate increases in November 2017 (to 0.5%) and August 2018 (to 0.75%)

3.5 When only short-term cash flow investment activity is considered, the rate of interest on investments was 0.51%, which has achieved the 7-day benchmark rate of 0.43%.

Borrowing

3.6 The Council's exposure to interest rate risk at the end of September was:

- £20.57m long term borrowing from the PWLB, at a weighted average rate of 3.47%.
- Short term borrowing at 30th September 2018 was nil.

3.7 The actual net investment interest (after deduction of interest receivable on loans) was £204,454 to 30 September 2018 against a forecast figure of £306,161.60 and the budget figure of £299,000.

3.8 There was short-term borrowing of £5m during 2018/19, in order to meet the Council's cash flow requirements.

The Risk Environment

3.9 The changes to the environment in which investing takes place are detailed in **Appendix C** the main points to note are;

- Bail in legislation requiring investors to contribute to bank losses has replaced government bail outs. If a bank were to become insolvent then investors funds (including Councils), will be used to refinance the bank, in this circumstance the Council would lose a proportion of its investment. To mitigate this risk the Council's funds are invested for short periods, which means that funds can be withdrawn from that institution before it fails.
- Counter-party and credit rating updates; there were only a few credit rating changes, however credit default (a type of loan insurance) rates have risen, but are still at low levels compared to historic averages.
- MIFID2 was implemented in January 2018, The Council will need to continue to demonstrate its officers and members have the necessary treasury skills and experience to meet the professional status set by MiFiD2
- The regulations covering money market funds are being tightened up, so that they must meet strict new criteria and minimum liquidity requirements. This will take effect in January 2019.

Risk Management

3.10 The Council's primary objectives for the management of its investments are to give priority to the **security** and **liquidity** (how quickly cash can be accessed) of its funds before seeking the best rate of **return**.

3.11 The Council manages security by investing short-term with highly-rated banks and building societies, as well as investing with local authorities in the UK which are deemed to be intrinsically safe.

3.12 In addition to this the Council makes significant use of a number of Money Market Funds, where a large numbers of investors' funds, including the Council's, are aggregated and spread across a wide range of investments. The Council is therefore able to access a spread of investments across a number of funds not available if it were to invest on its own.

3.13 In order to manage liquidity the Council invests funds in call accounts or Money Market Funds, which provide instant access to funds.

3.14 The Council's priority has been security and liquidity, over the return on investments, which resulted in investments during 2018/19 generally being of short duration (the majority on call). The result of low interest rates across the market is

that the margin gained from the benefit of investing for longer period does not outweigh the potential costs of failure of the investment.

Compliance with Regulations and Codes

- 3.15 All the treasury management activity undertaken during the financial year complied with the approved strategy, the CIPFA Code of Practice, and relevant legislation.
- 3.16 The Code requires the Council to approve both Treasury Management and Prudential Indicators. Those for 2018/19 were approved at the Council meeting on 21st February 2018. **Appendix D** shows the relevant prudential indicators and the actual or forecast for 30th September 2018, the table below is a summary of key indicators. CIPFA issued a consultation in the summer on proposed amendments to be made to the Code of Practice. The Council has responded to consultation giving its views on the proposed changes to the indicators. An emphasis is being placed on the use of local indicators, and the council is already making use of these for its CIS programme.

Prudential Indicators			
	2018/19 Estimate	2018/19 Forecast	Impact on the Council
Net capital expenditure	£7.4m	£7.1m	The forecast spend is higher than budget due to an estimated overspend on DFGs of £0.6m
Expenditure on interest and MRP (Minimum Revenue Provision)	13.0%	11.1%	As a result of expenditure rephasing and underspends in 2017/18 the MRP is lower for 2018/19.
Impact of schemes on the Council	£2.61	(£2.02)	The decrease in cost is as a result of reductions in the need to borrow (interest) and MRP.
Capital Financing Requirement (CFR)	£43.8m	£44.6m	The CFR has edged higher due to the forecast overspend as a result of DFG demand.
	31/03/18	30/09/18	
Long-term borrowing total	£20.91m	£20.57m	No new debt has been taken out in the period 01/04/18 to 30/09/18
Treasury Management Indicators			
	2018/19 Limit	2018/19 Actual	
Authorised Limit for debt	£123.0m	£20.57m	The Council's debt has decreased as no new loans have been taken out so far in 2018/19, and principal repayments have been made to reduce the overall balance.
Operational boundary for debt	£118.0m	£20.57m	
Upper limit on Fixed interest rate exposure	£80.0m	£24.3m	Investments made for less than 1 year have been

Variable interest rate exposure	£35.0m	£24.4m	classified as variable.
Borrowing repayment profile (10 years)	20%-100%	80.1%	The loan repayment profile has remained the same.
Investments longer than 364 days	£68.2m	£4.00m	Only includes Treasury investments not service based loans. Treasury investment are short-term or instant access investments.

Commercial Investment Strategy (CIS)

- 3.17 The CIS business plan was approved in December 2015. The implementation of the CIS is a key part of the Council's strategy to generate additional income to assist in closing the Council's forecast gap in the revenue budget.
- 3.18 Opportunities for investments are being sought and evaluated on an on-going basis. During the first half of 2018/19, 38 potential CIS purchases have been evaluated. The results of this analysis are shown in table 7 in Appendix E giving if rejected, the reason for rejection.
- 3.19 The yields from the CIS assets are shown in Appendix E, as well as the yield from the existing commercial estate. The CIS Business Plan targeted returns as a minimum for land and building investment of between 6% and 9%. This has been achieved and exceeded in the case of Stonehill, Huntingdon. The returns from these investments are key to closing the Council's revenue funding gap, and represent a significantly higher return than can be achieved on investments with financial institutions.
- 3.20 A number of the indicators shown in **Appendix E** will not be relevant until the CIS Reserve is fully applied and borrowing is required to continue to purchase assets. When borrowing commences, these indicators will be calculated.

4. COMMENTS OF OVERVIEW AND SCRUTINY

- 4.1 The Overview and Scrutiny Panel (Performance and Growth) received the Treasury Management Six Month Performance Review at its meeting on 6th November 2018.
- 4.2 A Member questioned the reasonableness of the 6-9% returns target on Commercial Investment Strategy (CIS) investments. In response the Panel was informed that the target is a guide and that a balance is struck between the risk of the investment and return received. It was noted that the Council does have CIS investments which yield less than the target.
- 4.3 Following a question regarding only making investments within the District, Members were informed that the Council can make CIS investments outside of the District boundaries, however, there are greater tests to meet in order to demonstrate that the investment is worthwhile.

5. RISKS

- 5.1 The risks arising from treasury management activities are highlighted in the report and are measured by reference to the prudential indicators in **Appendix D**.

6. WHAT ACTIONS WILL BE TAKEN

- 6.1 Treasury management activities will continue to be monitored, in order to mitigate security and liquidity risks.

7. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND / OR CORPORATE OBJECTIVES

- 7.1 Treasury management activity is a corporate function of the Council and supports the achievement of the Council's three corporate priorities; consequently it is a key element in the budget setting and management process.

- 7.2 In addition, the Council's Treasury function directly contributed to the "Develop stronger and more resilient communities to enable people to help themselves" (Corporate Plan 2018-2022). As a result loan finance was provided by the council to support external partners;

- Places for People – Eden Place Care Facility
- Huntingdon Gymnastic Club – Huntingdon Gym
- Cambridge Regional College – Huntingdon Campus Building

8. LEGAL IMPLICATIONS

- 8.1 No direct, legal implications arise out of this report.

9. RESOURCE IMPLICATIONS

- 9.1 The resource implications relating to the net interest due to the council is explained in paragraph 3.7.

10. REASONS FOR THE RECOMMENDED DECISIONS

- 10.1 The treasury management activity continues to be monitored, to ensure that risks arising are mitigated.

11. LIST OF APPENDICES INCLUDED

- Appendix A – Economic review (Source: Arlingclose)
- Appendix B – Borrowing and Investments as at 30th September 2018
- Appendix C – Risk Environment
- Appendix D – Prudential Indicators
- Appendix E – Commercial Investment Strategy Indicators
- Appendix F – Glossary

BACKGROUND PAPERS


Investment Spreadsheets held in Resources
CIPFA Treasury Management Code of Practice

CONTACT OFFICERS

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APPENDIX A

Economic Review	
<p>Economic Growth</p> <p>The rebound in quarterly GDP growth in Q2 to 0.4% appeared to overturn the weakness in Q1 which was largely due to weather-related factors. However, the detail showed much of Q2 GDP growth was attributed to an increase in inventories. Year/year GDP growth at 1.2% also remains below trend.</p>	<p>Local Context</p> <p>A reduction in economic activity could have an adverse effect on the Council's trading operations (e.g. CIS, Markets, Car Parks, Building Control, Development Control, leisure) as well as receipts from business rates and council tax.</p> <p>In addition restricted economic growth will increase financial strain on household which may result in increased demand for Council services such as benefits, homelessness, and housing services.</p>
<p>Inflation</p> <p>Oil prices rose by 23% over the six months to around \$82 per barrel. UK Consumer Price Inflation (CPI) for August rose to 2.7% year-on-year, above forecast and also that of the Bank of England in its August <i>Inflation Report</i>, as the effects of sterling's large depreciation in 2016 began to fade.</p>	<p>Local Context</p> <p>Inflationary pressures could start to effect council spending. As a result there could be pressure on some budgets where costs are rising. There will also be increased pressure in the MTFs to mitigate this pressure through changes in spending and income generation.</p> <p>The increase in Business Rates is set on the September CPI, so this will rise by 2.4%</p>
<p>UK Monetary Policy</p> <p>The Bank of England made no change to monetary policy at its meetings in May and June, however hawkish minutes and a 6-3 vote to maintain rates was followed by a unanimous decision for a rate rise of 0.25% in August, taking Bank Rate to 0.75%.</p>	<p>Local Context</p> <p>Increases in the Bank of England rate have pushed up other market rate e.g. Money Market Funds and deposit accounts rates. As a result the Council's income from investment interest has increased.</p>
<p>Global Monetary policy</p> <p>The escalating trade war between the US and China as tariffs announced by the Trump administration appeared to become an entrenched dispute, damaging not just to China but also other Asian economies in the supply chain. The fallout, combined with tighter monetary policy, risks contributing to a slowdown in global economic activity and growth in 2019.</p>	<p>Local Context</p> <p>A reduction in economic activity could have an adverse effect on the Council's trading operations (e.g. CIS, Markets, Car Parks, Building Control, Development Control, leisure) as well as receipts from business rates and council tax.</p>
<p>Market Reaction</p> <p>Gilt yields displayed marked volatility during the period, particularly following Italy's political crisis in late May when government bond yields saw sharp moves akin to those at the height of the European financial crisis with falls in yield in safe-haven UK, German and US government bonds. Over the period, despite the volatility, the change in gilt yields was</p>	<p>Local Context</p> <p>The increase in gilts yields will have a direct effect on the Council if it wishes to borrow from the PWLB, as the rate of interest is set in relation to gilt yields. Higher yields mean higher borrowing rates.</p>

<p>small. The 5-year benchmark gilt only rose marginally from 1.13% to 1.16%. There was a larger increase in 10-year gilt yields from 1.37% to 1.57% and in the 20-year gilt yield from 1.74% to 1.89%. The increase in Bank Rate resulted in higher in money markets rates. 1-month, 3-month and 12-month LIBID rates averaged 0.56%, 0.70% and 0.95% respectively over the period.</p>	
<p>Labour Market</p> <p>The most recent labour market data for July 2018 showed the unemployment rate at 4%, the lowest rate since 1975. The 3-month average annual growth rate for regular pay, excluding bonuses was 2.9%, providing some evidence that a shortage of workers is providing support to wages. Real wages (adjusted for inflation) grew only by 0.2%, a marginal increase unlikely to have had much effect on households.</p>	<p>Local Context</p> <p>In a labour market where there are few vacancies, the Council may find it harder to recruit suitably skilled staff.</p>
<p>EU Withdrawal</p> <p>The EU Withdrawal Bill, which repeals the European Communities Act 1972 that took the UK into the EU and enables EU law to be transferred into UK law, narrowly made it through Parliament. With just six months to go when Article 50 expires on 29th March 2019, neither the Withdrawal Agreement between the UK and the EU which will be legally binding on separation issues and the financial settlement, nor its annex which will outline the shape of their future relationship, have been finalised, extending the period of economic uncertainty.</p>	<p>Local Context</p> <p>Withdrawal from the EU may create skills shortages especially in the construction and tourism industries. Whilst not a direct impact on the Council, there may be a role for the Council to engage with the local economy to help support local businesses where there are skills shortages.</p>
<p>Economic Outlook</p> <p>The view is that the UK economy still faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. Central bank actions and geopolitical risks, such as trade wars, have and will continue to produce significant volatility in financial markets.</p>	<p>Local Context</p> <p>Challenging conditions in the economy will impact on the Council's services that are income earning.</p>
<p>Interest Rates Forecast</p> <p>Having raised interest rates in August 2018 to 0.75%, the Bank of England's Monetary Policy Committee (MPC) has maintained expectations of a slow rise in interest rates over the forecast horizon.</p> <p>The MPC has a definite bias towards tighter monetary policy but is reluctant to push interest rate expectations too strongly. While policymakers are wary of domestic inflationary pressures over the next two years, it is</p>	<p>Local Context</p> <p>Increases in the Bank of England rate have pushed up other market rate e.g. Money Market Funds and deposit accounts rates.</p> <p>Whilst this is good news, interest rates are still at historically low levels, combined with the prediction that rates will rise slowly, total interest receipts will not increase significantly in the medium term.</p>

believed that the MPC members consider both that ultra-low interest rates result in other economic problems, and that higher Bank Rate will be a more effective weapon should downside Brexit risks materialise.	
<i>Source of Data: Arlingclose Ltd</i>	

