



A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **BURGESS HALL, WESTWOOD ROAD, ST IVES PE27 6WU** on **WEDNESDAY, 21 JULY 2021** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **PRAYER**

The Pastors Simeon and Joyce of the International Prayer Palace Church will open up the meeting with prayer.

### **APOLOGIES**

**1. MINUTES** (Pages 7 - 14)

To approve as a correct record the Minutes of the Annual meeting of the Council held on 19th May 2021.

**Time Allocation: 2 Minutes.**

**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.

**Time Allocation: 2 Minutes.**

**3. LOCAL GOVERNMENT ACT 1972: SECTION 89 - ST NEOTS EAST WARD**

To receive a verbal report by the Returning Officer on the person elected to the Office of District Councillor for the St Neots East ward.

**Time Allocation: 5 Minutes.**

**4. CHAIRMAN'S ENGAGEMENTS AND ANNOUNCEMENTS** (Pages 15 - 16)

To note the Chairman's engagements since the last Council meeting.

**Time Allocation: 5 Minutes.**

## **5. STATE OF THE DISTRICT 2021 (ANNUAL REPORT)**

The Executive Leader, Councillor R Fuller to address the Council on the State of the District.

The Chairman will invite the Leaders of the Opposition to respond to the address.

**[In the ensuing debate, a Member may speak once and no speech may exceed 5 minutes in length without the consent of the Chairman].**

**Time Allocation: 45 Minutes.**

## **6. CORPORATE PLAN REFRESH 2021/22 (Pages 17 - 32)**

The Executive Leader, Councillor R Fuller to present for approval the revised key actions and performance indicators for inclusion in the Corporate Plan for 2021/22.

**(The report was considered by the Cabinet at their meeting on 15th July 2021 and their recommendations will be reported verbally).**

**Time Allocation: 15 Minutes.**

## **7. QUESTIONS TO MEMBERS OF THE CABINET**

In accordance with the Council Procedure Rules, all questions –

- Must be relevant to an item which the Council has powers or duties;
- Must not relate to an item which is included elsewhere on the Agenda
- Should be limited to obtaining information or pressing for action; and
- Should not exceed two minutes in duration.

Questions should not divulge or require to be divulged, confidential or exempt information.

**Time Allocation: 15 Minutes.**

## **8. REVIEW OF PARLIAMENTARY CONSTITUENCY BOUNDARIES (Pages 33 - 102)**

The Executive Leader to present a report inviting the Council to consider whether they wish to make any comments to the Boundary Commission for England on the initial proposals for new Parliamentary constituencies affecting Huntingdonshire.

**(The report was considered by the Cabinet at their meeting on 15th July 2021 and their recommendations will be reported verbally).**

**Time Allocation: 15 Minutes**

**9. REVIEW OF MEMBERS ALLOWANCES - REPORT BY THE INDEPENDENT REMUNERATION PANEL (Pages 103 - 124)**

The Managing Director to present the report of the Independent Remuneration Panel.

**Time Allocation: 15 Minutes.**

**10. ANNUAL REPORT OF THE CORPORATE GOVERNANCE COMMITTEE 2020/21 (Pages 125 - 138)**

Councillor G J Bull, Chairman of the Corporate Governance Committee to present the Annual Report of the Corporate Governance Committee for 2020/21.

**(The report was approved for submission to the Council by the Corporate Governance Committee at their meeting on 9th June 2021).**

**Time Allocation: 5 Minutes.**

**11. TREASURY MANAGEMENT SIX MONTH PERFORMANCE REVIEW (Pages 139 - 158)**

Councillor J A Gray, Executive Councillor for Strategic Finance to present the Treasury Management Six Month Performance Review.

**(The report was considered by the Cabinet at their meeting on 17th June 2021).**

**Time Allocation: 10 Minutes.**

**12. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE**

Councillor R Fuller, Executive Leader to present on the activities of the Cambridgeshire and Peterborough Combined Authority.

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

Councillor G J Bull 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 marked **TO FOLLOW**.

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.

**Time Allocation: 20 Minutes.**

**13. RESOLUTION TO EXTEND 6 MONTH RULE - SECTION 85 LOCAL GOVERNMENT ACT** (Pages 159 - 162)

To consider a report requesting the extension of the 6-month rule for a Councillor on the grounds of ill-health.

