

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 19 DECEMBER 2018** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

- | | | Time Allocation |
|----|--|------------------------|
| | PRAYER | |
| | The Reverend David Busk will open the meeting with prayer. | |
| | APOLOGIES | 2 Minutes |
| 1. | MINUTES (Pages 5 - 16) | 2 Minutes. |
| | To approve as a correct record the Minutes of the Meeting held on 17th October 2018. | |
| 2. | MEMBERS INTERESTS' | |
| | To receive from Members declarations as to disclosable pecuniary or non-statutory disclosable interests in relation to any Agenda item. See Notes below. | |
| 3. | CHAIRMAN'S ENGAGEMENTS AND ANNOUNCEMENTS (Pages 17 - 18) | 5 Minutes. |
| | To note the Chairman's engagements since the last Council meeting. | |
| 4. | INTRODUCTION BY NEW CHIEF CONSTABLE OF CAMBRIDGESHIRE & PETERBOROUGH CONSTABULARY | 30 Minutes. |
| | To invite the Chief Constable of Cambridgeshire and Peterborough Constabulary, Nick Dean, to address the Council. | |
| 5. | BUDGET PRINCIPLES | 20 Minutes. |
| | To receive a presentation by Councillor J A Gray, Executive Councillor for Strategic Resources, on budget principles for the 2019/20 Budget. | |
| | <i>(Presentation: 10 Minutes
Questions: 10 Minutes).</i> | |
| 6. | QUESTIONS TO MEMBERS OF THE CABINET | 10 Minutes. |
| | To consider questions to Members of the Cabinet. | |
| | If Members wish to raise questions or issues requiring a detailed | |

response, it would be helpful if they can provide prior notice so that the necessary information can be obtained in advance of the meeting.

7. GAMBLING ACT - STATEMENT OF PRINCIPLES 2019 (Pages 19 - 74) **5 Minutes.**

Councillor S Criswell, Chairman of the Licensing Committee to present a revised Statement of Principles 2019 to 2022 for the District Council under the Gambling Act 2005 for approval and adoption.

(The draft Statement was considered by the Licensing Committee and the Cabinet at their respective meetings on the 17th October and 22nd November 2018 who have recommended that it be approved).

8. TREASURY MANAGEMENT 6-MONTH PERFORMANCE REVIEW (Pages 75 - 98) **10 Minutes.**

Councillor J A Gray, Executive Councillor for Strategic Resources to present the six-monthly update in respect of treasury management activity, including investment and borrowing activity and treasury performance.

(The report was considered by the Cabinet at their meeting on 22nd November 2018 who recommended that it be submitted to Council for consideration).

9. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE (Pages 99 - 130) **20 Minutes.**

Councillor G J Bull, Executive Leader to present on the activities of the Cambridgeshire and Peterborough Combined Authority.

Councillors D B Dew and T D Sanderson to provide an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee.

Councillor L W McGuire to provide an update on the Cambridgeshire and Peterborough Combined Authority Audit and Governance Committee.

Decision summaries for recent meetings of the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee, Audit and Governance Committee and Board are attached to the Agenda for information. Details of meetings held earlier this week will be provided verbally.

In accordance with the Protocol agreed at the February 2017 meeting, this item provides an opportunity for District Council Members to ask questions and comment on Cambridgeshire and Peterborough Combined Authority issues.

If Members wish to raise questions or issues requiring a detailed response, it would be helpful if they can provide prior notice so that the necessary information can be obtained in advance of the meeting

10. OUTCOMES FROM COMMITTEES AND PANELS (Pages 131 - 132) **10 Minutes.**

An opportunity for Members to raise any issues or ask questions arising from recent meetings of the Council's Committees and Panels.

A list of meetings held since the last meeting of the Council is held on 17th October 2018 is attached for information and Members are requested to address their questions to Committee and Panel Chairmen.

11. VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS **5 Minutes.**

Group Leaders to report on variations to the Membership of Committees and Panels if necessary.

Dated this 11th day of December 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.

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

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 17 October 2018.

PRESENT: Councillor R J West – Chairman.

Councillors J D Ablewhite, T D Alban,
B S Banks, R E Bellamy, L A Besley,
Mrs M L Beuttell, G J Bull, S M Burton,
E R Butler, S Bywater, B S Chapman,
J R Clarke, Mrs S Conboy, J C Cooper-
Marsh, S J Corney, S J Criswell, J W Davies,
Ms A Diaz, Mrs A Dickinson, R Fuller,
Dr P L R Gaskin, D A Giles, Mrs S A Giles,
J A Gray, M S Grice, K P Gulson,
M J Humphrey, Dr N Johnson, P Kadewere,
D N Keane, C J Maslen, H V Masson,
L W McGuire, J P Morris, J Neish,
J M Palmer, K I Prentice, T D Sanderson,
Mrs S Smith, Mrs J Tavener, D Terry,
R G Tuplin, D M Tysoe, D R Underwood,
S Wakeford, D J Wells and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors D B Dew, Mrs P A Jordan and D J Mead.

31. PRAYER

The Vicar of All Saints and St Mary's, Huntingdon, Reverend Andrew Milton, opened the meeting with a prayer. The Chairman presented Reverend Milton with a commemorative map of the District as a leaving gift and thanked Reverend Milton for his services to the area.

32. MINUTES

Following debate on the accuracy of Minute No. 22 by Councillor B S Chapman the Managing Director clarified the content and discussion held at the Council Programme Group and subject to the inclusion of the sentence "On being put to the vote the amendment was declared to be CARRIED and therefore became the substantive motion" immediately following Councillor Fuller's amended motion, the Minutes of the meeting of the Council held on the 25th July 2018 were approved as a correct record and signed by the Chairman.

33. MEMBERS INTERESTS'

Councillor D R Underwood declared a non-statutory disclosable interest in Item No. 35 by virtue of his employment as Executive Manager of Disability Huntingdonshire.

34. CHAIRMAN'S ENGAGEMENTS AND ANNOUNCEMENTS

The Council noted those engagements attended by the Chairman and

Vice-Chairman since the last meeting (a copy of which is appended in the Minute Book), subject to the amendment of Sunday 14 to Friday 14 and the Chairman also conveyed his congratulations to the towns of Huntingdon and St Ives for their awards in the Anglia in Bloom competition.

In accordance with paragraph 9.9 of the Council procedure rules, the Chairman invited the Managing Director to present the question by a member of the public as follows –

‘Given that:

- 1) the current traffic congestion on Hinchingsbrooke Park Road is unsustainable and a likely risk to life with extremely restricted access to the Hinchingsbrooke Hospital which is regularly blocked off;
- 2) the position of the A14 consultation officers is that we expect a 30% increase in traffic on Hinchingsbrooke Park Road, and that, in their view the current traffic congestion will not be improved or alleviated by the A14 works; and
- 3) there is available funding - the council has not recently spent any CIL money, other than approximately 50% of receipts on Eddison Bell Way (according to a FOI request) and recent developments in Hinchingsbrooke will net almost £900,000 in CIL contributions

what plans are in place to alleviate the current congestion? If there are no plans in place, why not?’

In response, the Executive Councillor for Housing, Planning and Economic Development explained that a large part of the question should be directed towards Cambridgeshire County Council as they were highways matters and explained that the District Council had established a Growth and Infrastructure Thematic Group to assess and review infrastructure priorities for the spending of Community Infrastructure Levy through an agreed governance process, involving key stakeholders. Submissions for future spending priorities should be made through this forum for consideration.

35. CORPORATE PLAN 2018-22

(See Minute No 18/33 for Members’ interests).

In conjunction with the comments of the Overview and Scrutiny Panel (Performance and Growth) and recommendation of the Cabinet at their meeting held on 20th September 2018, Minute No. 26 refers, the Executive Leader, Councillor G J Bull introduced a report by the Corporate Team Manager (a copy of which is appended in the Minute Book) to which was attached the proposed Corporate Plan for the period 2018-22.

Members understood that the Corporate Plan contained the Council’s vision, strategic priorities and objectives for the next four years. The Plan also set out what the Council aimed to achieve in addition to the core statutory services.

Councillor Bull reported that the Plan had been based upon the Conservative Party’s manifesto commitments and vision for the District Council, the latter of which had been through the Overview and Scrutiny process, as well as being debated at Council through the

State of District Annual Report at the last meeting. He thanked his fellow Cabinet colleagues who had assisted in the development of the Plan, as well as Officers in the Corporate Team.