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APPENDIX B

Borrowing/Investments at 30 September 2018	Short-term Rating		Date Invested/ Borrowed	Amount		Interest Rate	Year of Maturity
	Fitch	Moody's		£m	£m		
Borrowing							
Short-term							
NIL							
Long-term							
PWLB - 1-619-05148			19/12/08	5.000		3.90%	2057/58
PWLB - 2-619-05148			19/12/08	5.000		3.91%	2058/59
PWLB - 3-207-05148			07/08/13	0.792		2.24%	2023/24
PWLB - 4-525-05148			25/11/15	0.714		3.28%	2046/47
PWLB - 5-119-05148			19/01/16	0.950		3.10%	2046/47
PWLB - 6-321-05148			21/03/16	0.474		2.91%	2046/47
PWLB - 7-429-05148			29/04/16	0.384		3.10%	2047/48
PWLB - 8-602-05148			02/06/16	0.312		2.92%	2047/48
PWLB - 9-129-05148			29/07/16	0.621		2.31%	2047/48
PWLB - 10-323-05148			23/09/16	0.477		2.18%	2047/48
PWLB - 11-106-05148			06/01/17	0.847		2.67%	2047/48
PWLB - 12-402-05148			02/10/17	5.000		2.78%	2037/38
Total Borrowing					20.571		
Investments In-House							
Investments							
NatWest Liquidity	F1	P2	30/09/18	0.565		0.05%	On-call
Coventry Building Society	F1	P-1	15/08/18	1.000		0.61%	Fixed
Bank of Scotland	F1	P-1	17/09/18	1.000		0.60%	Fixed
Bank of Scotland	F1	P-1	17/09/18	1.000		0.65%	Fixed
Handelsbanken	F1+	P1	30/09/18	1.225		0.15%	On-call
Barclays	F1	P1	30/09/18	2.030		0.30%	On-call
Santander	F1	P1	30/09/18	2.250		0.80%	On-Call
Blackrock	mmfAAA	mmfAAA	30/09/18	0.525		0.65%	MMF
CCLA	mmfAAA	mmfAAA	30/09/18	1.000		0.66%	MMF
Federated	Not rated	mmfAAA	30/09/18	0.500		0.61%	MMF
Insight	Not rated	mmfAAA	30/09/18	0.875		0.66%	MMF
Legal and General	Not rated	mmfAAA	30/09/18	0.875		0.65%	MMF
Standard Life	mmfAAA	mmfAAA	30/09/18	0.400		0.58%	MMF
Invesco	mmfAAA	mmfAAA	30/09/18	0.575		0.64%	MMF
Total Short Term Investments					13.820		
Loans to Other Organisations							
Huntingdon Regional College	Not rated			0.737		3.34%	2023/24
Huntingdon Gym	Not rated			0.038		5.13%	2023/24
					0.775		
CCLA Property Fund			28/01/16	2.500			
CCLA Property Fund			27/02/17	1.500			
					4.000		

Loans to Places for People							
Places for People-1	Not rated	26/11/15	0.664		4.78%	2047/48	
Places for People-2	Not rated	19/01/16	1.000		4.60%	2047/48	
Places for People-3	Not rated	21/03/16	0.500		4.41%	2047/48	
Places for People-4	Not rated	29/04/16	0.400		4.60%	2047/48	
Places for People-5	Not rated	02/06/16	0.325		4.42%	2047/48	
Places for People-6	Not rated	29/07/16	0.650		3.81%	2047/48	
Places for People-7	Not rated	23/09/16	0.500		3.68%	2047/48	
Places for People-8	Not rated	06/01/17	0.875		4.17%	2047/48	
Places for People Interest	Not rated		0.189		4.326%	2047/48	
					5.103		
Loans to Urban & Civic							
Urban & Civic	Not Rated	03/04/2018	1.194	1.984	3.36%	2028/29	
Total Loans and Investments					25.682		
Net					5.111		

Fitch	Rating	Credit Rating Definition
Short term	F1	Indicates the strongest intrinsic capacity for timely payment of financial commitments; may have an added "+" to denote any exceptionally strong credit feature.
	F2	Good rated intrinsic capacity for timely payment of financial commitments.
	F3	Fair rated intrinsic capacity for timely payment of financial commitments.
Long-term	AAA	Highest credit quality organisations, reliable and stable. 'AAA' ratings denote the lowest expectation of default risk . They are assigned only in cases of exceptionally strong capacity for payment of financial commitments.
	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.
	AA-	
	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.
	A-	
	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.
Notes		
The modifiers "+" or "-" may be appended to a rating to denote relative status within major rating categories.		

APPENDIX C

Risk and Credit Environment	2018
<p>Bail In The risk arises from banks failing, regulation places the burden of losses on the banks investors. This is as opposed to a government a bail-out which is what happened at the last financials crisis in 2008.</p>	<p>Local Context Some public bodies will carry higher levels of long-term cash, and as a result need to invest long-term, the Council generally has cash that will be needed in the short-term and as a result places funds where they are accessible in the short-term.</p>
<p>Credit Ratings There were a few credit rating changes during the period. Moody's downgraded Barclays Bank plc's long-term rating to A2 from A1 and NatWest Markets plc to Baa2 from A3 on its view of the credit metrics of the entities post ring-fencing. Upgrades to long-term ratings included those for Royal Bank of Scotland plc, NatWest Bank and Ulster Bank to A2 from A3 by Moody's and to A- from BBB+ by both Fitch and Standard & Poor's (S&P). Lloyds Bank plc and Bank of Scotland plc were upgraded to A+ from A by S&P and to Aa3 from A1 by Moody's.</p>	<p>Local Context The Council monitors credit ratings and credit default swaps, these are used to make decision about which institutions to invest with, based on the parameters set within the Treasury Management strategy</p> <p>The council receives a monthly listing from its treasury management advisors (Arlingclose) showing the rates and durations for a range of financial institutions.</p>
<p>Money Market Funds The new EU regulations for Money Market Funds were finally approved and published in July and existing funds will have to be compliant by no later than 21st January 2019. The key features include Low Volatility NAV (LVNAV) Money Market Funds which will be permitted to maintain a constant dealing NAV, providing they meet strict new criteria and minimum liquidity requirements. MMFs will not be prohibited from having an external fund rating (as had been suggested in draft regulations). Arlingclose expects most of the short-term MMFs it recommends to convert to the LVNAV structure and awaits confirmation from each fund.</p>	<p>Local Context The Money Market Funds will be required to meet stricter standards than those that are currently in place.</p> <p>The new standards will require;</p> <ul style="list-style-type: none"> • increased liquidity in the fund • a tighter "collar" only allowing 0.2% rather than the previous 0.5%, • no sponsor support is allowed so funds have to be self-sustaining • The introduction of redemption gates
<p>Credit Environment Reflecting its perceived higher risk, the Credit Default Swap (CDS) spread for non-ring-fenced bank NatWest Markets</p>	<p>Local Context The Council monitors credit ratings and credit default swaps, these are used to make decision about which institutions to</p>

<p>plc rose relatively sharply over the period to around 96bps. The CDS for the ring-fenced entity, National Westminster Bank plc, has held steady below 40bps. Although the CDS of other UK banks rose marginally over the period, they continue to remain low compared to historic averages.</p> <p>The ring-fencing of the big four UK banks - Barclays, Bank of Scotland/Lloyds, HSBC and RBS/Natwest Bank PLC, is complete, the transfer of their business into retail (ring-fenced) and investment banking (non-ring-fenced) is progressing and will need to be completed by the end of 2018.</p>	<p>invest with, based on the parameters set within the Treasury Management strategy.</p> <p>The Council's investments are in the majority of short duration as a consequence, any adverse movements in credit ratings would be a signal to remove investments from those institutions.</p> <p>The Council uses Natwest for its transactional banking, but keeps the investment balance held with Natwest to a maximum of £1m.</p>
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APPENDIX D

CIPFA Prudential Indicators for Capital Finance in Local Authorities Prudential Indications and Treasury Management Indications for 2018/19 Comparison of forecast results with limits.

PRUDENTIAL MANAGEMENT INDICATORS

1. Actual and Estimated Capital Expenditure.

Capital Expenditure and Income	2018/19 Estimate £m	2018/19 Revised Estimate £m	2018/19 Forecast £m
Gross	5.6	10.7	11.2
Grants	(1.8)	(3.3)	(4.1)
Net	3.8	7.4	7.1

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

Proportion of Budget on	2018/19 Estimate %	2018/19 Forecast %
Interest and MRP %	13.0	11.1

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 MTFs due to capital schemes (including their associated revenue implications). The actual change in Council Tax will be significantly different due to revenue variations, spending adjustments and the use of revenue reserves.

Impact on Council Tax	2018/19 Estimate £	2019/20 Estimate £	2020/21 Estimate £	2021/22 Estimate £
Variation	(2.02)	0.29	(0.42)	(0.09)
Cumulative	(2.02)	(1.73)	(2.15)	(2.24)

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).

Borrowing Requirement	2018/19 Estimate £m	2018/19 Forecast £m
CIS CFR	43.8	44.6

5. Net borrowing and the capital financing requirement.

Net external borrowing as at the 30th September 2018, was £20.57m, this is £24.03m less than the forecast capital financing requirement. Thereby confirming that the council has not borrowed for revenue purposes other than in the short-term for cash flow purposes.

6. The actual external long-term borrowing at 30th September 2018

£20.57m

7. Adoption of the CIPFA Code

The Council has adopted the 2018 edition of the CIPFA Treasury Management in the Public Services - Code of Practice.

TREASURY MANAGEMENT INDICATORS

8. The authorised limit for external debt.

This is the maximum limit for borrowing and is based on a worst-case scenario.

Authorised Boundary	2018/19 Limit £m	2018/19 Actual £m
Short-Term	26.0	7.00
Long Term	45.0	15.00
Other long-term liabilities (leases)	7.0	0.5
Total	78.0	22.5
Long-term for loans to organisations	15.0	7.07
CIS Investments giving a yield	30.0	0.0
Total	123.0	29.57

9. 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.

Operational Boundary	2018/19 Limit £m	2018/19 Actual £m
Short-Term	21.0	7.00
Long Term	45.0	15.00
Other long-term liabilities (leases)	7.0	0.5
Total	73.0	22.5
Long-term for loans to organisations	15.0	7.07
CIS Investments giving a yield	30.0	0.0
Total	118.0	29.57

Both of these actual results reflect the fact that long term rates were not considered low enough to borrow in anticipation of need

10. Exposure to investments with fixed interest and variable interest.

Investments of less than 12 months count as variable rate.

Investments	Limit £m	Actual As at 30.9.18
Upper limit on fixed interest rate exposure (Includes loans to other organisations)	80.0	7.86
Upper limit on variable interest rate exposure (Includes short term investments and CCLA Property Fund)	35.0	17.82

11. Borrowing Repayment Profile

The proportion of 2018/19 borrowing that matured in successive periods.

Borrowing	Upper limit	Lower limit	Actual As at 30.9.18
Under 12 months	79%	0%	19%
12 months and within 24 months	79%	0%	0%
24 months and within 5 years	79%	0%	0%
5 years and within 10 years	80%	1%	0%
10 years and above	100%	20%	80.1 %

12. Investment Repayment Profile

Limit on the value of investments that cannot be redeemed within 364 days.

Investment Limit	Limit £m	Actual £m
Limit on principal invested beyond year end (31 March 2018)	68.2	0

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APPENDIX E

Commercial Investment Strategy Indicators

PRUDENTIAL MANAGEMENT INDICATORS

1. Actual and Estimated Capital Expenditure.

Capital Expenditure and Income	2018/19 Estimate	2018/19 Forecast
	£m	£m
Gross	13.75	13.75
Grants	0	0
Net	13.75	13.75

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

Proportion of Budget on	2018/19 Forecast %	2018/19 Forecast %
Interest and MRP %	10.1	9.8

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 MTFs due to capital schemes (including their associated revenue implications). The actual change in Council Tax will be significantly different due to revenue variations, spending adjustments and the use of revenue reserves.

Impact on Council Tax	2018/19 Estimate £	2019/20 Estimate £	2020/21 Estimate £	2021/22 Estimate £
Variation	(0.36)	0.00	0.00	0.00
Cumulative	(0.36)	(0.36)	(0.36)	(0.36)

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).

Borrowing Requirement	2018/19 Estimate £m	2018/19 Forecast £m
CIS CFR	24.5	18.8

5. Asset Investment and Yields

Properties	Investment £m	Yield %
Existing Commercial Estate	20.80	10.2
Stonehill, Huntingdon	1.36	9.2
Wilbury Way, Hitchin	2.31	7.6
Shawlands Retail Park, Sudbury	6.89	6.7
Parkway, Fareham	5.69	7.4
CCLA Property Fund	4.00	4.2
Note: The yields for Stonehill, Wilbury Way, Shawlands and Fareham, include initial investment costs, the existing estate yield does not.		

6. CIS Reserve Balance

Reserve Balance	£m
Reserve Balance as at 31st March 2018	3.60
Investments	0.00
Balance at 30th September 2018	3.60

7. Loan to Value and Debt to Income Indicators

Investments in Stonehill Huntingdon, Wilbury Way Hitchin and Shawlands Sudbury, were financed by a contribution from an earmarked reserve, and therefore the indicators do not apply. The indicators for Parkway Fareham are;

Property	Loan to Value	Debt to Income
Parkway, Fareham	92.2%	33.0%

8. Analysis of Investment Propositions

Potential CIS investments are being continually investigated. The table below lists the 38 opportunities that were examined, and if they were not proceeded with, why.