**Time Allocation: 5 Minutes.**

**14. OUTCOMES FROM COMMITTEES AND PANELS** (Pages 163 - 166)

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 Council meeting held on 19th May 2021 is attached for information and Members are requested to address their questions to Committee and Panel Chairmen.

**Time Allocation: 10 Minutes.**

**15. USE OF SPECIAL URGENCY PROVISIONS 2020/21**

Section 18.3 of the Council's Access to Information Procedure Rules require the Executive Leader to report on executive decisions taken under the Special Urgency provisions within the Council's Constitution.

There have been no Executive Decisions taken under the Special Urgency provisions in 2020/21.

**Time Allocation: 2 Minutes.**

**16. REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL COMMITTEES AND PANELS** (Pages 167 - 174)

**Time Allocation: 5 Minutes.**

**17. VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS**

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

**Time Allocation: 2 Minutes.**

13th day of July 2021



Head of Paid Service

## **Disclosable Pecuniary Interests and Non-Statutory Disclosable Interests**

Further information on [Disclosable Pecuniary Interests and Non - Statutory Disclosable Interests is available in the Council's Constitution](#)

## **Filming, Photography and Recording at Council Meetings**

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Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

**Please contact Mrs Lisa Jablonska, Elections and Democratic Services Manager, Tel No. 01223 739952 / e-mail [Lisa.Jablonska@huntingdonshire.gov.uk](mailto:Lisa.Jablonska@huntingdonshire.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

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

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

Agenda and enclosures can be viewed on the [District Council's website](#).

### **Emergency Procedure**

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

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the Annual Meeting of the COUNCIL held in the BURGESS HALL, WESTWOOD ROAD, ST IVES, CAMBRIDGESHIRE, PE27 6WU on Wednesday, 19 May 2021

PRESENT: Councillors T D Alban, L A Besley, Mrs M L Beuttell, G J Bull, E R Butler, S Bywater, B S Chapman, J R Clarke, Mrs S Conboy, J C Cooper-Marsh, S J Corney, S J Criswell, Miss R D'Souza, D B Dew, Mrs A Dickinson, R Fuller, I D Gardener, Dr P L R Gaskin, D A Giles, Mrs S A Giles, J A Gray, K P Gulson, M Haines, M J Humphrey, Mrs P A Jordan, Mrs M Kadewere, P Kadewere, D N Keane, H V Masson, L W McGuire, J M Palmer, K I Prentice, A Roberts, T D Sanderson, C Smith, D Terry, R G Tuplin, D M Tysoe, D J Wells, R J West and Mrs S R Wilson.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors B S Banks, S M Burton, M S Grice, C J Maslen, D J Mead, J P Morris, J Neish, Mrs P E Shrapnel, Mrs S Smith and S Wakeford.

### 1 ELECTION OF CHAIRMAN

It was proposed by Councillor Ms M L Beuttell, seconded by Councillor T D Alban and

RESOLVED

that Councillor L W McGuire be elected Chairman of the Council for the ensuing Municipal Year.

Councillor McGuire made the Statutory Declaration of Acceptance of Office and thanked Members for the honour which the Council had bestowed upon him.

**Councillor L W McGuire in the Chair.**

### 2 MINUTES

The Minutes of the meeting of the Council held on the 24th February 2021 were approved as a correct record and signed by the Chairman.

### 3 MEMBERS' INTERESTS

No declarations were received.

### 4 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor L W McGuire, seconded by Councillor S J Corney and

RESOLVED

that Councillor K P Gulson be appointed Vice-Chairman of the Council for the ensuing Municipal Year.

Having thanked Members for the honour which had been bestowed upon him, Councillor Gulson made the Statutory Declaration of Acceptance of Office.

## **5 LOCAL ELECTIONS - 6 MAY 2021**

In conjunction with a report by the Returning Officer (a copy of which is appended in the Minute Book) Members were presented with a summary of the results of the four District by-elections held on 6th May 2021. In so doing the Chairman welcomed the newly elected Members to the Council and conveyed to Members a letter from former Councillor Dr N Johnson following his election as Mayor of Cambridgeshire and Peterborough Combined Authority. Whereupon, it was

RESOLVED

- (a) that the newly elected Councillors for Huntingdon North, St Ives East, St Ives South and Warboys Wards be welcomed to the Council; and
- (b) that an acknowledgement be made to the work of all staff who were engaged in the taking of the poll and/or the counting of the votes on 6th, 7th and 8th May 2021.