It was reported by Councillor Bull that the District Council remained an autonomous, sovereign Council and was proud of being in charge of its destiny. It was managing its services in a prudent and sensitive way, living within the Council's means. It was adapting to changing circumstances but maintaining good quality value for money services.

Councillor Bull moved the recommendation and was duly seconded by Councillor Fuller.

By reference to discussion at the previous meeting on the Conservative Party's manifesto and the suggestion that Portfolio Holders will be able to hold Officers to account, Councillor B S Chapman referenced Officer pre-planning advice that had been given contrary to the Council's Policies and the Managing Director requested that Councillor Chapman provide details to substantiate his allegation for discussion outside of the meeting.

Councillor Mrs S J Conboy congratulated the Executive Leader on the production of the Plan and looked forward the content being delivered for the benefit of the residents of the District.

In congratulating Councillor Bull on the content of the Plan, Councillor T D Sanderson referenced the Integrated Performance Report for Quarter One and low rates of street cleansing inspections, whereby Councillor Bull explained that the Corporate Plan was the strategic document and such detail should be addressed through the Overview and Scrutiny process.

It having been previously moved and seconded, the Council

RESOLVED

that the Corporate Plan 2018-22 (attached at Appendix 1 to the report now submitted) be adopted.

36. EXECUTIVE COUNCILLOR PRESENTATIONS

(a) Councillor D Tysoe, Executive Councillor for Digital and Customer

The Chairman invited Councillor D Tysoe, Executive Councillor for Digital and Customer to update the Council on Transformation. A copy of Councillor Tysoe's PowerPoint presentation is appended in the Minute Book.

Members' attention was drawn to the challenges and opportunities that faced the District Council and transformation through new ways of working was vital to this process. Councillor Tysoe highlighted the opportunities for growth in the District and the challenges of increasing house prices in the last five years, as well as increases in rent levels and the financial pressures with an ageing population.

The Council had embarked upon a Transformation programme through modern ways of working and Members noted the work that had already been achieved in delivering the programme and the development of the new employee ICARE values. Councillor Tysoe reported upon the creation of the right places for the residents to live and grow and by way of example Members' attention was drawn to a healthy living project in Ramsey and through the St Neots Masterplan the development of St Neots as the first 'Digital Town' for the District.

With focus on people, Councillor Tysoe provided details of progress with the successful co-location of Citizens Advice and Job Centre Plus at the Council's headquarters, improved access for the customer to services through the Customer Portal and early intervention to assist with the homelessness issues that District had been facing.

With the assistance of an unscripted staff video that was presented to Members on the Council's values, Councillor Tysoe explained that the values had been developed by the staff that would be used as part of the recruitment process, as well as inductions and appraisals.

Councillor B S Chapman supported the development of the video that had been presented at Employment Committee and requested that the values be extended to all Members, as well as staff.

In response to a question from Councillor S Smith on the 90% response rate of calls answered in the Call Centre, Councillor Tysoe explained that there was a likelihood of a few issues emerging with the development of a new call handling system but was confident that the changes made would result in an improvement to service delivery.

(b) Questions to Members of the Cabinet

Arising from a question from Councillor J White on his disappointment of the coverage of the recent press and social media coverage of the Council's Car Parking Strategy diverting away from the development of the Strategy in a timely manner, the Executive Councillor for Operations and Regulation, Councillor Ms M Beuttell explained that the charging model had not been discussed and currently no policy had been approved for any changes to car parking charges.

In response to a question by Councillor D A Giles on the recent integrated performance report that in Quarter One 575 street cleansing inspections had been carried out, with 389 recorded as in specification giving a 67.65% pass rate and whether the low pass rate could be attributed to an insufficient budget or insufficient training of operatives and managers. Councillor Beuttell apologised for the drop in service and undertook to provide a full response and explanation to Councillor Giles after the meeting.

Councillor T D Sanderson posed a question to Councillor R Fuller, Deputy Executive Leader and Executive Councillor for Housing, Planning and Economic Development on progress with the Task and Finish Group convened to examine the workings of the Development Management Committee and his perceived level of £16m Community Infrastructure Levy (CIL) reserves. Whereby, it was explained that Development Management Committee Working Group's membership had been depleted following the elections in May and needed to be reconstituted to deliver any recommendations back to the Committee. Councillor Fuller undertook to invite a new Town/Parish Council representative onto the Growth and Infrastructure Thematic Group, as well providing an exact figure of CIL reserves after the meeting.

In light of a question raised by Councillor J D Ablewhite on the offer of training to support St Neots Town Council following a recent Development Management Committee meeting and contrary views presented by a representative of the Town Council at the meeting to the comments submitted by the Town Council on an application, Councillor Fuller shared his concerns on the issue and suggested that he would continue to look at ways to mitigate a repeat of this occurrence but felt that this was largely attributed to a change in membership and election of new inexperienced councillors at the elections in May on the Town Council. He undertook to provide an offer of support and training to the Chairman and Town Council and Councillor B S Chapman confirmed that he had already arranged training of all of his new Members.

Arising from a question from Councillor Dr N Johnson on whether consideration had been given to utilising the Council's car parks for residents' permits and consider offering the first hour free of charge, Councillor Ms Beuttell confirmed that no consideration had been given to this issue.

Councillor C J Maslen questioned whether consideration would be given to an equity of car parking charges across the District, as well as clarification on Sunday charging, whereby Councillor Ms Beuttell reported that car parking charges had not been discussed as part of the Car Parking Strategy and there were no plans for Sunday charging for car parks.

In response to a question by Councillor B S Chapman on his recent attendance at a public meeting with concerned residents, as well as his concerns that he had previously expressed to the Leader and Chief Executives of both the District Council and Cambridgeshire County Council on the public open spaces maintained by the District Council being put up for auction, the Managing Director confirmed that Officers at both authorities had been working on the issue with a view to providing a response the following week.

Councillor Ms S Smith raised a question in relation to

Quarter One of the Integrated Performance report that reported that the average length of stay for the 32 households leaving bed and breakfast accommodation was 7.2 weeks against a target of less than 6 weeks and why this was the case. Councillor Fuller explained that he was happy to meet with Councillor Smith to provide more clarity but could be attributed to the lack of affordable housing to enable such households to move into and the Homelessness Reduction Act 2017 had enabled the Council to focus upon prevention rather than having to house such families in temporary accommodation.

37. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE

In conjunction with the decision summaries of the recent meetings of the Cambridgeshire and Peterborough Combined Authority, Councillor G J Bull presented an update of their activities. Copies of the decision summaries are appended in the Minute Book.

Councillor Bull explained that the Combined Authority had been through a number of staff changes with the departure of the Chief Executive and the Overview and Scrutiny Committee had been investigating this. A new Finance Director had been appointed. Following his appointment, he had focussed upon the prioritisation of schemes into a list of deliverable projects. It was reported that the Business Board that had replaced the Local Enterprise Partnership had been formed and appointments made from an industrial sector basis.

It was further reported upon the new governance arrangements of the establishment of transport, housing and skills committees and Councillor Bull explained that he was a member of the transport and skills committees and had asked Councillor Fuller to represent the Council on the housing committee.

Members were provided with an update on the Mayor's work on the Cambridge Autonomous Metro (CAM) with the Greater Cambridgeshire Partnership and a route to be announced for Cambridge to Cambourne and Councillor Bull also appraised Members with an update of items for their next meeting in October.

Councillor Mrs S J Conboy thanked the Managing Director and Combined Authority for sharing the Industrial Strategy document and reported that a number of members had met informally with the Mayor to raise the question regarding impact at parish level and was disappointed with his response and suggestion of responsibility, whereby Councillor Bull undertook to take this issue back to raise at a future meeting.

Councillor B S Chapman highlighted his impression of the Mayor's progress, but also indicated his concern that provision for the Metro into the development at Loves Farm and Wintringham Park had not been highlighted and undertook to bring to the attention at the Combined Authority Working Party on St Neots regeneration. As well as the infrastructure, Councillor Chapman indicated his concern that there was a requirement for the digital infrastructure to be in place

alongside such development, whereby Councillor Bull reported that digital communications was high on their Agenda and routes for the CAM had yet to be decided.