Action	No. of Cases
Purchased	0
Currently under offer	1
Under investigation	2
Out bid	1
Out of district - rejected	34
Total	38

APPENDIX F

GLOSSARY

Bail in Risk

Bail in risk arises from the failure of a bank. Bond-holders or investors in the bank would be expected to suffer losses on their investments, as opposed to the bank being bailed out by government.

Bank Equity Buffer

The mandatory capital that financial institutions are required to hold, in order to provide a cushion against financial downturns, to ensure the institution can continue to meet its liquidity requirements.

Bank Stress Tests

Tests carried out by the European Central Bank on 51 banks across the EU. The tests put banks under a number of scenarios and analyse how the bank's capital holds up under each of the scenarios. The scenarios include, a sharp rise in bond yields, a low growth environment, rising debt, and adverse action in the unregulated financial sector.

Bonds

A bond is a form of loan, the holder of the bond is entitled to a fixed rate of interest (coupon) at fixed intervals. The bond has a fixed life and can be traded.

Call Account

A bank account that offers a rate of return and the funds are available to withdraw on a daily basis.

Capital Financing Requirement (CFR)

The CFR is a measure of the capital expenditure incurred historically, but has yet to be financed, by for example capital receipts or grant funding.

Collar (Money Market Fund)

The fund "collar" forms part of the valuation mechanism for the fund. LVNAV funds allow investors to purchase and redeem shares at a constant NAV calculated to 2 decimal places, i.e. £1.00. This is achieved by the fund using amortised cost for valuation purposes, subject to the variation against the marked-to-market NAV being no greater than 20 basis points (0.2%). (This compares to current Prime CNAV funds which round to 50 basis points, or 0.5%, of the NAV.)

Counterparty

Another organisation with which the Council has entered into a financial transaction with, for example, invested with or borrowed from.

Credit Default Swaps (CDS)

A financial agreement that the seller of the CDS will compensate the buyer in the event of a loan default. The seller insures the buyer against a loan defaulting.

Credit Ratings

A credit rating is the evaluation of a credit risk of a debtor, and predicting their ability to pay back the debt. The rating represents an evaluation of a credit rating agency of the qualitative and quantitative information, this results in a score, denoted usually by the letters A to D and including +/-.

Gilts

Bonds issued by the Government.

LIBOR

London Interbank Offered Rate, is the rate at which banks are willing to lend to each other.

LIBID

London Interbank Bid Rate, is the rate at which a bank is willing to borrow from other banks.

Liquidity

The degree to which an asset can be bought or sold quickly.

LVNAV Money Market Fund

Low volatility net asset value. The fund will have at least 10% of its assets maturing on a daily basis and at least 30% of assets maturing on a weekly basis.

Minimum Revenue Provision (MRP)

An amount set aside to repay debt.

Money Market Funds

An open ended mutual fund that invests in short-term debt securities. A deposit will earn a rate of interest, whilst maintaining the net asset value of the investment. Deposits are generally available for withdrawal on the day.

Public Works Loans Board (PWLB)

The PWLB is an agency of the Treasury, it lends to public bodies at fixed rates for periods up to 50 years. Interest rates are determined by gilt yields.

Redemption Gate

The right of a fund to limit or halt redemptions. Redemption gates are intended to stop runs on funds, which may develop after for instance a terrorist attack.

Sponsor

The financial backer of a money market fund.

Transactional Banking

Use of a bank for day to day banking requirement, e.g. provision of current accounts, deposit accounts and on-line banking.

**Public
Key Decision - No**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Integrated Performance Report, 2018/19 Quarter 2

Meeting/Date: Cabinet, 22 November 2018

Executive Portfolio: Councillor Jonathan Gray, Executive Councillor for Resources
Councillor Darren Tysoe, Executive Councillor for Digital and Customer

Report by: Corporate Team Manager and Finance Manager

Ward(s) affected: All

Executive Summary:

The purpose of this report is to brief Members on progress against the Key Actions and Corporate Indicators listed in the Council's Corporate Plan 2018/22 for the period 1 July to 30 September 2018 and on current projects being undertaken. Scheduled performance clinics focus on delivering continuous improvements in all services.

Key Actions, Corporate Indicators and targets are as included in the final version of the Corporate Plan 2018/22 approved by Council on 17 October.

The report also incorporates Financial Performance Monitoring Suite information setting out the financial position at 30 September 2018. It provides outturn figures for revenue and the capital programme. Headlines are:

Revenue – the forecast outturn shows an overspend of £0.6m.

Capital programme – the forecast outturn shows a net under spend of £0.3m.

An update on the Commercial Investment Strategy includes details of investments to date and the level of returns these are expected to generate, with information on potential investment opportunities reviewed in Quarter 2 attached at Appendix E.

Recommendations:

The Cabinet is invited to consider and comment on progress made against the Key Actions and Corporate Indicators in the Corporate Plan and current projects, as summarised in Appendix A and detailed in Appendices B and C.

The Cabinet is also invited to consider and comment on financial performance at the end of September, as detailed in Appendices D, and the register of reviews of Commercial Investment Strategy propositions at Appendix E.

1. PURPOSE

- 1.1 The purpose of this report is to present details of delivery of the Corporate Plan 2018/22, and project delivery, in the context of the Council's financial performance.

2. BACKGROUND

- 2.1 The Council's Corporate Plan is currently being refreshed and once adopted will set out what the Council aims to achieve in addition to its core statutory services. The information in the summary at **Appendix A** relates to Key Actions and Corporate Indicators and the performance report at **Appendix B** details those with a 'Red' status at the end of September.
- 2.2 As recommended by the Project Management Select Committee, updates for projects with a 'Red' status based on latest approved end dates are included at **Appendix C**. Across all programmes there are currently 29 projects which are open, pending approval or pending closure, and two projects logged which have recently closed.
- 2.3 This report also incorporates financial performance to the end of September. This performance was as shown in sections 4-6 below, with further details listed in **Appendix D**. Commercial investment propositions reviewed are at **Appendix E**.

3. PERFORMANCE MANAGEMENT

- 3.1 Members of the Overview and Scrutiny (Performance and Growth) Panel have an important role in the Council's Performance Management Framework and a process of regular review of performance data has been established. The focus is on the strategic priorities and associated objectives to enable Scrutiny to maintain a strategic overview. Their comments on performance in Quarter 2 will be inserted in section 7 following their meeting on 6 November.
- 3.2 Progress against Corporate Plan objectives is reported quarterly. The report at **Appendix B** includes details of all Key Actions and Corporate Indicators which had a 'Red' status at the end of Quarter 2. **Appendix C** provides information about projects with a 'Red' status, including the purpose of the project and comments from the Programme Office as to the current status of each project's SharePoint site as part of the new governance arrangements.
- 3.3 Performance Indicator data has been collected in accordance with standardised procedures.
- 3.4 The following table summarises Quarter 2 progress in delivering Key Actions for 2018/19:

Status of Key Actions	Number	Percentage
Green (on track)	37	86%
Amber (within acceptable variance)	6	14%
Red (behind schedule)	0	0%
Awaiting progress update	0	0%
Not applicable	2	

Most were on track at the end of Quarter 2 and none were significantly behind schedule.

- 3.5 Quarter 2 results for 2018/19 Corporate Indicators are shown in the following table:

Corporate Indicator results	Number	Percentage
Green (achieved)	28	64%
Amber (within acceptable variance)	8	18%
Red (below acceptable variance)	7	16%
Awaiting progress update	1	2%
Not applicable (annual/data unavailable)	5	

There were seven indicators where targets were missed by more than acceptable variance. Details of these Red indicators are shown below. Performance clinics are being held monthly to focus on delivering continuous improvements in all services.

1. The average length of stay of all households placed in B&B accommodation (PI 1) was 6.7 weeks against a target of 6 weeks. Our performance is directly influenced by the number of social rented properties becoming available, which affects our ability to move households into alternative forms of temporary accommodation and ultimately into more settled homes.
2. The average number of staff sickness days lost per full time employee (PI 32) has remained at 10 against a target of 9. More than two-thirds of days lost so far this year are due to long-term sickness absences which relate to a low proportion of all staff employed.
3. Only £0.6m of £0.9m planned net budget reductions have been achieved (PI 34), which is linked to forecast overspend on the revenue budget as detailed in section 4 of this report.
4. 79% of Stage 1 complaints were resolved within time (PI 38a) against a target of 95%, 29 of 36 late responses this year related to complaints about services provided by Operations.
5. Our responses to Stage 2 complaints (PI 38b) were also below target at 85%, with two of them not responded to within time. Both late responses related to complaints about services provided by Community. Based on current trends, and the low number of complaints that progress to Stage 2, it is unlikely we will meet the 95% target this year.
6. The percentage of calls answered by the Call Centre (PI 39) remains below the 90% target, although the 80% answered was an improvement on the 76.2% recorded at the same point last year. Customer Services has experienced a high turnover of staff during this period but has been intensively training 3 staff members during September to get them multi-skilled as quickly as possible.
7. While there has been a 10.6% reduction in avoidable contacts (PI 40), this is below the 25% target. Customer Services work on reducing avoidable contact with the departments they provide services for as well as through Lean projects. They are optimistic that the introduction of new online customer accounts platform will drive further reductions.

3.6 The status of corporate projects at the end of September is shown in the following table:

Corporate project status	Number	Percentage
Green (progress on track)	10	53%
Amber (progress behind schedule, project may be recoverable)	5	26%
Red (significantly behind schedule, serious risks/issues)	4	21%
Pending closure	6	
Closed (completed)	2	

Business cases for a further four projects have not yet been approved.

Of the projects currently in the delivery stage, four were Red at the end of Quarter 2 and two of those were joint partnership or shared service projects. The Project Management Governance Board has held one-to-one meetings with project managers and has identified that unrealistic timeframes have been a common theme for amber/red flags, as well as a lack of up to date governance documentation. Lessons learned are captured through closedown reports and have recently been shared with all project managers. Details of all Red projects can be found in **Appendix C**.

4. FINANCIAL PERFORMANCE

4.1 Financial Performance Headlines

The Management Accounts include the forecast outturn position for the current financial year and the impact of variations will be incorporated within the MTFS. Revenue statements show gross expenditure by service and where some costs are funded by reserves this is shown to provide the net position.

Revenue The approved Budget is £17.3m with the forecast outturn being £17.9m which is an overspend of £0.6m. The main reasons are shown on the next page. Action is still needed to be taken to address this level of the forecast overspend.

MTFS The MTFS was updated as part of the 2018/19 Budget setting process and is in the process of being updated as part of the 2019/20 Budget setting process which is ongoing. The revision of the MTFS will include 2017/18 outturn variations and others occurring or foreseen in 2018/19 that have an impact on future years.

Capital The approved Budget is £5.6m plus the re-phasing of £5.1m giving a revised total Capital Programme of £10.7m (£7.4m net, after taking account specific grants and contributions). The net forecast outturn is £7.1m giving an under spend and re-phase of £0.3m. The reasons for these variances are detailed in paragraph 5.6.

The Financial Dashboard at **Appendix D, Annex E** presents information on take-up of Council Tax Support, NDR and Council Tax collection, miscellaneous debt and New Homes Bonus funding.

4.2 Summary Revenue Forecast Variances by Service

The table below shows the total variances for each Service and the main reasons where variances are greater than £50,000.

	Budget £000	Forecast outturn gross £000	Transfers to / (from) reserves £000	Forecast outturn net £000	Forecast (underspend) / overspend £000	Main reasons for variance
Community	1,758	1,682	7	1,689	(69)	<ul style="list-style-type: none"> • CCTV additional camera maintenance • Document Centre external income lower than budgeted • Reduced staffing costs Environmental Protection Team due to vacancies • Reduced costs from delayed recruitment in Business Team • Vacant post in Community Team
Customer Services	2,533	2,573	86	2,659	126	<ul style="list-style-type: none"> • Additional grant allocations • Increased homelessness costs
ICT	2,128	2,106	0	2,106	(22)	
Development	1,071	749	2	751	(320)	<ul style="list-style-type: none"> • Staff savings
Leisure and Health	(190)	306	(134)	172	362	<ul style="list-style-type: none"> • One Leisure income is generally lower than the budget (mainly Burgess Hall) • Expenditure savings are being made where possible to offset the lower income
Operations	3,911	4,692	(108)	4,584	673	<ul style="list-style-type: none"> • Waste Management fuel, staff and recycling expenditure increasing • Delays to staff restructure is impacting on the budget savings • Pathfinder House rental income is down – no tenant for 3rd floor
Resources	4,429	4,419	(69)	4,350	(79)	<ul style="list-style-type: none"> • Expenditure increasing on insurance premiums, FMS implementation and commercial estates management • Savings arising on HR and apprentice staff costs
Directors and Corporate	1,642	1,636	(106)	1,530	(112)	<ul style="list-style-type: none"> • Staff savings • Lower costs on elections, electoral registration and Members Special Duty Allowances
Transformation	0	328	(328)	0	0	
Total	17,282	18,491	(650)	17,841	559	

4.3 Further analysis of the revenue variance and service commentary are at **Appendix D**. This provides the variances by service and where variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Service. Where there are adverse variances the budget managers have provided details of the actions they are undertaking to address the overspend.

4.4 **Medium Term Financial Strategy**

The actual outturn for 2017/18 (post audit) showed an overspend of £0.5m which will have some impact on the MTFs. The new MTFs for the period 2019/20 to 2022/23 which will be compiled during the current budget setting process will be updated where the 2017/18 outturn has an impact.

5. **CAPITAL PROGRAMME**

5.1 The approved gross Capital Programme 2018/19 is £5.6m plus the re-phasing of £5.1m giving a revised total Capital Programme for 2018/19 of £10.7m.