## **6 FORMER CHAIRMAN OF THE COUNCIL - COUNCILLOR JOHN WINSTON DAVIES**

The Chairman referred to the recent death of former Chairman of the Council, Councillor J W Davies who sadly passed away in March 2021. Members stood and observed a minute's silence in his memory. Following which the Chairman presented to Members the extensive details of the service that Councillor Davies had made to the District Council following his election in May 1992 and served for a continuous period of almost 29 years until his death making him one of the longest serving District Councillors to ever serve on the District Council.

The Executive Leader, Councillor R Fuller, paid tribute to Councillor Davies and reported on his honour to represent the District Council at his funeral. In addition to his Council achievements, Councillor Fuller referred to him being a valued colleague and dear friend and his length of service as a District Councillor had earned him the title of 'Father of the House'. His loss would be keenly felt, an irreplaceable Member and memory would live on in his long list of achievements as District and Town Councillor for St Ives, together with his work in the community.

Councillor T D Sanderson echoed the sentiments of Councillor Fuller and remembered Councillor Davies as someone with integrity and decency, who always provided straightforward and honest advice. He expressed his sympathy to Councillor Davies' family and although would leave a great gap, his legacy would live on.



Councillor Mrs S J Conboy paid tribute to Councillor Davies, with latterly getting to know him more through her work and will be remembered as a fun, warm and loving man who will be missed very much but would live on through his work in St Ives.

In tribute to Councillor Davies, Councillor P Kadewere praised his Chairman's role and support for community groups regardless of party politics and would miss his presence.

Councillor R J West referred to the moving tributes and the valued support that Councillor Davies had provided him as Vice-Chairman of the Council when in his role as Chairman.

Councillor T D Alban paid tribute to Councillor Davies in his role as District and Town Councillor, but also in his life personally with his love of sport, commitment to St Ives and his love and pride in his family.

Councillor Ms R D'Souza shared with Members her first experience with meeting Councillor Davies as a newly elected Member on St Ives Town Council, in particular his warmth in welcoming her and making her feel at ease in her new role.

As a shared Ward Member for St Ives South for eight years, Councillor D B Dew shared his memories of Councillor Davies as a hugely respected character in St Ives with many a resident stopping to engage with him. His passion for his family and pride for the town of St Ives he shared and had been passed onto them in his work. Finally, he commended him as an excellent Chairman, Councillor and good friend.

Councillor Ms A Dickinson, as shared Ward Member, commented on the sad loss and someone that would never be forgotten.

In concluding, the Chairman paid tribute to Councillor Davies and his honour in serving as his Vice-Chairman.

## **7 FORMER COUNCILLOR D HARTY**

The Chairman reported upon the recent passing of former Councillor David Harty, who served as a County Councillor and was a District Councillor that represented the Eaton Ford Ward from 2004 until 2017. Members paused briefly for reflection in silent tribute to their former Member.

## **8 APPOINTMENT OF CABINET AND CABINET ASSISTANTS**

The Executive Leader, Councillor R Fuller announced that he had appointed Councillors M Beuttell, S Bywater, J A Gray, D Keane, J Neish and K I Prentice to join him as Members of the Cabinet for the ensuing Municipal Year and confirmed that Councillor J Neish would continue as the Deputy Executive Leader.

Councillor Fuller, then presented the details of the Cabinet Portfolios for the 2021/22 Municipal Year, with a few minor changes to their remits :-

Councillor M L Beuttell, Operations and Environment  
Councillor S Bywater, Community Resilience and Wellbeing  
Councillor R Fuller, Housing and Economic Development  
Councillor J A Gray, Strategic Finance  
Councillor D Keane, Corporate Services  
Councillor J Neish, Strategic Planning  
Councillor K I Prentice, Leisure and Regulatory Services

Councillor Fuller further confirmed the appointment of Councillor J Palmer as a Cabinet Assistant for the ensuing Municipal Year.

## **9 REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL COMMITTEES AND PANELS**

A report was submitted by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) relating to the principles and proportionality to be applied to the appointment of Committees and Panels in accordance with Section 15 of the Local Government and Housing Act 1989 and Part II of the Local Government Act 2000.