Arising from concern expressed by Councillor D R Underwood that feeder bus services would be side-lined at the expense of development of the Mayoral Transport Strategy, Councillor Bull reported that the Mayor had been looking at bus provision including the potential for a subsidy to increase specific services and dialogue between the District Council and South Cambridgeshire District Council on bus provision cross border would continue.

Councillors and T D Sanderson and J Neish provided an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee, in particular their focus upon the recent staff turnover with the recruitment processes undertaken and regard to shortlisting practices in the future.

Members were provided with an update on the Cambridgeshire and Peterborough Audit and Governance Committee by Councillor L W McGuire and it was confirmed that the Committee were reassured that there was enough finance available to support the current projects, with the exception of the University of Peterborough and Mass Rapid Transport further funding options would need to be investigated. Attention was drawn to the forthcoming Agenda in November 2018 where Members would be looking at the Medium Term Financial Plan and the recommendations of the Committee to follow best HR practice in any future short listing and recruitment.

38. REPORT OF THE INDEPENDENT REMUNERATION PANEL - SCHEME OF MEMBERS' ALLOWANCES

The Managing Director presented a report by the Elections and Democratic Services Manager, to which was appended the report of the Independent Remuneration Panel (a copy of which is appended in the Minute Book) summarising the outcome of the eighth review of the Members' Allowances Scheme by the Independent Remuneration Panel.

Attention was drawn to the current Scheme that dated back to 2011, despite a further review in 2015. All Members had been invited to participate in the review, with some Members directly addressing the Panel and the final proposals would result in no overall increase to the budget.

Councillor J A Gray moved the recommendations and was duly seconded by Councillor J D Ablewhite.

At 8.36pm Cllr J P Morris entered the meeting.

Councillor Gray commented that budget was an essential part of the process and as the Scheme dated back over 10 years there had been considerable changes since then. He reflected that he felt the report was fair and balanced and thanked those Members that had addressed the Panel. In light of the suggested increase to the Executive Leader and Deputy Executive Leader, Councillor Gray drew Members' attention to the increased volume of work with the

Combined Authority and the suggested increases and decreases in Members' Allowances was not inconsistent with practices elsewhere.

Councillor B S Chapman suggested that as the Scheme referred to the inclusion of the an allowance for the Assistant Cabinet Members, as the item was referred to later in the Agenda and currently had not be agreed, Members agreed to suspend the debate on the item pending a decision on Assistant Cabinet Members.

At 8.44pm the item was adjourned.

39. ASSISTANT CABINET MEMBERS - VARIATION TO ARTICLE 7 OF THE CONSTITUTION

In conjunction with Item No. 16 of the meeting of the Cabinet held on 21st June 2018 and Item No. 20 of the Corporate Governance Committee held on 26th July 2018, consideration was given to a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book). Councillor G J Bull reported that the introduction of Assistant Cabinet Members would allow an opportunity for new Members on the Council to develop further and provide support for the existing Cabinet Members with larger portfolios following the reduction in the number of Members in the Cabinet.

Councillor Bull moved the recommendations and was duly seconded by Councillor R Fuller.

Councillor B S Chapman questioned the legality of taking the decision as his understanding was that any changes to the Constitution had to be reported back to the following meeting of the Council. Councillor Chapman was requested to provide reference in the Council's Constitution to reflect his understanding. With this in mind, the meeting was adjourned to enable clarification to be sought.

At 8.50pm the meeting was adjourned.

At 9.05pm the meeting resumed.

The Monitoring Officer, Mr T Lewis, confirmed that in the absence of no apparent discrepancy as highlighted by Councillor Chapman the process being followed was correct and in accordance with the Council's Constitution. Whereupon, it having been previously moved and seconded, the Council

RESOLVED

that amendment of Article 7 of the District Council's Constitution as outlined in paragraph 3.3 of the report now submitted be approved to reflect the incorporation of Assistant Cabinet Members as attached to the Officer's report.

The Executive Leader, Councillor G J Bull, announced that he had appointed Councillor D N Keane as Assistant Cabinet Member for the ensuing Municipal Year.

40. REPORT OF THE INDEPENDENT REMUNERATION PANEL - SCHEME OF MEMBERS' ALLOWANCES

Further to Minute No. 18/38 ante, discussion continued on the report of the Independent Remuneration Panel summarising the outcome of the eighth review of the Members' Allowances Scheme by the Independent Remuneration Panel.

Councillor Dr N Johnson acknowledged the work of the Panel and in light of the current financial restraints Councillor Johnson moved the following amendment to the recommendations which were duly seconded by Councillor Ms Smith -

"that no increase be made to the level of basic allowance for all District Councillors and no increase be made to the Special Responsibility Allowances for the Executive Leader and Deputy Executive Leader".

Following debate and on being put to the vote, the amendment was declared to be LOST.

Councillor J D Ablewhite welcomed the proposals as contained in the report of the Independent Remuneration Panel and such proposals represented the cost for democracy but also to support younger people coming into local government and in light of the proposed defeated motion outlined previously reminded Members that they also had the right to decline a basic allowance to be paid to them.

Councillor T D Sanderson indicated his concern for such increases in allowances and although accepting that any increases remained in budget, his recent attendance at the Hinchingsbrooke Country Park Joint Group that had highlighted staffing pressures with vacancies, he was unsure as to how well any such increases in Members' Allowances would be accepted by staff.

Councillor B S Chapman outlined his support for the proposed reduction in his Special Responsibility Allowance as Leader of the Principal Opposition and suggested that any reduction be passed onto the staff. Councillor Chapman moved the following amendment to the recommendations which were duly seconded by Councillor Dr Johnson -

"that no increase be made to the level of basic allowance for all District Councillors and no increase be made to the Special Responsibility Allowances for the Executive Leader and Deputy Executive Leader nor the inclusion of a Special Responsibility Allowance for Assistant Cabinet Members".

Following debate and on being put to the vote, the amendment was declared to be LOST.

Councillor J P Morris moved the following amendment to the recommendations which were duly seconded by Councillor B S Chapman –

"the addition of recommendation (j) that Members who have sufficient

financial means should consider donating the increase in their basic allowance to the Chairman's Charity or a charity on their choice".

Following debate and on being put to the vote, the amendment was declared to be LOST.

Councillor T D Alban referred to a Freedom of Information request made to Cambridgeshire County Council on any members that had declined to receive their allowance and in response the County Council had confirmed that that had no record of any Member that had declined their basic allowance or Special Responsibility Allowance and suggested that some of the opposition Members had double standards with their proposed amendments.

Councillor Mrs S J Conboy indicated her frustration at some of the Members' comments, insofar as all Members had already had an opportunity to contribute to the Independent Review.

In conclusion, Councillor Fuller commented that the size of the Cabinet had reduced significantly from 10 to 6 members, resulting in a saving of over £33K and the proposals in the report would also be imposing a sliding scale on the Special Responsibility Allowance paid to Cabinet Members dependent upon the number of other Cabinet Members. On behalf of the Leader, Councillor Fuller outlined his exception to comments made previously and the allowances proposed in this Independent Report did not fully remunerate Members for their time as many Members here at this meeting were here for the purpose of Huntingdonshire.

It having been previously moved and seconded (Minute No. 18/38 refers), the Council

RESOLVED

- (a) that the Managing Director be authorised to prepare a new scheme of Members' Allowances to come into effect on 17th October 2018 to include the following changes -
- ◆ the level of basic allowance for all District Councillors as outlined in the Appendix to the report now submitted;
 - ◆ the discontinuation of the Members IT and telephone support allowance;
 - ◆ the levels of special responsibility allowances outlined in the Appendix to the report now submitted;
 - ◆ the continuation of the one Special Responsibility Allowance rule, with the exception of the Members of the Development Management Committee;
 - ◆ the continuation of payment of the Independent Person and Deputy Independent Person allowance of £1,000 and £500 respectively per annum;
 - ◆ the continuation of the arrangements for the payment of dependant carer's allowances;

- ◆ the level of child care rates be amended and set at the National Living Wage;
- ◆ the continuation of the terms and conditions and the rates payable for travel and subsistence based on the mileage rates published by Her Majesty's Revenue and Customs for reimbursement of mileage incurred in undertaking approved duties;
- ◆ the indices to be used for indexation purposes to enable the Members' Allowances Scheme to be adjusted until 30th April 2022 as outlined in the attached Appendix; and

(b) that, upon the coming into effect of the revised Members' Allowances Scheme with effect from 17th October 2018, the existing Scheme be revoked.