5.2 The forecast net expenditure outturn is £7.1m, an under spend and re-phase of £0.3m. The expenditure to 30 September 2018 was £2.67m (36% of Budget, 50% of the year).

Variation Commentary Summary		£000s
	Overspend	
	Development – DFGs The overspend is based on the current level of demand from clients. It is possible that increased contributions from clients will reduce this overspend, but this is not yet certain.	216
	New FMS Due to the extended implementation period expenditure has increased by £46,000. This will be funded from the earmarked reserve set up for this purpose.	0
	Pathfinder House Reception Costs have exceeded that estimated in the business case. Additionally the costs recovered from the DWP are also lower than estimated.	41
	Wooden Bridge - Hinchingsbrooke Country Park Estimates received for the cost of erecting the bridge are higher than originally estimated.	14
	CIL Payment Huntingdon West A payment of £553,000 has been made for the contribution to Huntingdon West Link Road, this is being funded from the CIL reserve	0
	One Leisure Huntingdon Expansion The final retention payment for the works at One Leisure Huntingdon reception area	21
	Commercial Property Roofs The final payments for the roof works at Levellers Lane St Neots and Phoenix Court Huntingdon, schemes completed in 2017/18. In 2016/17 there was an underspend on this scheme of £48,000.	103
		395
	Growth	
	Re-Fit Projects Additional expenditure was approved by Senior Management Team on the 5 th June 2018, to finance works at One Leisure St Neots. The project was signed off on the 7 th June 2018.	16
		16
	Underspend	
	Health and Safety Works – Commercial Properties It is anticipated that some works will be rechargeable to tenants, as a result this reduces the cost to the council (£20,000), also fewer sites require work resulting in a saving of £6,000.	(26)

Variation Commentary Summary		£000s
	Operations Back Office Software The costs for the shared waste management software are lower than expected, because of sharing with Cambridge City and South Cambridgeshire councils.	(136)
	One Leisure Ramsey 3G Pitch A feasibility study on the pitch construction has indicated that the cost will be higher than estimated (£68,000). The Football Foundation may agree to fund the extra expenditure by increasing their grant. Construction works are expected to start in late 2018/19 and so will need to be rephased to 2019/20.	(150)
	Customer Relationship Management Software One-Vu software has been procured, to be shared with SCDC and Cambridge City Council. As the software is being shared the cost has been reduced.	(100)
		(412)
	Rephase	
	Bridge Place Car Park – Godmanchester Works have been delayed whilst the final design and negotiations over land leases are completed.	(280)
	Building Efficiencies (Salix) The works on replacing the boilers at OL Ramsey and lighting at Pathfinder House are likely to be rephased to 2019/20.	(18)
	Re-fit Buildings Works are expected to be completed in 2018/19, with just the retention to pay in 2019/20.	(37)
		(335)
	Total	(336)

5.3 The net spend on the Council's Capital Programme is financed via borrowing which has a revenue implication through the Minimum Revenue Provision (MRP).

5.4 Appendix D, Annexes C and D provide the following information:

Annex C provides details by scheme with proposed rephasing, expenditure to date and forecast outturn.

Annex D details the financing of the Capital Programme showing the funding from grants and contributions, capital receipts, use of earmarked and capital reserves and internal borrowing

6. UPDATE ON THE COMMERCIAL INVESTMENT STRATEGY

6.1 The Commercial Investment Strategy (CIS) was approved by Cabinet in September 2015 and the CIS Business Plan in December 2015. The implementation of the CIS is seen as a key means by which the Council can generate income to assist it in meeting the forecast gap in the revenue budget, by 2021/22 it will have in part contributed in reducing this to £1.6m.

6.2 At the end of Quarter 2, the financial projections for the CIS are:

CIS Investments	Budget (£'000)	Outturn (£'000)	Variance (£'000)
Cash Investments			
CCLA Property Fund	(162)	(167)	(5)
Total Cash Investments	(162)	(167)	(5)
Property Investments			
Property Rental Income	(5,235)	(3,468)	1,767
MRP	1,896	139	(1,757)
Net Direct Property Income	(3,339)	(3,329)	10

CIS Investments	Budget (£'000)	Outturn (£'000)	Variance (£'000)
Cash Investments			
Management Charge	144	0	(144)
Total Property Investments	(3,195)	(3,329)	(134)
TOTAL	(3,357)	(3,496)	(139)

6.3 Investments

Between July and the end of September 2018, 21 properties have been investigated as potential CIS investment opportunities. Our bid of £7.7m on a leisure property in St Neots, still stands however construction issues were identified as part of the due diligence building surveys. This has been raised with the vendor and original construction contractor, who have accepted liability but to date have not presented a satisfactory plan to remediate the defects. We bid £3.1m (yield 5.8%) in August on Stukeley Meadows Industrial Estate, a small estate of industrial units, but were outbid by two parties with the estate eventually selling for a yield of 5.4%. The long run average yield for this type of property is usually well over 6% and we acquired the neighbouring Stonehill property in 2016 for 9%. There are more properties coming to the market but very few within District, however two opportunities have just arisen in St Neots and being investigated, one is industrial and the other a trade counter opportunity. Legal advice on the ability to buy out of District is looking favourable but subject to final Counsel advice. A summary of opportunities is included in **Appendix E**.

Returns from the CCLA property fund have remained at the 2016/17 level (circa 4.5%). Other investment vehicles such as bank deposits and money market funds interest rates have increased since the Bank of England raised the base rate to 0.75%.

To date the majority of the Council's investments have been funded from earmarked reserves or cash balances with a £5m loan from PWLB secured for the acquisition at Fareham, the balance of the purchase price and acquisition costs was met from earmarked reserves.

7. COMMENTS OF OVERVIEW & SCRUTINY PANELS

- 7.1 The Panel received the Integrated Performance Report 2018/19, Quarter 2 at its meeting on 6th November 2018.
- 7.2 It was clarified, following a query, that the bulk of complaints received by Operations are now business as usual complaints and not as a result of the waste round reconfiguration. Members were informed that a detailed report on complaints was presented to the Overview and Scrutiny Panel (Customers and Partnerships) at their meeting in October 2018.
- 7.3 A question was raised in regards to the high turnover of staff in Customer Services and the reasons for it. In response the Panel was informed that the main issue is not a high turnover but the short notice period and the amount of training a Customer Services Advisor requires, meaning that the service could be lacking trained Advisors for a prolonged period.
- 7.4 In response to a Member asking for progress on the projects rated Red, the Panel was informed that the RAG Status is linked to the anticipated completion date. The issue is that for the projects listed there have been optimistic completion dates set. In addition, it was noted that the projects have experienced significant historical delays due to matters outside the Council's direct control.
- 7.5 A Member asked about the savings arising from the Human Resources and apprentice staff costs. In response, the Panel was informed that the savings achieved are as a result of half of the apprentices now being employed in alternative permanent posts within the Council, therefore meaning that they are no longer being paid from the dedicated apprentice budget.

7.6 Questions arose regarding the Leisure and Health budget position, to which Members were informed that the service is not projected to make as much income as anticipated, particularly through the Burgess Hall.

7.7 The Panel raised a query on New Homes Bonus and were informed that the sooner that developers build out their permissions, the sooner the income is received by the Council. Members were also informed that there is a potential that the New Homes Bonus scheme will be altered in the future.

8. RECOMMENDATIONS

8.1 The Cabinet is invited to consider and comment on progress made against Key Activities and Corporate Indicators in the Corporate Plan and current projects, as summarised in **Appendix A** and detailed in **Appendices B and C**.

8.2 The Cabinet is also invited to consider and comment on financial performance at the end of September, as detailed in section 4 and in **Appendix D**, and the register of reviews of Commercial Investment Strategy propositions at **Appendix E**.

9. LIST OF APPENDICES INCLUDED

Appendix A – Performance Summary, Quarter 2, 2018/19

Appendix B – Corporate Plan Performance Report ('Red' status), Quarter 2, 2018/19

Appendix C – Project Performance ('Red' status), September 2018

Appendix D – Financial Performance Monitoring Suite (FPMS) including:

Annex A – Revenue Provisional Outturn and Service Commentary, Sept 2018

Annex B – Capital Programme Provisional Outturn, September 2018

Annex C – Capital Programme Funding 2018/19

Annex D – Financial Dashboard, September 2018

Appendix E – Register of reviews of CIS investment propositions, Quarter 2, 2018/19

CONTACT OFFICERS

Corporate Plan Performance Monitoring (Appendices A and B)

Daniel Buckridge, Policy, Performance & Transformation Manager (Scrutiny) ☎ (01480) 388065

Project Performance (Appendix C)

Adrian Dobbyne, Corporate Team Manager ☎ (01480) 388100

Financial Performance (Appendices D and E)

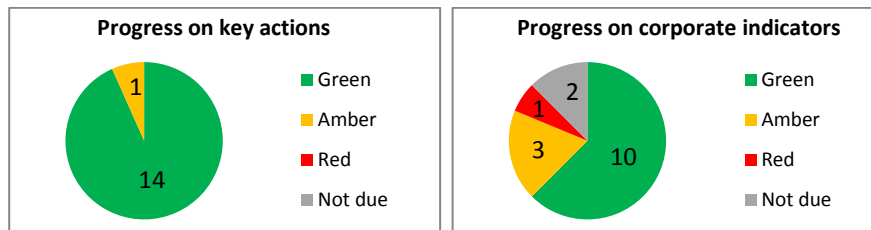
Paul Loveday, Interim Finance Manager ☎ (01480) 388605

Appendix A

Performance Summary Quarter 2, 2018/19

People

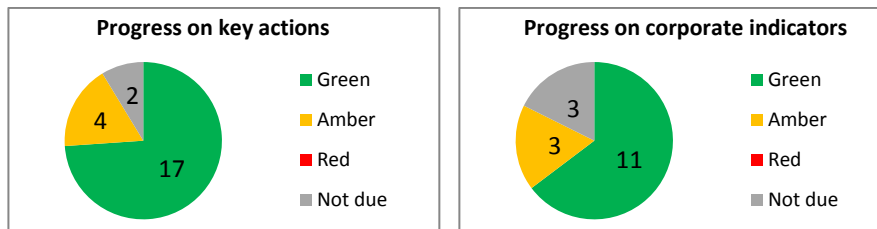
We want to make Huntingdonshire a better place to live, to improve health and well-being and for communities to get involved with local decision making



Highlights include a 17% increase in Active Lifestyles attendances compared to the first six months of last year.

Place

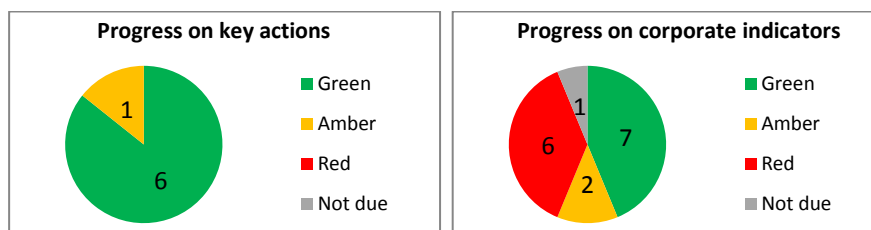
We want to make Huntingdonshire a better place to work and invest and we want to deliver new and appropriate housing



Highlights include Green Flag status being awarded to Hinchingsbrooke Country Park, Paxton Pits and Priory Park.

Becoming a more efficient and effective council

We want to continue to deliver value for money services



Highlights include a large reduction in energy use across the Council's buildings.

CORPORATE PLAN – PERFORMANCE REPORT

Appendix B

STRATEGIC THEME – PEOPLE

Period July to September 2018

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	14		1		0		0		0

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
	10		3		1		1		1

101

Performance Indicator	Full Year 2017/18 Performance	Q2 2017/18 Performance	Q2 2018/19 Target	Q2 2018/19 Performance	Q2 2018/19 Status	Annual 2018/19 Target	Forecast Outturn 2018/19 Performance	Predicted Outturn 2018/19 Status
PI 1. Average length of stay of all households placed in B&B accommodation Aim to minimise	7 weeks	5.7 weeks	Less than 6 weeks	6.7 weeks	R	Less than 6 weeks	7 weeks	R
<p>Comments: (Customer Services) The average length of stay for the 81 households leaving B&B in Apr to Sep was 6.7 weeks. Our performance in this area is affected by our ability to move households into alternative forms of temporary accommodation and ultimately into a more settled home – directly influenced by the number of social rented properties becoming available (relets of existing properties and the delivery new build rented properties).</p> <p>Alternative sources of temporary accommodation continue to be brought on-line, with two suppliers now offering nightly paid self-contained accommodation as an alternative to B&B. There are c.55 units of this type in use as well as c.15 households placed in B&B. It provides a better quality and more cost effective option than B&B but the main objective remains to prevent homelessness in the first place thereby avoiding the need to place households into temporary accommodation.</p>								

STRATEGIC THEME – PLACE

Period July to September 2018

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	17		4		0		0		2

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
	11		3		0		0		3

STRATEGIC THEME – BECOMING A MORE EFFICIENT AND EFFECTIVE COUNCIL

Period July to September 2018

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
6		0		0		1		0	

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
7		2		6		0		1	

103

Performance Indicator	Full Year 2017/18 Performance	Q2 2017/18 Performance	Q2 2018/19 Target	Q2 2018/19 Performance	Q2 2018/19 Status	Annual 2018/19 Target	Forecast Outturn 2018/19 Performance	Predicted Outturn 2018/19 Status
PI 32. Staff sickness days lost per full time employee Aim to minimise	10.0 days/FTE	5.0 days/FTE	4.0 days/FTE	5.1 days/FTE	R	9.0 days/FTE	10.0 days/FTE	R
Comments: (Resources) More than two-thirds of the days lost in the first two quarters were due to long-term sickness absences. These absences relate to a very low proportion of the staff employed. More details of the sickness absence from July to September will be included in the Workforce Report due to be taken to Employment Committee in November 2018.								
PI 34. Value of planned net budget reductions achieved Aim to maximise	£1.1m	£0m	£0.9m	£0.6m	R	£1.8m	£1.2m	R
Comments: (Resources) The underachievement is linked to the forecast overspend on the revenue budget which is predominantly due to variances within Operations.								