Whereupon, it was

RESOLVED

that the allocation of seats on District Council Committees and Panels to political groups and non-aligned Members be determined as set out in the report now submitted.

## **10 OVERVIEW AND SCRUTINY PANELS**

RESOLVED

that the following Members be appointed to the Overview and Scrutiny Panels for the ensuing Municipal Year.

### **Overview and Scrutiny Panel (Performance and Growth) (12)**

Councillors E R Butler, B S Chapman, S J Corney, D B Dew, M Haines, P L R Gaskin, M S Grice, J P Morris, A Roberts, T D Sanderson, S Wakeford and D J Wells.

### **Overview and Scrutiny Panel (Customers and Partnerships) (12)**

Councillors T Alban, B S Banks, S Criswell, R D'Souza, I D Gardener, D A Giles, M Kadewere, H V Masson, C Smith, S Smith, D M Tysoe and S R Wilson.

## **11 COMMITTEES**

RESOLVED

- (a) that Members be appointed to serve on the Corporate Governance, Development Management, Employment, Licensing and Protection, Licensing and Senior Officers Committee for the ensuing Municipal Year as follows:-

**Corporate Governance Committee (12)**

Councillors G J Bull, E R Butler, J Cooper-Marsh, P L R Gaskin, D A Giles, K P Gulson, P Kadewere, H V Masson, L W McGuire, J P Morris, R J West and S R Wilson.

**Development Management Committee (16)**

Councillors L A Besley, S Burton, E R Butler, S J Conboy, S J Corney, D B Dew, I D Gardener, K P Gulson, M Humphrey, C J Maslen, J Neish, A Roberts, S Smith, R G Tuplin, D M Tysoe and S Wakeford.

**Employment Committee (8)**

Councillors P A Jordan, D N Keane, C J Maslen, J M Palmer, D Terry, D M Tysoe, D J Wells and R J West.

**Licensing and Protection Committee (12)**

Councillors B S Banks, J Clarke, S Criswell, A Dickinson, S A Giles, P A Jordan, L W McGuire, D J Mead, K I Prentice, P E Shrapnel and R J West.

**Licensing Committee (12)**

Councillors B S Banks, J Clarke, S Criswell, A Dickinson, S A Giles, P A Jordan, L W McGuire, D J Mead, K I Prentice, P E Shrapnel and R J West.

**Senior Officers' Committee (4)**

Councillors S J Conboy, D A Giles, D N Keane and R J West.

- (b) that the following Members be nominated from which the Elections and Democratic Services Manager be authorised when necessary, to convene a meeting of the Appeals Sub-Group to include up to five members (excluding Members of the Employment Committee) to determine appeals under the Council's disciplinary and appeals procedures-

Councillors T D Alban, S J Conboy, S J Corney, I D Gardener, S A Giles, M Haines, P Kadewere, H V Masson, D J Mead, A Roberts, C Smith, S Smith and R G Tuplin.

With the assistance of a report by the Managing Director (a copy of which is appended in the Minute Book), the Council were invited to make appointments/nominations to the Cambridgeshire and Peterborough Combined Authority for the 2021/22 Municipal Year.

**RESOLVED**

- (a) that Councillor R Fuller, Executive Leader be appointed to act as the Council's appointee to the Combined Authority and Councillor J Neish be appointed as the substitute member;
- (b) that Councillors S J Corney and D B Dew be nominated to the Overview and Scrutiny Committee, with Councillors E R Butler and A Roberts nominated as substitutes;
- (c) that Councillor G J Bull be nominated to the Audit and Governance Committee, with Councillor L W McGuire as the substitute member; and
- (d) that the Managing Director be authorised to make any amendments to the Overview and Scrutiny Committee and the Audit and Governance Committee in consultation with the Political Group Leaders, should the political balance be amended by the Combined Authority between now and the next Council meeting.

**13 BURY NEIGHBOURHOOD PLAN**

Having regard to a report by the Strategic Growth Manager (a copy of which is appended in the Minute Book) on the referendum of the Bury Neighbourhood Plan held on 6th May 2021, the Managing Director acquainted Members with the results of the referendum with 92.4% voting in favour of supporting the making of the Neighbourhood Plan. As the result exceeded the 50% threshold, the Council was required to make the Neighbourhood Plan part of the Statutory Development Plan for Huntingdonshire. Whereupon, the Council

**RESOLVED**

that the Bury Neighbourhood Plan as attached at Appendix 1 to the report now submitted be adopted with immediate effect to become part of the Statutory Development Plan for Huntingdonshire.