41. CHANGE TO THE CONSTITUTION - HDC VENTURES LTD - SHAREHOLDER REPRESENTATIVE AND REFERENCE GROUP

Further to Item No. 27 of the meeting of the Council held on 25th July 2018 and in conjunction with the deliberations of the Corporate Governance Committee, Minute No. 21 refers, Executive Councillor D Tysoe presented a report by the Managing Director (a copy of which is appended in the Minute Book) on the Arrangements and Terms of Reference for the Shareholder Representative and Shareholder Reference Group of HDC Ventures Limited and minor changes that were suggested by the Corporate Governance Committee and supported by the Cabinet.

Having confirmed the support of the Corporate Governance Committee, it was moved, seconded and

RESOLVED

that the Arrangements for the Shareholder Representative and Shareholder Reference Group of HDC Ventures Limited to be inserted in Part 3 - Responsibility for Functions of the District Council's Constitution be approved to incorporate the requirements as detailed in the report now submitted.

42. OUTCOMES FROM COMMITTEES AND PANELS

A copy of the list of meetings held since the last meeting of the Council held on 25th July 2018 is appended in the Minute Book and Members were advised that any issues or questions could be raised in relation to these meetings.

Councillor T D Sanderson raised a question in relation to the Integrated Performance Report of Quarter One and the overspend in One Leisure against the level of income generated, whereby Councillor J A Gray explained that the report that was submitted to the Overview and Scrutiny Panel (Performance and Growth) had provided the reasons.

43. VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS

There were no changes to report.

The meeting ended at 9.40pm.

Chairman

CHAIRMAN'S ENGAGEMENTS

Date	Venue/Event
October	
Thursday 18	A Service of Confirmation Completion of the Bell Project, Little Paxton
Saturday 20	"The End of the Great War", Peterborough - Chairman Trafalgar Day Dinner, Huntingdon – Chairman
Tuesday 23	Luminus Awards, Huntingdon – Vice-Chairman
Sunday 28	City of Ely Council's Civic Service, Ely - Vice-Chairman
Monday 29	Suffragette Flag Raising, Huntingdon - Chairman
November	
Thursday 1	Commemorating 100 years of WW1 & Suffragettes - Chairman
Friday 2	Hunts Post Business Awards – Chairman
Thursday 9	HDC Remembrance Day Flag Raising – Chairman & Vice-Chairman
*Sunday 11	St Neots Flag Raising – Chairman St Ives Flag Raising – Vice-Chairman Huntingdon Beacon Lighting – Chairman
Monday 12	Veterans Day Service, Madingley – Chairman
Friday 16	Mayor of Godmanchester's Civic Supper, benefitting the young people of Godmanchester - Chairman
Wednesday 28	St Johns Ambulance, St Neots presentations - Chairman
December	
Saturday 1	St Neots Choral Society – Chairman
Sunday 2	Carol Service, St Peter's Church Wimblington - Chairman
Monday 3	Wing Commander's Reception, RAF Alconbury - Chairman
Thursday 6	Royal Mail Christmas Visit, St Neots – Chairman
Monday 10	Disability Huntingdonshire, Papworth Everard - Chairman
Wednesday 12	Huntingdon Town Council Carol Service - Chairman
Saturday 15	St Neots Christmas Carol Service - Chairman
Tuesday 18	HDC Carol Service, Huntingdon – Chairman & Vice-Chairman

* Sunday 11th November

Thank you Members for laying a wreath at your local service, I attended the St Neots Church Service and the Polish Cemetery Memorial during the morning and the Huntingdon Town Council's Remembrance Beacon Lighting Service in the evening.

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

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

Meeting/Date: 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 Council with a draft of the final revised document and seeks a recommendation for its approval and adoption.

The draft Statement was considered and endorsed by the Licensing Committee at their meeting on 17th October 2018, and by Cabinet on the 22nd November 2018, both of whom 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 Full Council

1. That Full Council approve and adopt the Gambling Act 2005 – Statement of Principles 2019
2. That the Head of Community, in consultation with the Executive Councilor, be authorised to make the necessary changes to the Gambling Act 2005 Statement of Principles to implement the changes proposed by Government to the maximum stake for fixed odds betting terminals.

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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 In November 2018, the Government announced changes to the maximum stake on fixed odds betting terminals, and the bring forward of the changes to April 2019. This announcement advises of a proposed change in legislation and it is understood that this is working through the relevant law making processes. This change, as currently understood, will be statutory and for implementation without further consultation. For this purpose, it was proposed

to and endorsed by Cabinet, and therefore recommended for approval by Council, that the Head of Community in consultation with the Executive Councillor be delegated authority to make the necessary changes to the Gambling Act 205 Statement of Principles without further recourse to Council..

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

3. That Full Council approve and adopt the Gambling Act 2005 – Statement of Principles 2019
4. That the Head of Community, in consultation with the Executive Councillor, be authorised to make the necessary changes to the Gambling Act 2005 Statement of Principles to implement the changes proposed by Government to the maximum stake for fixed odds betting terminals.

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

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Gambling Act 2005

Statement of Principles

2019 - 2022

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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 xxxxxxxx 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.

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.

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

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

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

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

DRAFT

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

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.

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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: Council – 19 December 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:

The Council is recommended to

consider and note the treasury management performance over the period April to September 2018.

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 Panel 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

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Economic Review	
<p>Economic Growth 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 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. 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 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 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. The increase in Business Rates is set on the September CPI, so this will rise by 2.4%</p>
<p>UK Monetary Policy 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 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 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 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 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 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.		

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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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	2018/19 Forecast
	£m	£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

**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	2018/19 Revised Estimate	2018/19 Forecast
	£m	£m	£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	2018/19 Forecast
	£m	£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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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.



Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Member representatives

Meeting	Dates of Meeting	Representative
Overview and Scrutiny Committee	29 October 2018	Councillor Jon Neish Councillor Tom Sanderson
Combined Authority Board	31 October 2018	Councillor Graham Bull

The above meetings have taken place in October.

Overview and Scrutiny Committee – Monday 29 October 2018

The Overview and Scrutiny Committee met on 29 October 2018 and the decision summary is attached at **Appendix 1**.

Combined Authority Board meeting – Wednesday 31 October 2018

The Combined Authority Board met on 31 October 2018 and the decision summary is attached at **Appendix 2**.

The agendas and minutes of the meetings are on the Combined Authority's website – Links in the appendices.



APPENDIX 1

Overview and Scrutiny Committee -Decision Summary

Meeting: 29th October 2018

Minutes: [Overview and Scrutiny Committee- Decision Summary](#)

Chair: Cllr Lucy Nethsingha

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Apologies received from: Cllr Doug Dew substituted by Cllr Jon Neish. Cllr Tom Sanderson.
2.	Declaration of Interests	There were no declarations of interest.
3.	Minutes	The minutes of the meeting held on the 24th September were agreed as a correct record subject to the following amendments:

		Under point 6.2 that 'Reassurance was provided from the Interim Chief Executive that there had been issues around the shortlisting process and documentation available and that shortlisting would be recorded in the future.'
4.	Public Questions	There were no public questions received.
5.	Interim Transport Plan	<p>The Committee received the report from the Transport Programme Manager which outlined the Local Transport Plan that had been agreed by the Transport Committee on the 10th October 2018. The following points were discussed:</p> <ul style="list-style-type: none"> • Members were advised that district council officers and planning officers had been engaged by the project team and had been involved in two workshops that had taken place. • The officer agreed with members that it was important to tie in the programme of the Local Transport Plan to take into account the local plans for the district councils. • Members raised a concern that it appeared that only members would be consulted as they felt it was important that highways authority officers should be engaged with as they had a wealth of experience that should be utilised at each stage. • The Director for Strategic Planning who was in attendance at the meeting advised that all the strategies for the Combined Authority and local councils must tie into one another despite different timeframes and that the nonstatutory spatial plan would include the findings from the Local Transport Plan. • Members raised a concern that the HCV route map had not been taken into account in the Local Transport Plan and it was felt that this should be