Performance Indicator	Full Year 2017/18 Performance	Q2 2017/18 Performance	Q2 2018/19 Target	Q2 2018/19 Performance	Q2 2018/19 Status	Annual 2018/19 Target	Forecast Outturn 2018/19 Performance	Predicted Outturn 2018/19 Status
PI 38a. Percentage of Stage 1 complaints resolved within time Aim to maximise	n/a (Red)	n/a (Red)	95%	79%	R	95%	81%	R
Comments: (Corporate Team) Of the 168 complaints we know outcomes for, 132 were responded to in time. 29 of the 36 late responses related to complaints about Operations services. Progress has been made in recording reliable complaints data and these figures now include all Leisure & Health complaints.								
PI 38b. Percentage of Stage 2 complaints resolved within time Aim to maximise	78%	77%	95%	85%	R	95%	90%	R
Comments: (Corporate Team) Of 13 Stage 2 complaints received this year, two were not responded to within their time limit. Both late responses related to complaints about services provided by Community. Based on current trends, and the low number of complaints reaching Stage 2, it is unlikely we will meet our target this year.								
PI 39. Percentage of calls to Call Centre answered Aim to maximise	79%	76.2%	90%	80%	R	90%	85%	R
Comments: (Customer Services) Customer Services is experiencing a high turnover of staff during this period. We have been intensively training 3 staff members during September to get them multi-skilled as quickly as possible. The answered rate is an improvement over last year.								
PI 40. Percentage reduction in avoidable contacts Aim to maximise	N/A	N/A	-25%	-10.6%	R	-25%	-25%	A
Comments: (Customer Services) We work on reducing avoidable contact with the departments we provide services for as well as through Lean projects. We are optimistic that the introduction of the new online customer accounts platform will drive further reductions.								

Appendix C: Project Performance (Red only) – end of September 2018

Red = Project is significantly behind schedule, seriously over budget, serious risks/issues have been identified or there is a lack of governance documentation	Amber = Progress is behind schedule, over budget, some risks/issues have been identified or some documentation is missing. The project may be recoverable	Green = Progress is on track with no impact to delivery	Pending Closure = In close-down stage	Pending Approval = Business Case to be approved	Closed = Project is closed. Closedown report approved by Project Board and Project Management Governance Board.
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Projects relating to Huntingdonshire District Council services/facilities only:

Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update / Programme Office comments	RAG Status	Latest Update Date
Leisure Invest to Save Opportunities Explore further opportunities for invest to save schemes including the conversion of synthetic pitch at St Neots. Programme: Facing the Future Project Manager: Jon Clarke (Leisure) Project Sponsor: Cllr John Palmer	30/09/15	Red Historical delays due to legal issues with the lease.	31/12/18	31/12/18	Update from Project Sponsor: Waiting for lottery funding grant to be signed off on, there have been issues with drawing up the plan with the estates team and we are currently awaiting approval from legal. Once approved, we expect works to start in late November 2018.	Red	22-Oct-18
Council Tax Automated Forms Introduce automated forms into business systems. Programme: Facing the Future Project Manager: Ian Davies (Customer Services) Project Sponsor: John Taylor	31/03/17	Red Restructure and lack of resources to test caused delays.	31/12/18	31/12/18	We are busy testing the V2 forms, Direct Debits and Single Person Discounts should go live very soon. <ul style="list-style-type: none"> • The Blue Prism (robotics) software has been updated in our test system so is ready to go as soon as we are live with the V2 forms. • On-site meeting arranged with IEG4 on 4th October to talk about the robotics testing and looking at the best way of dealing with issues encountered so as to enable prompt resolution. Also hope to discuss use of a possible 2nd robot. Programme Office: Project Board to meet to discuss End Date and New Project Manager	Red	01-Oct-18

Red = Project is significantly behind schedule, serious risks/issues have been identified or there is a lack of governance documentation	Amber = Progress is behind schedule, some risks/issues have been identified or some documentation is missing. The project may be recoverable	Green = Progress is on track with no impact to delivery	Pending Closure = In close-down stage	Pending Approval = Business Case to be approved	Closed = Project is closed. Closedown report approved by Project Board and Project Management Governance Board.
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3C ICT Projects where HDC are customers

Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update (In Flight) / Programme Office comments	RAG Status	Latest Update Date
Server Room Consolidation Project To consolidate the three council's server rooms which will in turn improve flexibility and growth options, mitigate the current risks of out of support and aging hardware, leverage financial benefits and improve operation services. Programme: 3C Shared Services Project Manager: Emma Alterton (3C ICT) Project Sponsor: Fiona Bryant	12/12/2017	Red	31/04/2018	30/09/2018	Testing of new SCDC remote systems signed off by all departments except Planning. Virgin Media Business (VMB) issues escalated to Oliver Morley. They have now committed to the 22 nd Oct for completion. Work continues in the background at SCDC to ready all systems for moving over the weekend of the 27 th following successful completion of the VMB work. An additional request has been submitted to VMB to allow CCity migrations to carry on in parallel. 3C ICT: Progress on HDC's side is Green RAG Status; Main project is Red due to progress at the other two councils.	Red	10-Oct-18
Global Protect Programme: 3C Shared Services Project Manager: Paul Ashbridge (3C ICT) Project Sponsor: Emma Alterton	TBC	TBC	31/04/2018	CCC – Complete SCDC – Oct 18 HDC – Jan 19	SCDC – currently in proof of concept testing. The Application Support Team are testing that all business applications work with the system. 3CSS – work to be completed by Virgin Media and 3C ICT. Awaiting confirmed timeline from Virgin Media. 3C ICT: Progress on HDC's side is Green RAG Status; Main project is Red due to progress at the other two councils.	Red	10-Oct-18

Financial Performance Monitoring Suite September 2018

Executive summary

This report sets out the financial position at the end of September, Quarter 2, and provides forecasts on revenue, the capital programme and the Medium Term Financial Strategy (MTFS). The headlines are:

Revenue - the forecast outturn is an estimated overspend of £0.6m. This level of overspend was forecast at the end of Quarter 1, however, there has been significant changes when looked at on a service level basis. This level of overspend is also continuing the trend from 2017/18.

Capital programme – the forecast outturn is an estimated net under spend of £0.3m.

MTFS – The MTFS was previously updated as part of the 2018/19 Budget setting process. However, following the completion of the audit of the outturn for 2017/18, and as part of the ongoing budget setting process for the financial year 2019/20 and onwards it is being reviewed and will be updated.

Service Commentary

Annex A

The following table provides the variances by service and where variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Service. Where there are adverse variances the budget managers may have provided details of the actions they are undertaking to address the overspend.

Revenue Forecast Outturn	2017/18		2018/19					
	Outturn	Budget	Forecast Outturn (Gross)	Use of Reserves to Fund Exp	Contribution to Reserves	Net Service Forecast	Net Variation	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%
Revenue by Service:								
Community	1,697	1,758	1,682	0	7	1,689	(69) ●	-3.9
Customer Services	2,816	2,533	2,573	0	86	2,659	126 ●	5.0
ICT Shared Service	1,972	2,128	2,106	0	0	2,106	(22) ●	-1.0
Development	578	1,071	749	0	2	751	(320) ●	-29.9
Leisure & Health	55	(190)	306	(159)	25	172	362 ●	190.5
Operations	4,292	3,911	4,692	(108)	0	4,584	673 ●	17.2
Resources	3,221	4,429	4,419	(69)	0	4,350	(79) ●	-1.8
Directors and Corporate Transformation	2,693	1,642	1,636	(106)	0	1,530	(112) ●	-6.8
	0	0	328	(328)	0	0	0	
Net Revenue Expenditure	17,324	17,282	18,491	(770)	120	17,841	559 ●	3.2
Contributions to/(from) Earmarked Reserves	(757)	0	(650)				(650)	0.0
Service Contribution to Reserves	3,015	3,026	2,467				(559)	-18.5
Budget Requirement (Services)	19,582	20,308	20,308					
Financing:-								
Taxation & Government Grants	(15,512)	(10,892)	(10,892)				0	0.0
Contribution to/(from) Reserves	3,228	(966)	(966)				0	0.0
Council Tax for Huntingdonshire DC	(7,298)	(8,450)	(8,450)					

Note:

Red – over spend by 2% or more

Amber – underspend by more than 4%

Green – overspend up to 2% and underspend up to 4%

2018/19 Quarter 2 Service Forecasts

Quarter 1 Forecast	Service Area	2018/19 Budget	Gross Forecast	Gross Variance		Reserves		Net Forecast	Net Variance		Comments on Variations Exceeding +/- £10,000
				£	%	From	To		£	%	
Head of Community											
91,651	Head of Community	85,288	85,891	603	+0.70		6,612	92,503	7,215	+8.50	
	Environmental Protection Team	342,384	304,510	(37,874)	-11.10			304,510	(37,874)	-11.10	Reduced staffing expenditure, after additional costs incurred of recruitment (-£34k) due to vacant posts offset. Additional income (£4k) generated by new business process registrations.
332,244	Business Team	276,784	220,054	(56,730)	-20.50			220,054	(56,730)	-20.50	Reducing income predictions (£18k) from reduced provision of food hygiene training and reduced income from Primary Authority agreement with Cambridgeshire County Council. Being offset by savings from delayed recruitment to vacant posts (£78k). Expectation of late year expenditure on fatal accident investigation and legal process, costs currently unknown.
260,884	Community Team	615,019	573,896	(41,123)	-6.70			573,896	(41,123)	-6.70	Savings from vacant posts (£38k), and higher than budgeted income (£12k), offset by additional costs in delivery of services (-£9k)
598,341	Environmental Health Admin	143,662	135,959	(7,703)	-5.40			135,959	(7,703)	-5.40	
136,688	Closed Churchyards	2,000	2,000	0	+0.00			2,000	0	+0.00	
2,000	Licencing	(103,951)	(143,108)	(39,157)	+37.70			(143,108)	(39,157)	+37.70	Better than expected income at this point in the year (38k), unlikely to be sustained over future financial years
(90,458)	CCTV	(70,393)	(70,772)	(379)	+0.50			(70,772)	(379)	+0.50	
(70,393)	CCTV Shared Service	155,326	189,797	34,471	+22.20			189,797	34,471	+22.20	Additional costs of maintaining an aged fleet of CCTV cameras (£35k). Formal contract award, within the HDC Ventures commercial development has been completed, project to replace camera and wireless network being commenced
199,884	Corporate Health & Safety	104,997	104,369	(628)	-0.60			104,369	(628)	-0.60	
105,072	Emergency Planning	11,575	10,845	(730)	-6.30			10,845	(730)	-6.30	
11,590	Document Centre	194,849	268,851	74,002	+38.00			268,851	74,002	+38.00	External income significantly lower than expected (£37k) along with reduced demand for internal print (54k) showing reduced level of income to the service. Being offset by reduced costs for materials and equipment maintenance and running costs (12k) and reduced staffing costs due to vacant posts within the Service area (£6k). Impact of the fire in the Print Room still in the hand of the Insurance Company, collating the information to finalise the insurance claim now that the repairs to Eastfield House have been completed.
244,663											
1,822,166		1,757,540	1,682,292	(75,248)	-4.30	0	6,612	1,688,904	(68,636)	-3.90	

Quarter 1 Forecast	Service Area	2018/19 Budget	Gross Forecast	Gross Variance		Reserves		Net Forecast	Net Variance		Comments on Variations Exceeding +/- £10,000
				£	%	From	To		£	%	
Head of Customer Services											
97,957	Head of Customer Services	98,042	12,286	(85,756)	-87.50		85,756	98,042	0	+0.00	
1,017,460	Housing Needs	1,018,645	1,008,674	(9,971)	-1.00			1,008,674	(9,971)	-1.00	
851,799	Customer Services	851,414	847,072	(4,342)	-0.50			847,072	(4,342)	-0.50	
(127,451)	Council Tax Support	(127,354)	(127,951)	(597)	+0.50			(127,951)	(597)	+0.50	
(227,770)	Local Tax Collection	(227,770)	(225,768)	2,002	-0.90			(225,768)	2,002	-0.90	
	Housing Benefits	919,948	1,058,213	138,265	+15.00			1,058,213	138,265	+15.00	Estimated cost of benefit payments for homelessness accommodation reviewed based on latest expenditure plus adjustments to take account of impact of Universal Credit on caseload. This is on a total budget of £30m+. Offset against new burdens funding from DWP and minor operational adjustments.
850,921											
2,462,916		2,532,925	2,572,526	39,601	+1.60	0	85,756	2,658,282	125,357	+4.90	
3C's ICT											
2,106,741	ICT Shared Service	2,128,103	2,105,806	(22,297)	-1.00			2,105,806	(22,297)	-1.00	
2,106,741		2,128,103	2,105,806	(22,297)	-1.00	0	0	2,105,806	(22,297)	-1.00	
Head of Development											
84,457	Head of Development	84,715	84,092	(623)	-0.70			84,092	(623)	-0.70	
152,540	Building Control	152,540	137,681	(14,859)	-9.70			137,681	(14,859)	-9.70	(£23K recharge for accommodation at PFH). £8K additional cost of service.
151,324	Economic Development	160,822	139,858	(20,964)	-13.00			139,858	(20,964)	-13.00	(£23K) Underspend on staff costs as a result of vacancies being/to be recruited to. £4K of smaller variances.
616,707	Planning Policy	721,388	596,278	(125,110)	-17.30			596,278	(125,110)	-17.30	(£90K) Underspend on staff costs as a result of vacancies being recruited to.
(299,981)	Development Management	(343,260)	(480,004)	(136,744)	+39.80			(480,004)	(136,744)	+39.80	(£48K) Underspend on staff costs as a result of vacancies being recruited to. (£22K) Additional fee income. (£68K) DM Systems Development underspend.
206,924	Housing Strategy	212,478	192,111	(20,367)	-9.60		1,620	193,731	(18,747)	-8.80	(£22K) Underspend of salaries. £4K of smaller variances.
26,100	Public Transport	26,100	23,280	(2,820)	-10.80			23,280	(2,820)	-10.80	
56,120	Transportation Strategy	56,120	56,120	0	+0.00			56,120	0	+0.00	
994,191		1,070,903	749,416	(321,487)	-30.00	0	1,620	751,036	(319,867)	-29.90	