		<p>integrated into the plan. Officers agreed to provide a written response to this query.</p> <ul style="list-style-type: none">• Members were concerned around the assumption made about the north and south of the county rather than the east and west of the county and queried where these assumptions had come from. The officer advised that the assumptions that had been made so far had come from the engagement that had been received from the workshops.• Members felt it would be helpful to receive a list of organisations and officers involved in the steering group and working group for the Local Transport Plan and also for the remits of the groups to be circulated to the committee to enable them to fully understand the processes being undertaken.• The bus review was underway and would be brought to the Board in the early part of next year which in turn would lead to a bus strategy. Consultation on this would be before April.• A question was asked around whether the Combined Authority was resourced enough to deal with the feedback that would be received from the consultation once it had been sent out to the public, the officer advised that there was staff to deal with the feedback received. <p>The Committee agreed that the Chair should ask the following questions to the Board on Wednesday 31st October:</p> <ol style="list-style-type: none">1) The Committee requests that the HCV route map is taken into account and is integrated fully with the Local Transport Plan.2) The Committee raised concerns around the assumptions made over the North - South priorities over the East - West within the report and wondered how this assumption had been reached? There were also concerns raised
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		<p>that there appeared to be no reflection of the issues raised in the CPIER report?</p> <p>3) The Committee wanted to know that the level of consultation with the district councils at the initial stages would be thorough to allow the councils to incorporate the Local Transport Plan into their local plans.</p> <p>4) The Committee wanted reassurance that the Combined Authority would have the resources to manage the interest that would be received once the Local Transport Plan went out for consultation to the public?</p> <p>5) If the consultation responses created a need for phase three to be re-written would the Combined Authority be prepared to adjust the Local Transport Plan?</p>
6.	Performance Reporting	<p>The Committee received the report from the Director for Strategy and Planning. The following points were discussed:</p> <ul style="list-style-type: none"> • The Committee were advised that the report was a proposal for the shape of future performance reporting; that the Board had requested something very clear, simple and transparent that had a small number of key performance indicators which would reflect the key commitments of the devolution deal for the Combined Authority. • The Director advised that there was always a trade-off between the need for clarity and the need for detailed information. The current form would be assessed and reviewed and if it needed to be amended in future then it would. • The Director advised that a more detailed version could be created for each individual committee to consider their own areas. • A member raised a concern that environmental factors were not one of the

		<p>key indicators and that this should be included, officers agreed that they would consider this point.</p> <p>The Committee agreed that the Chair should raise the following point at the Board meeting on the 31st October 2018:</p> <p>The Committee felt that the performance reports that would be sent to the new Committees should contain greater detail than the overview report that would be sent through to the Board.</p>
7.	Chief Executives Letter	<p>The Committee was invited to ask questions to the Interim Chief Executive regarding the letter that had been published in the media recently regarding concerns about the governance of the Combined Authority. The following points were raised and discussed with the Interim Chief Executive:</p> <ul style="list-style-type: none"> • Following receipt of the letter there has been engagement with CPSB to gain their views which had been fed into the review on the Combined Authority. • There was now a senior management team in place at the Combined Authority which had enabled the authority to move forward and as a result there was now active engagement with numerous stakeholders including the CPSB on a regular basis. • In response to a question raised about concerns on engagement in the investment and the skills and industrial strategies officers advised that the strategies were still in development and would need to go through the Board members before they could be discussed with the constituent councils. In terms of the investment strategy there was a process in place which needed to be set within the context of the Medium Term Financial Plan. • The legal advice that had been provided to Mayor regarding the resignation of the Chief Executive Officer had been provided by an independent legal

		<p>source and had not been provided in house.</p> <ul style="list-style-type: none">• The previous Chief Executive Officer had requested that no further details around his personal data be released however, it could be looked into whether there was a non - disclosure agreement.• Members queried who had made the decision to make the payment and when and were advised that the Mayor would have made the decision and there would have been a Mayoral decision notice which would be confidential, but officers could check and provide a date for the decision notice.• Members queried if other staff contracts allowed for similar severance payments and were advised that it would depend on the conditions of the termination.• Members were advised that the Audit and Governance Committee had requested that the external auditor look into the severance payment when the final year accounts were considered. The Chair advised she would discuss this with the Audit Chairman and report back to the committee on this.• Members asked if it would be possible to view the contract of employment for the Chief Executive Officer post and were advised that this was a confidential document, but that legal advice would be taken to see if it could be disclosed to the committee members.• The Chair asked whether the company that had been referenced in the letter released to the media had in fact been created and officers advised that no company had been formed. <p>The members thanked the Interim Chief Executive Officer for attending and answering the committee's questions.</p>
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8.	Review of the Combined Authority Board Agenda	<p>The Committee reviewed the agenda due to come to the Board on Wednesday 31st October 2018.</p> <p>The Committee discussed the following items:</p> <p><u>Item 2.4 - Cambridge Autonomous Metro: Update</u> Members raised concerns around the quality of the report and queried what the purpose of the report was and asked whether the precise remit that had been provided to the consultants to write the report could be circulated to the committee.</p> <p>The Committee agreed that the following should be asked at the Board meeting:</p> <ol style="list-style-type: none"> 1) The Committee requested that more detail be included in future reports and asked if the remit that was provided to the consultants to produce this work could be provided to the Overview and Scrutiny Committee. 2) The Committee also requested that further information around financing be provided?
9.	Member Update on Activity of Combined Authority	<p>The Committee received a brief update from Cllr Sargeant as Acting Chair of the Task and Finish Group.</p> <p>The Group had met with the Director of Transport and Interim Chief Finance Officer and had interviewed a potential consultant. Following this meeting the members had raised some concerns that the work the consultant would do would replicate the exact work other advisors had already provided the Combined Authority and therefore would not add any value.</p> <p>The members had requested that the Scrutiny Officer contact Centre for Public Scrutiny to gain some advice and possible support and they would be discussing this at their next meeting which would be held at the close of this meeting.</p> <p>Cllr Sargeant proposed that the terms of reference for the Task and Finish Group</p>

		<p>be amended as below:</p> <ol style="list-style-type: none"> 1) To review the processes, evidence gathering, consultation and decision making in the development of the MRT project including comparing and contrasting with the development of any similar infrastructure initiatives and any lessons therein learnt 2) To ensure that the MRT project fits within an integrated transport network which will deliver against the broader objectives of the Combined Authority, the analysis and recommendations of the CPIER Report and will align with schemes being delivered by GCP, the emerging Local Transport plan and the Bus Strategy? <p>The Committee agreed to amend the terms of reference. No other member updates were received.</p>
10.	Constitution Update	<p>Members received the report from the Scrutiny Officer which outlined the changes to the constitution agreed by the Combined Authority Board on the 26th September.</p> <p>A member queried whether the new committees would be taking any key decisions for the Overview and Scrutiny Committee to call in and were advised that only key decisions which had been delegated by the Board would be made by the committees.</p> <p>Members requested that all dates for the Transport, Skills and Housing Committees be circulated to the committee.</p> <p>The Committee noted the report.</p>
11.	Combined Authority Forward Plan	<p>The Committee considered the Combined Authority Forward Plan and requested that the Bus Strategy item that was being taken to the November Board meeting be brought to the Overview and Scrutiny Committee November meeting.</p>

12.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2018/19.</p> <p>The Committee requested that the Bus Strategy be added to their November agenda.</p> <p>The Committee requested that the Investment Strategy/MTF Plan be added to the November meeting.</p> <p>The Committee requested that the Scrutiny Officer extend the length of the meeting to accommodate the larger agenda for November's meeting.</p>
13.	Date of Next Meeting	<p>The next meeting would be held on the 26th November 2018 at East Cambridgeshire District Council.</p>



APPENDIX 2

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY
Decision Statement
Meeting: 31st October 2018
Minutes: Cambridgeshire & Peterborough Combined Authority

Summary of decision taken at this meeting

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Item	Topic	Decision
	Part 1- Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	<p>The Mayor welcomed Patrick Arran to his first meeting since his appointment as Interim Monitoring Officer.</p> <p>Apologies were received from J Ablewhite, Police and Crime Commissioner, substituted by R Bisby, Deputy Police and Crime Commissioner.</p> <p>There were no declarations of interest.</p>

1.2	Minutes – 25th July 2018	It was resolved to approve the minutes of the meeting of 26 September 2018 as a correct record.
1.3	Petitions	None received.

1.4	Public Questions	A question was received from Councillor Chris Boden, however he was not in attendance so his written question was read to the Board.
1.5	Forward Plan	The Board reviewed the Forward Plan of Executive Decisions which was published on 29 October 2018. It was resolved unanimously to note the Forward Plan.
1.6	Appointment to Business Board	The Board considered a recommendation to appoint Councillor Wayne Fitzgerald as substitute for Councillor Charles Roberts on the Business Board in place of Councillor Anna Bailey. It was resolved unanimously to: a) appoint Councillor Wayne Fitzgerald as substitute for Councillor Charles Roberts, Portfolio for Economic Growth on the Business Board
1.7	Membership of the Combined Authority and Committees - Amendments	The Board considered changes to the substitute membership of the Combined Authority Board and Overview and Scrutiny Committee. It was resolved unanimously to note: a) the appointment by Cambridgeshire County Council of Councillor Ian Bates temporarily as its substitute member on the Combined Authority Board b) the appointment by Peterborough City Council of Councillor Shaz Nawaz as one of its substitute members on the Overview and Scrutiny Committee for the remainder of the municipal year 2018/19
Part 2- Combined Authority Matters		

2.1	£100m Housing Programme - Scheme Approvals	<p>The Board considered a report detailing a new scheme to consider in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved unanimously to:</p> <ul style="list-style-type: none"> a) commit grant funding of £1.634m from the £100m Affordable Housing Programme to support delivery of new affordable housing scheme at Lion Works, Station Road, Whittlesford.
2.2	Commission of the Local Transport Plan	<p>The Board considered a report seeking confirmation of the scope and outputs proposed in the commission of the Local Transport Plan (LTP) for the Combined Authority area.</p> <p>It was resolved unanimously to:</p> <ul style="list-style-type: none"> a) agree the scope of the Local Transport Plan for the Combined Authority b) agree the stakeholder engagement strategy
2.3	East-West (North) Corridor – A47 Dualling Study – Strategy, Phasing and Prioritisation Stage 0	<p>The Board considered a request to approve additional funding of up to £1m consisted of £800k to establish a supply chain and meet County Council and land costs plus a £200k contingency fund.</p> <p>It was resolved unanimously to:</p> <ul style="list-style-type: none"> a) note the findings of the revised A47 Strategic Outline Business Case, and Options Appraisal Report which confirms that a strong case exists for the dualling of the whole section of the route. b) note the three identified route options being developed to the standards of both HE DCO Compliant PCF Stage 0 and SGAR. c) approve the continuation of Skanska consultancy support via the existing Cambridgeshire County Council framework arrangement and Budget of additional

		<p>funding of up to £1,000,000, (at a level of £800,000 plus £200,000 contingency subject to CEO / CFO release) for the development of HE DCO Compliant PCF Stage 0 products to achieve a Green SGAR approval.</p> <p>d) note the need to identify funding for a contribution towards the development stage of up to £30,000,000 of an estimated total £60,000,000 over the period 2019 to 2025 as a contribution to the design and development of the preferred route.</p> <p>e) delegate authority to the Transport Director, in consultation with the Chairman of the Transport Committee, to consider and negotiate the concept of amending the continuation or cessation of the current proposed Highways England Intervention at Guyhirn, to then utilise the funding in the development of the wider scheme.</p>
2.4	Cambridge Autonomous Metro: Update	<p>The Board received an update on the CAM project and specifically on the decisions taken at the July Board.</p> <p>It was resolved by a majority to:</p> <p>a) note the progress of the CAM project towards the production of the Strategic Outline Business Case by December 2018</p> <p>b) agree the outcomes of the review of the A429 Camborne to Cambridge project, following the pause agreed at the July Combined Authority Board meeting</p> <p>c) note the progress of the work to assess the potential delivery models to ensure the priority transport projects (including the CAM) can be delivered at pace.</p>

2.5	A605 Kings Dyke Level Crossing Closure	<p>The Board considered a request for funding to enable the construction of King's Dyke level crossing closure scheme to proceed to completion in 2020, following the completion of detailed design.</p> <p>It was resolved unanimously to:</p> <ul style="list-style-type: none"> a) note the independently reviewed Business case supporting the progression of the scheme as value for money b) agree to provide funding contribution of up to £16.4m over the original £13.6m allocation to enable the scheme to progress to construction c) agree the apportionment of 40 / 60 as a split of any under / over spend against the above budget between Cambridgeshire County Council and the Combined Authority as set out in the report.
2.6	Performance Reporting	<p>The Board considered future performance reporting arrangements.</p> <p>It was resolved unanimously to:</p> <ul style="list-style-type: none"> a) agree the proposed performance reporting arrangements described in this paper.

	PART 3- Date of Next Meeting	
3.1	Wednesday, 28 November 2018 Council Chamber, Fenland Hall, County Road, March PE15 8NQ	



Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Member representatives

Meeting	Dates of Meeting	Representative
Audit and Governance	30 November 2018	Councillor Mac McGuire (Substitute Councillor Philip Gaskin)
Combined Authority Board	28 November 2018	Councillors G J Bull (Substitute Councillor R Fuller)
Overview and Scrutiny	26 November 2018	Councillors D B Dew and T D Sanderson (Substitutes Councillor J Neish and B S Chapman)

The above meetings have taken place in November.

Audit and Governance Committee – Friday 30 November 2018

The Audit and Governance Committee met on 30 November 2018 and the decision summary is attached at **Appendix 1**.

Combined Authority Board meeting – Wednesday 28 November 2018

The Combined Authority Board met on 28 November 2018 and the decision summary is attached at **Appendix 2**.

Overview and Scrutiny Committee- Monday 26 November 2018

The Overview and Scrutiny Committee met on 26 November 2018, the decision summary will be circulated when available.

The agendas and minutes of the meetings are on the Combined Authority's website – Links in the appendices:



Appendix 1

AUDIT & GOVERNANCE COMMITTEE - Decision Summary

Meeting: 30th November 2018

Minutes: [Audit & Governance Committee Decision Summary](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies and Declarations of Interests	No apologies were received. No declarations of interest were made.
2.	Minutes of the meeting held on 28th September 2018	The minutes of the meeting held on the 28th September 2018 were agreed as a correct record.
3.	Combined Authority Board Update	The Chairman invited the Mayor for the Combined Authority to provide the committee with an overview of the Combined Authority activities.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>The following points were made:-</p> <p>The Combined Authority had been in existence for 18 months but was now a very different organisation than originally planned as the LEP had now been taken on and this had also led to an increased budget for the next year.</p> <p>The Combined Authority had been hampered by the number of schemes that had needed to be worked up from scratch which had taken longer than previously thought.</p> <p>After the resignation of the Chief Executive Officer over the summer the Mayor had realised that the authority needed to be looked at structurally and so the Mayor had brought in John Hill an experienced Chief Executive from East Cambridgeshire to carry out a review of the existing structure and governance arrangements.</p> <p>The Mayor confirmed that the Interim Chief Finance Officer had been dismissed from his position that morning due to presenting misleading facts to the Combined Authority Overview and Scrutiny Committee. Committee members raised concerns around the news of the Interim Chief Finance Officer's dismissal.</p> <p>The Chair raised a concern that this was the fourth Section 151 officer for the Combined Authority and asked if the Mayor could offer any reassurance around this high turnover in this role and was advised by the Mayor that he was frustrated that the Authority had not secured a permanent Chief Finance Officer yet but that the process to do so was underway and in the meantime Noel O'Neil, the Deputy Chief Finance Officer was more than capable of covering the role.</p> <p>The Mayor confirmed that the decision to terminate the Interim Chief Finance Officers role had been taken unanimously by himself, the Deputy Mayor and the two interim Chief Executive Officers that morning.</p> <p>In response to a question about the Ely bypass the Mayor advised that in his</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>previous role as Leader of East Cambridgeshire District Council he had ensured that the project was delivered and had pushed officers to get it delivered as quickly as possible. The Mayor felt that infrastructure always took far too long to deliver, and it was right to look at alternative options to try to speed up the process. The cost to the economy if there was a delay or if it failed to deliver would be greater.</p> <p>Currently the Combined Authority had not delivered a project on a scale that required a gateway review but once they did the Mayor would ensure that there would be a gateway review process in place – Kings Dyke would be the first project of this scale for the authority.</p> <p>Funding for larger projects would come incrementally over future years and it was important for the authority to be realistic on the delivery timescale for these projects.</p> <p>The Committee thanked the Mayor for attending to answer the committee's questions.</p>
4.	Treasury Management Update	The Committee received and noted the report from the Head of Finance which provided the Audit and Governance Committee with an update on the Combined Authority (CPCA)'s Treasury Management and requested that the cost of the strategy be factored into the next report.
5.	External Audit – Outline Audit Plan	The Committee received and noted the report from the External Auditor which provided the 2018/19 Outline Audit Plan as prepared by Ernst & Young LLP (EY).
6.	Chief Executive Resignation	The Committee received the report from the Interim Monitoring Officer which outlined provided them with the factual background relating to the circumstances of the resignation of the former Chief Executive. The following points were made:-