Quarter 1 Forecast	Service Area	2018/19 Budget	Gross Forecast	Gross Variance		Reserves		Net Forecast	Net Variance		Comments on Variations Exceeding +/- £10,000
				£	%	From	To		£	%	
Head of Leisure & Health											
81,681	Head of Leisure & Health	81,788	81,215	(573)	-0.70			81,215	(573)	-0.70	
196,057	One Leisure Active Lifestyles	205,371	355,307	149,936	+73.00	(159,000)		196,307	(9,064)	-4.40	
104,157	One Leisure St Ives Outdoor Centre	73,106	83,326	10,220	+14.00		25,000	108,326	35,220	+48.20	OLSIO - £35K down on budget. £14 down on hospitality. £16K up on budget outdoor sports. Site down on budget of £11K which maintenance and employee savings of £6K
563,340	Leisure Centres Corporate	442,394	425,563	(16,831)	-3.80			425,563	(16,831)	-3.80	Staff Saving of £21K and the remainder due to supplies and services
(1,800)	The Club Alconbury Weald	126,461	110,474	(15,987)	-12.60			110,474	(15,987)	-12.60	
(242,098)	One Leisure St Neots	(253,048)	(221,632)	31,416	-12.40			(221,632)	31,416	-12.40	£31K down on budget primarily due to the delays in the Swimming pool and 3G capital project delivery. Pitch hire £41K down on budget due to the works having to take place within the playing season. Swimming £83K down on income due to closures being in full financial year, but offset by £109K savings in salary. Net off £32K. Indoor sports income down by £29K - offset in part by employee savings of £13K. Impressions down by £16K (income down £26K on budget) but up by £9K YTD on previous years. Creche is up by £6K which demonstrates the value of the crèche to the membership package. Hospitality up £2K on budget
(151,981)	One Leisure Huntingdon	(192,301)	(101,205)	91,096	-47.40			(101,205)	91,096	-47.40	£90K variance to budget. Hospitality £21K down - employee costs are being reviewed and setting new targets for increased sales. £80K down on indoor sports (income and fees) £44K down on the allocation of membership income due to delay in the capital project and phasing of income. Reduced schools out income by £12K as only delivering out of OLSI and OLSN for the same cost. Fitness classes down by £6K. Party hire reduced by £5K. Plus various other adjustments made to reflect YTD actuals. Swimming income- due to investment up YTD by £22K on previous YTD and just off budget due to the membership re-allocation of income which is £5K down. Savings on utilities of £9K
(692,292)	One Leisure St Ives	(792,101)	(484,849)	307,252	-38.80			(484,849)	307,252	-38.80	OLSI £178K down on previous month forecast and £307K down on budget. A significant proportion of this is due to reduced income from Burgess Hall and Bar - this equates to a reduced forecast on budget figure of £215K. Savings on employee costs of £9K on Burgess bar and £30K Burgess as well as a reduction in supplies and services of £33K bar and hall of £12K. The net position of £144K hall worse and bar of £40K. There is an additional £54K variance on previous month forecast for utilities which is now reporting £54K is up on budget. Hospitality £24K down on budget mainly due to salary costs but this is being managed to reduce the year end impact. Indoor Sport - £25K down on budget, this is due to fitness classes income. Savings on Salary of £8K for Site management. On a positive Ten Pin Bowling net position is up £8k on previous YTD

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Quarter 1 Forecast	Service Area	2018/19 Budget	Gross Forecast	Gross Variance		Reserves		Net Forecast	Net Variance		Comments on Variations Exceeding +/- £10,000
				£	%	From	To		£	%	
(4,481)	One Leisure Ramsey	19,836	(37,575)	(57,411)	-289.40			(37,575)	(57,411)	-289.40	OLR Budget to Forecast is positive £57K. Creche forecast is £6K up on budget due to membership. Impressions is forecast to be up on Budget by £11 due to the delivery of the new Personal Training model. Indoor Sports is forecast to be £16K up on Budget. £10K savings on utility costs. Swimming £20K up on previous YTD and £19K on budget. Due to staffing matters an additional £5K has been added to the forecast for additional cover.
104,991	One Leisure Sawtry	98,398	95,462	(2,936)	-3.00			95,462	(2,936)	-3.00	OLS Forecasting £3K better than budget. Impressions is up on budget by £4K. Hospitality by £2.7K. Swimming up by £7K on budget due to a good summer.
(42,426)		(190,096)	306,086	496,182	-261.00	(159,000)	25,000	172,086	362,182	-190.50	
Head of Operations											
83,492	Head of Operations	79,568	93,795	14,227	+17.90			93,795	14,227	+17.90	£4k corporate membership to APSE, APSE frontline manager training for
	Green Spaces	1,138,441	1,299,632	161,191	+14.20	(108,000)		1,191,632	53,191	+4.70	Loss of S106 funding/commuted sums (£108 offset from S106 draw down from reserves leaving £51k over, £28k of which is Hinchingbrooke Park)
1,185,115											£10k Consultancy Costs for Hinchingbrooke Business Case
54,314	Environmental & Energy Management	82,760	66,382	(16,378)	-19.80			66,382	(16,378)	-19.80	See facilities commentary for net position
	Street Cleaning	772,646	804,793	32,147	+4.20			804,793	32,147	+4.20	£16k standpipe licences new water authority requirement for licence to draw water direct from standpipes, £10k diesel price increase; £9k vehicle hire; £8k vehicle repairs
790,152											Action on Overspend - Two Team Leaders only.
11,851	Public Conveniences	13,400	11,100	(2,300)	-17.20			11,100	(2,300)	-17.20	
	Waste Management	2,196,001	2,520,827	324,826	+14.80			2,520,827	324,826	+14.80	£100k Increase cost of recycling due to contamination/processing cost £52k Reduced level of recycling credits from county Council due to contamination levels in recycling £57k Cost of sickness absence cover (current budget provision £30k a year based on 5 days absence a year for agency cover to maintain service) - growth bid made in MTFS. Context annual staffing budget is £2.4 million. Average sickness reduced 7.4 days per employee since April. £14k Staffing cost of additional round to meet growth in recycling volumes - growth bid made in MTFS £60k Trade Waste and WebAspx routing consultancy to evidence growth bids and ensure future rounds fit for purpose £100k Additional cost of diesel fuel as prices reach 4 year high (£48k) Additional income on Trade Waste/Bin recycling
2,559,973	Facilities Management	870,109	1,080,875	210,766	+24.20			1,080,875	210,766	+24.20	£95k Income expectation for 3rd floor Pathfinder, Estates team responsible for leasing - progressing ideas but none yet successful. £50k Staffing of Energy Role - Role maintained to deliver savings elsewhere in 2018/19. Future annual saving of £28k for St Neots Leisure Centre. Also avoided £36k growth in gas prices (90% of which is One Leisure use). £22k Staffing of Sustainability Role. From Q3 and Q4 role full cost recovery plus 10% from outside work.
1,086,339											

Quarter 1 Forecast	Service Area	2018/19 Budget	Gross Forecast	Gross Variance		Reserves		Net Forecast	Net Variance		Comments on Variations Exceeding +/- £10,000
				£	%	From	To		£	%	
242,341	Fleet Management	238,846	259,080	20,234	+8.50			259,080	20,234	+8.50	
(55,279)	Markets	(60,998)	(59,746)	1,252	-2.10			(59,746)	1,252	-2.10	
	Car Parks	(1,420,054)	(1,384,715)	35,339	-2.50			(1,384,715)	35,339	-2.50	Lost income in Huntingdon (use of old Waitrose Car park as uncontrolled)
(1,377,034)											Lost income St Ives (Park & Ride offering free long-stay parking)
											Excess Charge Notice Issue lower due to long term sickness (resolved and new staff in place)
4,581,264		3,910,719	4,692,023	781,304	+20.00	(108,000)	0	4,584,023	673,304	+17.20	
Head of Resources											
87,776	Head of Resources	88,705	89,341	636	+0.70			89,341	636	+0.70	
	Corporate Finance	4,747,443	4,600,095	(147,348)	-3.10	(6,714)		4,593,381	(154,062)	-3.20	Increased expected income from CCLA property fund (-£4k), higher interest rates from investments (-£8k), loan payments to PWLB lower than budget (-£65k) and savings from recalculated MRP (-£80k)
4,707,755	Finance	589,930	809,173	219,243	+37.20	(62,000)		747,173	157,243	+26.70	Delay in FMS has resulted in staffing resources needed for longer and additional temp staff for back filling and covering longterm sickness plus savings from vacant posts (+£205k) with (-£88k) to be covered by reserves
680,512	Audit & Risk Management	539,902	653,764	113,862	+21.10			653,764	113,862	+21.10	Action on Overspend - These are one-off costs relating to the implementaiton of the FMS; they should not be repeated next year. Increase in insurance premiums reflecting RTA in 01/17 and EFH Fire in Oct 17 (+£114k), 2 vacant posts with Audit (-£27k), final payment in regards to mesothelioma claim (+33k)
658,265	Legal	223,940	222,577	(1,363)	-0.60			222,577	(1,363)	-0.60	Action on Overspend - Not possible to reduce in the short-term as this is as a consequence of higher insurance premiums.
223,085	HR & Payroll Services	865,695	636,519	(229,176)	-26.50			636,519	(229,176)	-26.50	2 FTE posts vacant (-£72k), savings in apprentice scheme employee costs due to several apprentices gaining permanent employment (-£177k), Increase in DBS checks (+£19k)
610,148	Procurement	30,868	59,967	29,099	+94.30			59,967	29,099	+94.30	Undelivered due to delay in procurement outsourcing (+£30k)
38,726	Commercial Estates	(2,657,038)	(2,652,147)	4,891	-0.20			(2,652,147)	4,891	-0.20	Action on Overspend - Original intention to outsource delayed and alternative provision being investigated with 3C's partners
(2,584,342)											Higher staffing costs (+£170k), reduced CIS income due to highly competitive market (+£87k) (this variance is a mix of reduced MRP expenditure and reduced CIS income), savings in management charge (-£144k), increased estates income excl CIS (-£116k)
											Action on Overspend - The service continues to proactively investigate CIS opportunities, further investments are required to meet income targets
4,421,925		4,429,445	4,419,289	(10,156)	-0.20	(68,714)	0	4,350,575	(78,870)	-1.80	

Quarter 1 Forecast	Service Area	2018/19 Budget	Gross Forecast	Gross Variance		Reserves		Net Forecast	Net Variance		Comments on Variations Exceeding +/- £10,000
				£	%	From	To		£	%	
Corporate Team											
	Democratic & Elections	810,780	853,895	43,115	+5.30	(106,012)		747,883	(62,897)	-7.80	Final accounts have been settled on all Elections (incl. EU Referendum and UK Parliamentary from previous years) and this shows an overall surplus to the accounts along with some lower costs in Electoral Registration and Members Allowances Special Duty Allowances.
804,761											
492,195	Directors	492,052	485,456	(6,596)	-1.30			485,456	(6,596)	-1.30	
	Corporate Team	339,256	296,644	(42,612)	-12.60			296,644	(42,612)	-12.60	Vacant posts have been held while staff on secondment to transformation and pending restructure
278,812											
1,575,768		1,642,088	1,635,995	(6,093)	-0.40	(106,012)	0	1,529,983	(112,105)	-6.80	
Transformation											
0	Transformation	0	327,792	327,792	-	(327,792)		0	0	-	
0		0	327,792	327,792	-	(327,792)	0	0	0	-	
17,922,545	HDC Total	17,281,627	18,491,225	1,209,598	+7.00	(769,518)	118,988	17,840,695	559,068	+3.20	