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> • The External Auditor reported that the Interim Monitoring Officer had provided requested information relating to the Chief Executive's departure and subsequent severance. Based on this information the external auditor had concluded that the Combined Authority had acted lawfully and reasonably. • The Committee were advised that the Mayor had the authority to get external legal advice and commit the authority to expenditure as he had the general power of competence which was set out in the legislation. • Under the Localism Act 2011 the Mayor like other local authorities had to work within the budget set by the authority. • The Committee were assured by the external auditors that the severance package provided to the Chief Executive Officer was reasonable. <p>The Committee discussed their concerns around the termination of the most recent two senior officer roles and the impact such decisions could have on the reputation of the Combined Authority.</p> <p>The Committee agreed that they would like to recommend to the Combined Authority Board that a review be undertaken on the procedures for the termination of the employment of senior officers as the Committee were concerned that recent events surrounding officers leaving the Combined Authority were creating reputational damage.</p>
7.	Corporate Risk Register Review	The Committee received and noted the report from the Assurance Manager which asked the committee to review the Combined Authority Corporate Risk Register and suggest any changes they would like to put forward as a recommendation to the Board.
8.	Internal Audit – Progress Report	The Committee received and noted the report from the Group Auditor which provided details of the progress made in delivering the approved Audit Plan for 2018 / 2019.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
9.	Audit Committee Self-Assessment Actions and Review	<p>The Committee received the report which requested the Audit and Governance Committee to review the proposed actions from the Committee's first annual self-assessment exercise.</p> <p>The Committee agreed that they would like to consider the draft accounts in a public forum and therefore they would like the May informal meeting to be rearranged to a later date in June.</p> <p>The Committee agreed to note the progress of the actions in the report.</p>
10.	Staffing Structure	<p>The Committee received and noted the report from the Interim Monitoring Officer which explained the situation and timelines regarding a permanent senior staffing structure and to provide assurance about how good governance is being maintained in the interim.</p>
11.	Work Programme	<p>The Committee received and noted the report which provided the draft work programme for Audit and Governance Committee for the remainder of the 2018/19 municipal year.</p>
12.	Date of Next Meeting	<p>The Committee agreed the next meeting shall be held on 29th March 2019 at Huntingdonshire District Council.</p>



Appendix 2

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY

Decision Statement

Meeting: 28th November 2018

Minutes: [Cambridgeshire & Peterborough Combined Authority Decision Statement](#)

Summary of decisions taken at this meeting

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	<p>Apologies were received from Councillor B Smith (substituted by Councillor A Van de Weyer) and Councillor S Count (substituted by Councillor I Bates)</p> <p>Declarations of interest were made in relation to Item 6.1: £100m Affordable Housing Programme – Scheme Approvals by Councillor C Roberts and John Hill as Directors of the East Cambridgeshire Trading Company.</p> <p>The Mayor stated that he did not consider that he had any interest to declare in relation to Item 1.6: Members' Allowances Scheme.</p>
1.2	Minutes – 31st October 2018	It was resolved to approve the minutes of the meeting of 31st October 2018 as a correct record.
1.3	Petitions	None received.

1.4	Public Questions	None received.
1.5	Forward Plan	It was resolved to note the Forward Plan.
1.6	Members' Allowances Scheme	<p>The Combined Authority Board was asked to agree that the independent Remuneration Panel be requested to review the Members' Allowance Scheme in relation to the Mayor's allowance and to consider the payment of a standard allowance for any independent commissions set up by the Combined Authority. It was also asked to ratify the decisions taken by the Business Board in relation to convening an Independent Remuneration Panel to consider the level of allowances payable to the Chair, Vice-Chair and other private sector board members on the Business Board.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) review the Members' Allowance Scheme (Mayor's Allowance); b) consider the payment of allowances/expenses to those appointed to any independent commissions set up by the Combined Authority; and c) ratify the decisions of the Business Board reported orally at the meeting.
PART 2- Finance		
2.1	£2019/20 Draft Budget and Medium Term Financial Plan 2019 to 2023	<p>The Combined Authority Board was asked to approve the draft revenue and capital budgets for 2019/20 reflecting the current priorities and available resources and a medium term financial plan (MTFP). It was resolved to:</p> <ul style="list-style-type: none"> a) agree the draft revenue budget for 2019/20 and the MTFP to 2023 to go forward for consultation with wider stakeholders; b) agree the draft capital programme to go forward for consultation with the

		<p>wider community.</p> <p>c) that each element of the annual Combined Authority overheads budget be urgently reviewed and overheads spend significantly reduced for 2019/2020 from the projected figures when the annual budget is published in February 2019.</p>
2.2	Budget Monitor Update	<p>The Combined Authority Board considered a report providing a mid-year update of actual expenditure to date against the 2018/19 budget as presented to the Board in May 2018 as part of the draft Medium Term Financial Plan.</p> <p>It was resolved to:</p> <p>a) note the half year financial position of the Combined Authority for the year to 31 March 2019.</p> <p>b) agree the provisional outturn for 2018/19.</p>
	PART 3- Combined Authority Matters	
3.1	Wisbech to March Rail – Grip 3b Study	<p>The Combined Authority Board considered a report outlining the proposed plans for the Wisbech to March Rail project.</p> <p>It was resolved to:</p> <p>a) approve the budget of £1,500,000 (£1,300,000 estimated cost and £200,000 contingency for Chief Executive Officer/Chief Finance Officer discretionary release) as a proportion of the £3.25m indicated in March 2018 as part of the potential £6.5m Wisbech Garden Town funding, and</p> <p>b) agree to delegate authority to the Transport Director to appoint a supplier</p>

		<p>to deliver the study as successful tenderer in the current procurement exercise, and</p> <p>c) agree to delegate authority to the Transport Director to negotiate with all relevant stakeholders both in regard of the exploration of the rail link and low cost non-heavy rail alternative, in consultation with the Chairman/woman of the Transport Committee.</p>
3.2	Response to the Cambridgeshire and Peterborough Independent Economic Review (CPIER): A Growth Ambition Statement	<p>The Combined Authority Board considered a report recommending a formal response to recommendations of the Cambridgeshire and Peterborough independent Economic Review (CPIER).</p> <p>It was resolved to:</p> <p>a) agree the response to the CPIER main recommendations at Annex B;</p> <p>b) adopt the Growth Ambition Statement at Annex A;</p> <p>c) mandate officers to ensure consistency with the Growth Ambition Strategy in developing future strategy documents and business plans for transport, planning, business and skills, including reviewing previously agreed timescales to make aligning content more feasible.</p> <p>d) The Mayor and Combined Authority commence producing a comprehensive funding strategy for CAM Metro, covering both capital and operating cost, ahead of further decisions on CAM, and on the need for Mayoral Development Corporations as potential funding sources.</p>
3.3	Performance Reporting	<p>The Combined Authority Board considered a report providing a first quarterly update under the new performance reporting process agreed by the Board.</p> <p>It was resolved to note the November Delivery Dashboard.</p>

	PART 4- Business Board Recommendations to Combined Authority	
4.1	Growth Fund Projects	<p>The Combined Authority considered a report outlining the Growth Prospectus approved by the Business Board in September 2018. It was resolved to note the decisions of the Business Board and, subject to confirmation from Government that local growth funds had been released for allocation by the Business Board, to:</p> <ul style="list-style-type: none"> a) accept and approve recommendations from officers of small grant awards to Small and Medium Enterprises (SMEs) totalling £19,490. b) agree delegated authority to approve small grants to SMEs between £2,000 and £20,000 to Director of Business & Skills subject to Section 151 Officer approval, and regular reporting to the Business Board. c) give approval to procure and appoint independent project appraisers of business cases over £20,000.
4.2	Eastern Agri-Tech Growth Initiative	<p>The Combined Authority considered a report informing the Business Board about the Eastern Agri-Tech Growth Initiative which had transferred over from the previous Local Enterprise Partnership and asked the Business Board to recommend to the Combined Authority Board that the initiative should continue until March 2021 with associated funding.</p> <p>It was resolved to note the decisions of the Business Board and, subject to confirmation from Government that local growth funds have been released for allocation by the Business Board, to:</p> <ul style="list-style-type: none"> a) agree that the Eastern Agri-Tech Growth Initiative should continue across the existing geographical areas of both the BB and New Anglia Local Enterprise Partnership (NALEP);