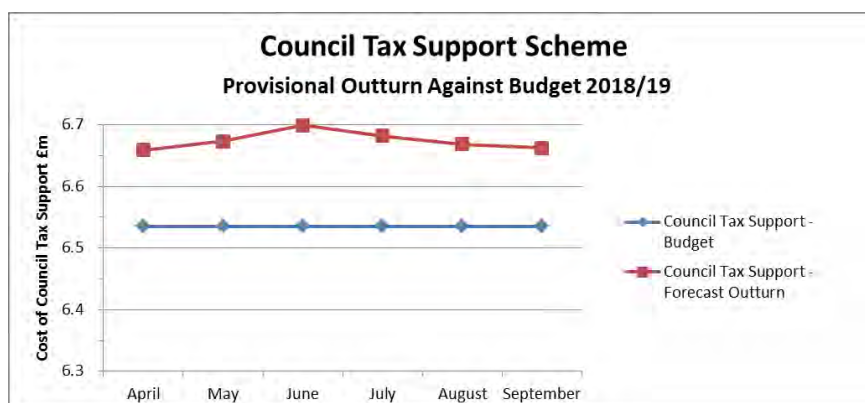
Capital Programme 2018/19		September						
Table 1 Expenditure	Status	Budget Manager	Approved Budget	Slippage or Supplementary	Updated Budget	Expenditure	Forecast	Net Variance
			£	£	£	£	£	£
Community								
CCTV Camera Replacements		Chris Stopford	0	220,000	220,000	0	220,000	0
CCTV Pathfinder House Resilience		Chris Stopford	0	20,000	20,000	0	20,000	0
CCTV Wi-Fi		Chris Stopford	0	250,000	250,000	0	250,000	0
Lone Worker Software		Chris Stopford	0	20,000	20,000	0	20,000	0
					0			
					0			
Development								
Disabled Facilities Grants		Caroline Hannon	1,900,000	0	1,900,000	836,996	2,235,500	335,500
Huntingdon West CIL		Claire Burton	0	0	0	553,026	553,026	553,026
Alconbury Weald Remediation		Sue Bedlow	0	979,556	979,556	979,556	979,556	0
					0			
					0			
Leisure and Health								
One Leisure Improvements		Pete Corley	366,000	40,000	406,000	44,187	406,000	0
Burgess Hall		Gareth Clark	0	0	0	0	0	0
One Leisure St Ives New Fitness Offering		Daniel Gammons	250,000	0	250,000	0	250,000	0
One leisure Ramsey 3G		Martin Grey	600,000	0	600,000	0	334,000	(266,000)
One Leisure St Neots Synthetic Pitch		Jon Clarke	0	390,000	390,000	0	390,000	0
OL St Neots Pool		Jon Clarke	0	278,957	278,957	26,199	278,957	0
OL Huntingdon Expansion		Paul France	0	0	0	29,498	21,000	21,000
					0			
Resources								
Health and Safety Works on Commercial Properties		Jackie Golby	60,000	0	60,000	0	60,000	0
Energy Efficiency Works at Commercial Properties		Jackie Golby	50,000	0	50,000	0	43,750	(6,250)
Cash Receipting System		Paul Loveday	0	2,103	2,103	0	2,103	0
Financial Management System Replacement		Paul Loveday/Andrew Buckell	0	0	0	56,432	46,000	46,000
FMS Archive		Paul Loveday	0	14,000	14,000	0	14,000	0
VAT Exempt Capital		Paul Loveday	208,000	33,000	241,000	0	241,000	0
Loan Facility to Huntingdon Town Council		Paul Loveday	0	800,000	800,000	(38,000)	800,000	0
Investment in Company		Paul Loveday	0	100,000	100,000	0	100,000	0
Commercial Estates Roofs		Paul Loveday	0	0	0	103,304	103,000	103,000
					0			
Printing Services								
Printing Equipment		Andy Lusha	0	176,000	176,000	0	176,000	0
					0			
					0			
3C ICT								
Flexible Working - 3CSS		Emma Alterton	50,000	14,770	64,770	(6,795)	64,770	0
Telephones - 3CSS		Emma Alterton	0	0	0	0	0	0
Virtual Server - 3CSS		Emma Alterton	0	0	0	0	0	0
					0			
					0			
Operations								
Building Efficiencies (Salix)		Chris Jablonski	0	55,358	55,358	(600)	37,085	(18,273)
Wheeled Bins		Heidi Field	280,000	0	280,000	18,751	280,000	0
Vehicle Fleet Replacement		Andrew Rogan	1,033,000	0	1,033,000	879,187	1,033,000	0
Operations Back Office Development		Matt Chudley	230,000	135,000	365,000	0	229,000	(136,000)
Play Equipment		Helen Lack	25,000	0	25,000	13,260	39,550	14,550
Re-Fit Buildings		Chris Jablonski	0	476,467	476,467	0	455,467	(21,000)
Bridge Place Car Park Godmanchester		George McDowell	318,000	(14,037)	303,963	3,190	25,000	(278,963)
Pathfinder House Reception (DWP)		Chris Jablonski	0	119,853	119,853	120,662	138,603	18,750
Hinchingbrooke Country Park Wooden Bridge		Judith Arnold	32,000	0	32,000	0	46,000	14,000
					0			
					0			
Transformation								
Customer Relationship Management		John Taylor	180,000	0	180,000	0	80,000	(100,000)
Transformation Schemes		John Taylor	0	1,000,000	1,000,000	0	1,000,000	0
					0			
Total Expenditure			5,582,000	5,111,027	10,693,027	3,618,853	10,972,367	279,340

Capital Programme 2018/19		September						
Table 2 Funding of Capital Programme		Budget Manager	Approved Budget	Slippage or Supplementary	Updated Budget	Expenditure	Forecast	Variance
			£	£	£	£	£	£
Grants and Contributions								
DFGs	Caroline Hannon	(1,100,000)			(1,100,000)	(133,793)	(1,220,000)	(120,000)
Huntingdon West CIL	Claire Burton						(553,026)	(553,026)
Pathfinder House Reception	Chris Jablonski			(278,000)	(278,000)		(256,000)	22,000
Wheeled Bins	Heidi Field	(146,000)			(146,000)	(58,446)	(146,000)	0
Synthetic Pitch	Jon Clarke			(274,000)	(274,000)		(274,000)	0
One Leisure Ramsey 3G	Martin Grey	(300,000)			(300,000)		(184,000)	116,000
Operations Back Office	Matt Chudley	(229,000)			(229,000)		(229,000)	0
Health and Safety Works on Commercial Properties	Jackie Golby				0		(20,000)	(20,000)
Play Equipment	Helen Lack						(13,720)	(13,720)
Total Grants and Contributions		(1,775,000)	(552,000)	(2,327,000)	(192,239)	(2,895,746)	(568,746)	
Use of Capital Reserves								
Alconbury Remediation Works Reserve	Sue Bedlow	0	(979,556)	(979,556)	0	(979,556)	0	0
Total Capital Reserves		0	(979,556)	(979,556)	0	(979,556)	0	0
Capital Receipts								
Loan Repayments	Paul Loveday	(320,000)			(320,000)	0	(320,000)	0
Housing Clawback Receipts	Paul Loveday	(500,000)			(500,000)	0	(500,000)	0
Total Capital Receipts		(820,000)	0	(820,000)	0	(820,000)	0	0
Use of Earmarked Reserves								
Financial Management System Replacement	Paul Loveday				0		(46,000)	(46,000)
Investment in Trading Company	Paul Loveday		(100,000)	(100,000)			(100,000)	0
ICT Transformation	John Taylor		(1,000,000)	(1,000,000)			(1,000,000)	0
FMS Archive	Paul Loveday		(14,000)	(14,000)			(14,000)	0
CIL Reserve	Andy Moffat				0		0	0
To Earmarked Reserves		0	(1,114,000)	(1,114,000)	0	(1,160,000)	(46,000)	
Total Funding		(2,595,000)	(2,645,556)	(5,240,556)	(192,239)	(5,855,302)	(614,746)	
Net to be funded by borrowing		2,987,000	2,465,471	5,452,471	3,426,614	5,117,065	(335,406)	
Budget Reconciliation					Updated Budget	Expenditure	Forecast	Variance
	Gross Expenditure				10,693,027	3,618,853	10,972,367	279,340
	Total Grants and Contributions				(2,327,000)	(192,239)	(2,895,746)	(568,746)
	Use of Capital and Revenue Reserves				(979,556)	0	(1,025,556)	(46,000)
	Total				7,386,471	3,426,614	7,051,065	(335,406)

Financial Dashboard

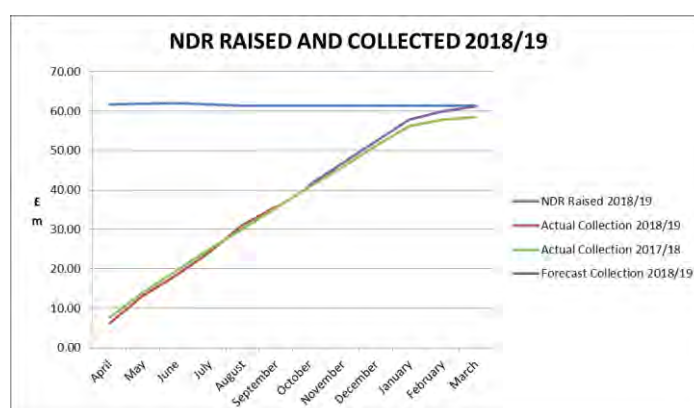
Council Tax Support Scheme

Currently, the actual take-up of Council Tax Support is running approximately £0.13m above the budgeted £6.5m. Any 2018/19 increase in Council Tax Support will impact in 2019/20.



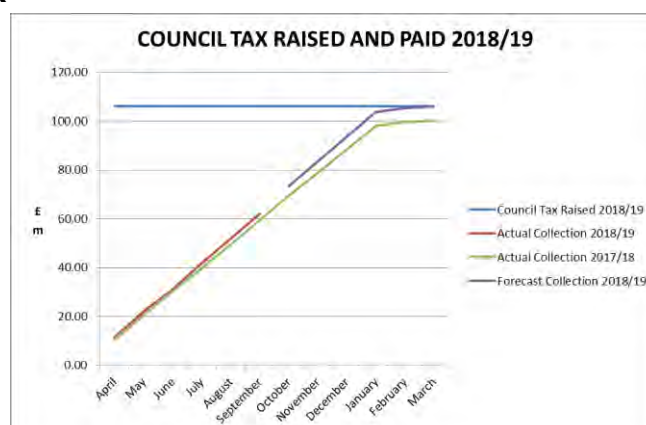
The impact of this increase on HDC will be proportionate to all Council Tax precepts (13.5% for HDC including parishes).

Collection of NDR



The NDR graph above shows the total amount of NDR bills raised in 2018/19 and the actual receipts received up to the end of September, with a forecast for receipts through to the end of the year, based on historical collection rates. The Council tax graph below provides the same analysis.

Collection of Council Tax



Miscellaneous Debt

The total outstanding debt as at the end of September 2018 is £1.859m (June 2018, £3.546m), £0.709m (June 2018, £1.596m) is prior year debt of which £0.358m (June 2018, £1.104m) relates to 2017/18.

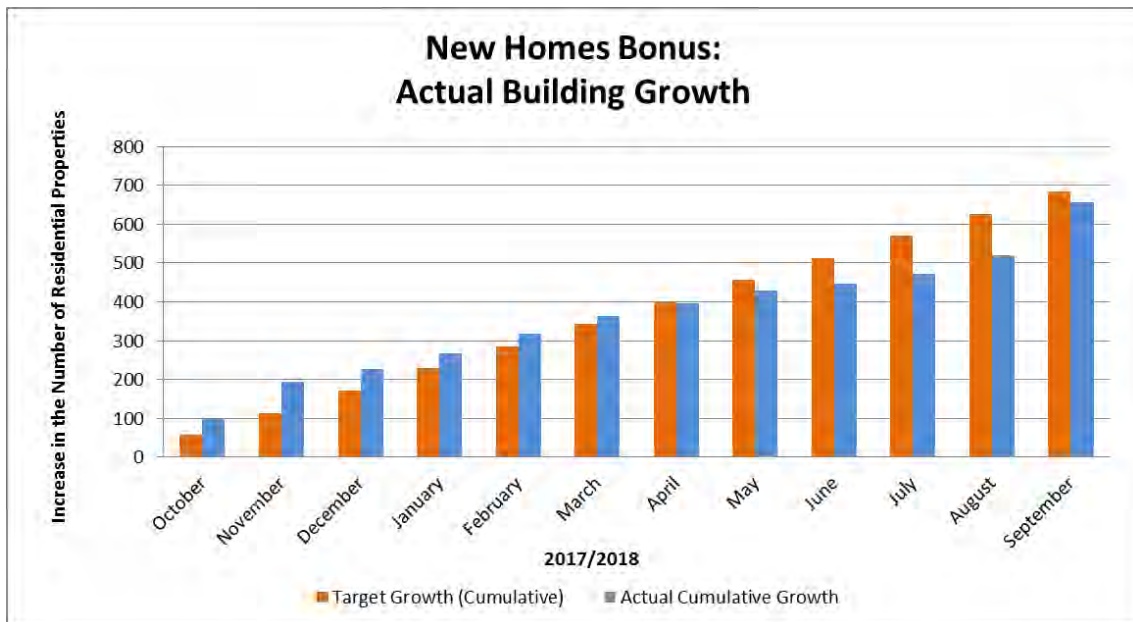
The 2017/18 and 2018/19 debt position is currently showing an outstanding amount of £1,509m (June 2018, £3.055m), £28k relates to Commercial Rents, £168k relates to homeless accommodation/prevention, £43k relates to schools and other customers use of One Leisure facilities and £983k relates to shared services recharges.

New Homes Bonus

The 2016/17 reporting cycle (October 2016 to September 2017) saw 695 completions which was 128 ahead of the target of 567. The impact of these additional units will come through in 2018/19.

The current reporting cycle (October 2017 to September 2018) has a target number of completions of 1,135, as published in the draft Planning Annual Monitoring Report (December 2016). However, this has been revised downwards to 689 in the December 2017 Planning Annual Monitoring Report and so this lower figure has been used as our target for this year. This reporting cycle has now been completed and 657 properties have been completed, which is 32 below the target.

As part of the Local Government Financial Settlement 2016/17 issued in December 2016 the Government announced changes to the New Homes Bonus Scheme. The number of years over which NHB will be paid has reduced from six to four and a new 'deadweight' factor of 0.4% is now being applied meaning the first 0.4% growth above the base does not attract NHB. The impact of these new factors, particularly the deadweight, on the NHB receipts beyond 2017/18 has been assessed and is included in the MTFS.



The process of considering CIS opportunities is as follows:

Step 1

Property investment opportunities are both introduced by agents and actively sourced by the Commercial Estates Team. An initial review is undertaken against the outline criteria of the CIS such as yield, length of lease, tenant strength etc. and if they are judged to be reasonable investments, further preliminary initial due diligence is undertaken to determine the quality of the leases and an initial financial appraisal is undertaken.

Step 2

If Step 1 is passed, more detailed due diligence is undertaken (including detailed tenant strength review, ownership title, property energy efficiency, market analysis of rents and yield etc), this may lead to a site visit and more robust financial appraisal/modelling and further market scrutiny.

Step 3

If Step 2 is passed, then approval is sought from the members of the Treasury & Capital Management Group, the Managing Director, Corporate Director (Services) and the Head of Resources to submit a formal initial bid, subject to contract and relevant building and condition surveys

Step 4

If the bid submitted at Step 3 is successful, then this progresses to consideration by Overview and Scrutiny and approval for Cabinet.

Step 5

Once approval is given, formal legal and building condition due diligence commences by instruction of lawyers and building/specialist surveys are undertaken. This may take several weeks during which all concerns raised on legal and lease title and building condition are satisfied. If any significant concerns are unsatisfied, these can either be negotiated on price or withdraw from the purchase.

Reviews Undertaken July – September 2018 (Q2)

Over the above period, 21 propositions were reviewed up to stage 1 with all bar three outside the District. A bid was made on Stukeley Meadows Industrial Estate in August (stage 3) and two opportunities in St Neots are being investigated (stage 2). An opportunity from March 2018 has been approved by Cabinet and is in legal hands (stage 5) at St Neots but requires construction works to remediate some defects. We are still in discussions with the vendor.

By property type the investments considered in Q2 are as follows:

Offices	6	Development sites (non-investment)	2
Leisure	1	Retail high street	2
Industrial/warehouse	6	Retail warehouse	2
		Other (trade counter /student housing)	2

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Review of Bearscroft Farm Local Lettings Plan

Meeting/Date: Cabinet – 22nd November 2018

Executive Portfolio: Cllr R Fuller, Executive Councillor for Housing, Planning and Economic Development

Report by: Housing Needs and Resources Manager

Ward(s) affected: All

Executive Summary:

The Council's Lettings Policy provides the legal framework as to who may be accepted onto the Council's housing register and how those households are prioritised for the available socially rented housing within the district. Local lettings plans may be adopted as an appendix to the Lettings Policy as a means of varying the lettings scheme to create more mixed communities, for example by setting aside a proportion of vacancies for applicants who are in employment. They are often used on the initial lettings on new build estates.

The Council adopted a local letting plan with Cross Keys Homes in February 2017, for the initial 51 affordable rented homes being developed at Bearscroft Farm site. The intended aim of plan was twofold:

- To apportion the allocation of properties equally between households in the various priority bands on the housing register; and
- To ensure that properties are apportioned between households both in and out of employment.

Cabinet requested a review of this local lettings plan after its implementation and this report gives feedback on these initial lettings. Although it will take several years to determine whether the initial lettings on a new build development site fully achieve their aims of creating a more mixed and balanced community this report provides analysis of the two main aims of the plan as applied to the initial lets that have now been completed.

RECOMMENDATIONS:

Cabinet are invited to note and comment on the review of the initial lettings on the Bearscroft Farm development site.

1. PURPOSE OF THE REPORT

- 1.1 To review the initial letting of the 51 affordable rented properties on the Bearscroft Farm development site.

2. WHY IS THIS REPORT NECESSARY

- 2.1 The Panel requested a twelve month review of the local lettings plan. Delays in the completion of the phases that contained these properties meant that this review was not possible until the initial lettings were complete, hence this report being delayed until now.
- 2.2 The local lettings plan set the following targets as to how the initial lettings should be apportioned:

Band A - 17 Applicants of which 8 to be allocated to applicants where one tenant is working. No more than 8 households moving from homelessness temporary accommodation.

Band B - 17 Applicants of which 8 to be allocated to applicants where one tenant is working

Band C - 17 Applicants of which 8 to be allocated to applicants where one tenant is working

- 2.3 The initial lettings were apportioned as follows:

Band	1 bed	2 bed	3 bed	Total	Number in work
A					
Phase 1	3	8	4	15	5
Phase 2	1	1		2	2
8 of the households from band A moved from temporary accommodation					
B					
Phase 1	1	7	3	11	6
Phase 2	1	3	2	6	5
C					
Phase 1	6	4	1	11	5
Phase 2	4	2		6	4
Total	16	25	10	51	27

- 2.4 Although 7 households from band A were in work at the point of allocation compared to a minimum target number of 8, this was agreed with Cross Keys Homes given that a higher proportion of households were in employment overall compared to the plan's original aims.

3. KEY IMPACTS

- 3.1 Although it is too early to determine the success of this lettings plan Cross Keys Homes have provided positive anecdotal feedback on the first months of the new tenancies - *'From a CKH perspective the local lettings plan has worked well and we have had a negligible rate of incidents in the area of ASB, rent arrears, requirement for a Neighbourhood Manager to visit the site'*. As housing associations often encounter issues with a proportion of tenancies on new

developments the early signs are that the Bearscroft development has made a positive start to delivering a mixed and balanced community.

4. COMMENTS FROM OVERVIEW AND SCRUTINY

- 4.1 The Review of Bearscroft Farm Local Lettings Plan was presented to the Overview and Scrutiny Panel (Customers and Partnerships) at their meeting on 8th November 2018.
- 4.2 A Member commented that due to previous disagreements regarding Bearscroft Farm, the Plan should be referred by the current name of the site, Romans Edge, so that local residents can become more accepting of the site.
- 4.3 A query was raised regarding the provision for people with disabilities, however it was noted that such a provision would be for the Council's Letting Policy and not the Local Lettings Plan being discussed.
- 4.4 Provision for residents from Godmanchester was raised, however it was confirmed that the plan contained no local connection criteria and that as one of the District's larger development sites, the development contributes to the housing needs of the District as a whole. The issue of providing for local need in the rural areas of the District is covered by the use of rural exception sites. It was noted that the Overview and Scrutiny Panel (Performance and Growth) will be reviewing the use and practicalities of rural exception sites.

5. REASONS FOR THE RECOMMENDED DECISION

- 5.1 Cabinet are invited to note and comment on the review of the initial lettings on the Bearscroft Farm development site.

BACKGROUND PAPERS

[Local Lettings Plan - Bearscroft Farm, Godmanchester](#)

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the HINCHINGBROOKE COUNTRY PARK JOINT GROUP held in the Countryside Centre, Hinchingsbrooke Countryside Park on Friday, 12 October 2018.

PRESENT: District Councillors Costello, R J West,
D R Underwood, J M Palmer and
T D Sanderson.

County Councillor A Costello

1. ELECTION OF CHAIRMAN

RESOLVED

that District Councillor R J West be elected as the Chairman of the Hinchingsbrooke Country Park Joint Group for the remainder of the Municipal Year.

Councillor R J West in the Chair.

2. MINUTES

The Minutes of the meeting held on 16th March 2018 were approved as a correct record and signed by the Chairman.

3. MEMBERS' INTERESTS

There were no declarations of interest received from those Members that were present.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that District Councillor J M Palmer be appointed as the Vice-Chairman of the Hinchingsbrooke Country Park Joint Group for the remainder of the Municipal Year.

5. MEMBERSHIP OF THE GROUP

The Membership of the Hinchingsbrooke Country Park Joint Group for 2018/19 was noted as follows:

(a) Cambridgeshire County Council (appointment until 2021)

Councillor A Costello

(b) Huntingdonshire District Council

Councillors J M Palmer, T D Sanderson, R J West and D R

Underwood.

6. SENIOR RANGER'S REPORT

In receiving and noting the contents of the Senior Ranger's report on park activities for the period February – September 2018, comment was made in relation as follows:

Staffing

There had been further reductions in staffing at the Park as one of the Rangers had resigned leaving Hinchingsbrooke Country Park in September.

There continued to be an Acting Senior Ranger who divided his time between the Park and Paxton Pits. However, it was noted that resources within Countryside Services had reduced and this was having an impact on service delivery. The hot weather had meant that frequent grass cutting had not been required.

In response to questions regarding maintenance of the pathways around the Park, it was explained that the Park was now in receipt of the sand required to remedy the paths around the lake. However, some paths required a long term solution, such as a boardwalk, which had significant cost implications.

Reference was made to Minute No.26 regarding the Timebank scheme launched in Godmanchester and the suggestion that it might be able to provide assistance to Godmanchester Nursery. However, the Group was advised that this had not been progressed due to sickness absences.

The Group were concerned to hear of the continued staff pressures and enquired of any plans to resolve the situation. It was explained that the consultant's report regarding the long term business plan for the Park had been awaited prior to recruitment to ensure that the future staffing structure was sustainable, to progress the aspirations for the Park. The advertisement of two Ranger posts would imminently be presented for approval to the Senior Leadership Team.

There had also been staffing issues in the Café, following the resignation of the Supervisor. This had now been resolved.

Despite a reduction in staff resources, it was agreed that the Park was being maintained to a high standard, which the Group commended. However, it was important that staff were able to take annual leave, which was currently proving difficult. In response it was explained that there had been some delay regarding the item due to be presented to the Cabinet for determination regarding the long term plan for the Park, the reasons for which were explained. The Overview and Scrutiny Panel (Customers and Partnerships) had previously received a presentation on the outline business case.

It was accepted that the Business Plan was being established for the future of the Park but until it reached fruition it was enquired whether there were any interim plans to address the staffing issues. It was

explained that existing staff were accommodating the staff shortages, which was not sustainable. The full business plan would include financial implications and be incorporated within the 2019/2020 budget.

Volunteers

Given the current staffing levels, the Park was unfortunately unable to accept any further volunteers. It was however noted that volunteers had worked 421 days over the previous 6 months.

The assistance provided by the volunteers was invaluable particularly that of the Green Team who were able to work without supervision, which was vital given the lack of staff.

Park Management

In noting the continued high standard of service and maintenance in the Park the Group commended the achievement of the Green Flag award and the Tripadvisor Certificate of Excellence for the consistent high ratings from visitors, as well as being the host for the judging day for the 'In Bloom' competition, for which Huntingdon was awarded gold.

Friends of Hinchingsbrooke Country Park

Following the resignation of a number of Committee Members one of the Huntingdon Parkrun organisers had joined the Committee.

The Friends had agreed to act as receiver of money donated by other groups. Parkrun had successfully received £1200 to replace some bins and the Canoe Club had applied for money to repair their porta cabin. These groups continued to assist with practical tasks such as the non-slip surface on Trolls Bridge.

Café

As previously advised a newly appointed Café Supervisor was now in post and staff levels were returning to an acceptable level following a number of staff leaving for university. This was something which the Park experienced and planned for every September.

It was noted that the Business Plan for the Park also incorporated future plans for the Café.

An apprenticeship role in the Café was being considered which would include responsibility for the management of refreshment bookings within the Countryside Centre.

Events, Activities and Promotions

An Emergency Services Day was held at the Park on Sunday 17 August 2018 which had evolved following conversations between Park staff and the emergency services as a result of an incident within the Park earlier in the year.

The event had been hugely successful with over 3000 visitors. The event had significant financial implications for those attending, yet due to its success the Police had already confirmed attendance at any future events. The fire service had been requested to attend an incident on the day and returned to the event, which was unusual and was another example of how successful the day had been.

The Countryside Support Worker and Café Assistant who were instrumental in organising the event were acknowledged by the Group.

As a result relationships had been formed with Hinchingsbrooke Hospital who now allowed the Park to use the hospital car park for functions.

A similar event next year was being considered which would be an opportune time to celebrate the Parks 30th year. It was requested that the Chairman of Council should be formally invited to any such event.

As Chairman of Disability Huntingdonshire, Cllr Underwood, noted that the Charity recognised the facilities available at the Park for disabled people and also suggested that as the majority of the Park was wheelchair accessible the Park should consider featuring on a website called 'Walks with Wheelchairs' which was a resource of accessible walks throughout the UK. It was noted that there were aspirations to further develop accessible facilities at the Park.

Financial Position

Members' attention was drawn to the financial position of the Park. It was noted that the 2018/19 forecast budget included figures for September.

It was explained that variances in both the 2017/18 Outturn Budget and 2018/19 Budget was as a result of the reduction in Section 106 contributions, which although the reduced figure was predicted last year, the bid to remove this from the budget was rejected.

The Group requested that details of Section 106 contributions be circulated amongst the Group.

Whereupon it was requested:

that an update regarding staff and progress with the long term Business Plan for the Park be presented to the next meeting.

7. DATE OF NEXT MEETING

The Group noted that their next meeting would be held on 15th March 2019 at 10am.

8. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

that the press and public be excluded from the meeting

because the business to be transacted contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

9. VERBAL UPDATE ON HINCHINGBROOKE COUNTRY PARK LONG TERM BUSINESS PLAN

In addition to the information already discussed within Minute No. 33, the Hinchingsbrooke Country Park Joint Group were provided with a verbal update as to progress and aspirations contained within the long term Business Plan for the Park.

10. DEMOCRATIC SERVICES OFFICER

In concluding the meeting the Chairman informed the Group that it was the last meeting that Melanie Stimpson would attend as she was due to leave the Council's employment at the end of October.

On behalf of the Group, the Chairman expressed appreciation to Ms Stimpson for her support and contribution to the Group and wished the very best in her new role.

Chairman

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