		<ul style="list-style-type: none"> b) agree a funding allocation of £4m from new Growth Deal funding; c) agree the Terms of Reference for the Eastern Agri-Tech Programme Board. d) delegate authority to the Eastern Agri-Tech Programme Board to make decisions about applications for grant funding on behalf of both the CA/BB and NALEP; e) agree that the Eastern Agri-Tech Programme Board should become a Sub-Board of the BB, and f) agree that a member of the BB, nominated by the BB, should become Chair of the Eastern Agri-Tech Programme Board.
4.3	<p>Growth Deal</p> <p>(a) Wisbech Access Strategy – Summary of study work and request to proceed to delivery of design with simultaneous construction of phase 1 interventions</p>	<p>The Combined Authority Board considered a report asking approval from the Business Board for the full release of the previously allocated £10.5m Growth Deal investment in October 2017. It was resolved to note the decisions of the Business Board and, subject to confirmation from Government that local growth funds have been released for allocation by the Business Board, to:</p> <ul style="list-style-type: none"> a) approve a budget of £10,500,000 to enable the procurement of an appropriate design and build contractor to immediately commence the delivery of an overlapped phased design and construction programme. b) delegate authority to the Transport Director, in consultation with the Chair of the Transport Committee, at key gateway stages to deliver this package of works on behalf of the Business Board. c) subject to BEIS Ministerial approval of the release of future Growth Deal funds, release of the £10.5m Growth Deal funding for the delivery of this vital scheme for the housing and economic growth of Wisbech.

	(b) M11 Junction 8 Improvement Project	<p>The Combined Authority Board considered a report detailing the M11 Junction 8 improvement project that is being led by Essex County Council (ECC) and requests that the Business Board support the recommendation to release £1million of Growth Funding towards this project. It was resolved to:</p> <p style="text-align: center;">release the £1m Growth Deal funding to Essex County Council, to support the delivery of the range of improvements outlined within this paper for the M11 Junction 8.</p>
4.4	The Greater South East Energy Hub – Rural Community Energy Fund	<p>The Combined Authority Board considered a report asking to approve the inclusion of the RCEF as an additional funding support offer by the Greater South East Energy Hub in advance of final agreement by Combined Authority as Hub Accountable Body.</p> <p>It was resolved to note the decisions of the Business Board and, subject to confirmation from Government that local growth funds have been released for allocation by the Business Board, to:</p> <p style="text-align: center;">agree that the Greater South East Energy Hub assumes the RCEF management role.</p>
	Part 5- Skills Committee Recommendations to Combined Authority	
5.1	University of Peterborough – Review and Evaluation for Phase 1 and 2 of the Programme	This report was withdrawn as there was no recommendation from the Skills Committee to the Board to agree.
5.2	Adult Education Budget Devolution	The Combined Authority Board considered a report that sought to secure support to the proposal for progressing with the next steps of the Devolution of the Adult

		<p>Education Budget (AEB) and its implementation by agreeing to the proposal for financial sustainability in AEB delivery, the progress towards the devolution programme, and the role of the Skills Committee in governing the AEB programme post 2019.</p> <p>It was resolved by a majority to note the recommendations of the Skills Committee and to:</p> <ul style="list-style-type: none"> a) approve business case requesting a top slicing allocation up to 4.9% to ensure the delivery of the AEB is resourced appropriately. b) approve the proposed commissioning approach for the CPCA devolved AEB. c) authorise officers to enter into a negotiated grant commissioning process to develop and work with the 15 indigenous and contiguous Cambridgeshire and Peterborough Colleges and Local Authority providers currently grant funded by the Education Skills Funding Agency. (This would mean disinvestment in the remaining 120 Grant funded providers spatially distant from Cambridgeshire & Peterborough.) d) agree to procure contracts for services for all other providers, including Independent Training Providers, Further Education Institutions based outside of the CPCA area and other organisations (which might include the voluntary & community sector). Further to give delegated authority to the Director of Business & Skills to award contracts.
5.3	Skills Prioritisation Plan - Careers Enterprise Company	<p>The Combined Authority Board considered a report informing the Skills Committee of the next steps in the delivery of the Careers Enterprise Company (CEC) contract and to seek support for the proposed ways of working in the delivery of the contract post March 2019.</p>

		<p>It was resolved:</p> <p>(a) to approve that the CPCA cease resourcing the Careers Enterprise Company contract for delivery.</p> <p>(b) that delegated authority be provided to the Portfolio Holder and Director of Business and Skills to engage with the CEC to identify potential local partners to undertake the remaining CEC Delivery Contract.</p>
	Part 6 - Combined Authority Matters	
6.1	£100m Affordable Housing Programme - Scheme Approvals	<p>The Combined Authority Board considered a report seeking approval for the provision of a 2 year repayable commercial loan facility capped at £24.4m to the East Cambridgeshire Trading Compact (ECTC) to purchase a site currently comprising 88 empty houses and land.</p> <p>It was resolved by a majority to:</p> <p>a) approve the provision of a commercial loan facility of £24.4m to East Cambridgeshire Trading Company (ECTC) for a scheme of 92 units based on the heads of terms detailed in Appendix 1.</p> <p>b) authorise the Director, Housing to bring forward commercial proposals for the CPCA to joint venture as a development partner with ECTC for the delivery of up to 62 additional homes on the undeveloped infill land, once the land has been acquired.</p> <p>c) authorise the Director, Housing in consultation with Legal Counsel and Portfolio Holder Fiscal to conclude any necessary legal documentation to secure the loan, to include a charge upon the land.</p>

	Part 6- Finance- Part 2 item	
6.2	Exclusion of Press and Public	<p>It was resolved:</p> <p>that the press and public be excluded from the meeting on the grounds that the agenda contains exempt information under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed -information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>
6.3	Wisbech: 11 & 12 High Street	The Combined Authority Board considered a confidential report on 11 & 12 High Street, Wisbech. It was resolved to approve the recommendations in the report.
	Part 7- Date of Next Meeting	
7.1	Date: Wednesday 30 January 2019 at 10.30am, Civic Suite Room A, Huntingdonshire District Council, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN	

MEETINGS OF THE COUNCIL'S COMMITTEES AND PANELS SINCE THE LAST ORDINARY MEETING

NOVEMBER 2018

6. OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ Integrated Performance Report 2018/19, Quarter 2
- ❖ Treasury Management Six Month Review

8. CABINET – SPECIAL MEETING

- ❖ Commercial Investment Strategy Asset

8. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ Customer Services Performance
- ❖ Review of Bearscroft Farm Local Lettings Plan

19. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 1 Other Application
- ❖ 5 Deferred Items
- ❖ 11 Applications requiring reference to the Development Management Committee
- ❖ Appeal Decisions

22. CABINET

- ❖ Gambling Act 2005 – Statement of Principles 2019
- ❖ Treasury Management Six Month Performance Review
- ❖ Integrated Performance Report 2018/19 Quarter 2
- ❖ Review of Bearscroft Farm Local Lettings Plan
- ❖ Hinchingsbrooke Country Park Joint Group Minutes

29. EMPLOYMENT COMMITTEE

- ❖ ICARE Values – Inspiring and Collaborative
- ❖ Workforce Information Report (Quarter 2)
- ❖ 2018/19 Staff Survey Action Plan – The Approach to Deliver Solutions
- ❖ Time to Change Pledge – Supporting Staff Mental Health Wellbeing
- ❖ 2017/18 Gender Pay Gap Reporting – The Approach to Address the Gap
- ❖ Staff Council Issues

DECEMBER 2018

4 OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ Use of Special Urgency Provisions – Purchase of Commercial Investment Strategy Asset
- ❖ Rural Settlement List – Business Rates
- ❖ Work Programme

6. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ Ecology Plans – A14 Cambridge to Huntingdon Improvement Scheme
- ❖ Great Fen Project
- ❖ Work Programme

13. CABINET

- ❖ Rural Settlement List – Business Rates

17. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 5 Other Applications
- ❖ 1 Deferred Item
- ❖ 1 Application Requiring Reference to Development Management Committee
- ❖ Appeal Decisions