**14 BUCKDEN NEIGHBOURHOOD DEVELOPMENT PLAN**

Having regard to a report by the Strategic Growth Manager (a copy of which is appended in the Minute Book) on the referendum of the Buckden Neighbourhood Plan held on 6th May 2021, the Managing Director acquainted Members with the results of the referendum with 91.8% voting in favour of supporting the making of the Neighbourhood Plan. As the result exceeded the 50% threshold, the Council was required to make the Neighbourhood Plan part of the Statutory Development Plan for Huntingdonshire. Whereupon, the Council

RESOLVED

that the Buckden Neighbourhood Plan as attached at Appendix 1 to the report now submitted be adopted with immediate effect to become part of the Statutory Development Plan for Huntingdonshire.

The meeting ended at 6.30pm.

Chairman

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## CHAIRMAN'S ENGAGEMENTS

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<b>Date</b>	<b>Venue/Event</b>
<b>June 2021</b>	
26	Armed Forces Day, Huntingdon Town Council (Chairman)
<b>July 2021</b>	
9	Wing Commanders Reception, RAF Alconbury (Chairman)

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**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Corporate Plan Refresh 2021/22

**Meeting/Date:** Cabinet - 15th July 2021  
Council – 21st July 2021

**Executive Portfolio:** Councillor Ryan Fuller, Executive Leader

**Report by:** Business Intelligence and Performance Manager

**Ward(s) affected:** All Wards

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### **Executive Summary:**

The purpose of this report is to update Cabinet on the refresh of the Corporate Plan for 2021/22 and present the proposed actions and performance indicators to Council for approval.

The Council's Corporate Plan was adopted in 2018, comprising of a four-year plan outlining the Vision, Strategic Priorities and Objectives for Huntingdonshire District Council. The Plan sets out what the Council aims to achieve in addition to core statutory services.

A 'light touch' review of the Plan has taken place which has allowed us to identify whether the 2020/21 key actions and performance indicators are still fit for purpose (i.e. which have been achieved and can be removed) and that those selected reflect the Council's current direction. The development of our Covid Recovery Programme and more activities being run as projects means several of the actions previously listed, and many new activities, are now covered by separate reporting mechanisms. They are therefore not included in the Corporate Plan to avoid duplication and any confusion which could arise from different reporting formats and timescales.

### **Recommendation:**

The Cabinet is

### **RECOMMENDED**

to endorse the proposed list of key actions and performance indicators at Appendix A for inclusion in the Corporate Plan for 2021/22.

**The Council is**

### **RECOMMENDED**

**to approve the revised key actions and performance indicators for inclusion in the Corporate Plan for 2021/22.**

## **1. PURPOSE OF THE REPORT**

- 1.1 This report seeks endorsement of the proposed key actions and performance indicators (PIs) for the Corporate Plan for 2021/22.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 The Council needs a clear vision with strategic priorities, setting out its objectives and how these will be achieved. The Council's Corporate Plan was reviewed in 2018 and comprises of a four-year plan outlining the Vision, Strategic Priorities and Objectives for Huntingdonshire District Council.
- 2.2 The purpose of the refresh is not about creating a new Corporate Plan but providing an opportunity to reflect on any changes needed to the key actions and PIs for 2021/22. This review provided an opportunity to consider whether any actions or measures have been achieved and should therefore be removed and whether any further changes to actions and PIs were needed. It was also an opportunity to consider whether the actions and measures continue to be the right ones. The review took account of whether any changes due to new challenges or ambitions were necessary.
- 2.3 The impacts of Covid-19 on our services and residents are now being addressed through our Covid Recovery Programme. As such, most of the 'recovery actions' previously included in the Corporate Plan have been removed but will be managed and reported on through that Programme. Similarly, more planned actions are now being run as projects and these will also be reported on separately as part of our programme of corporate projects.

## **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 Quarterly performance reporting throughout the year has highlighted areas where a small number of actions and PIs could be improved. We have taken into account feedback throughout the year from Heads of Service, Officers who provide data and both Overview & Scrutiny and Cabinet Members.
- 3.2 All actions and PIs supporting the three Strategic Priorities (People, Place and Providing Value for Money Services) were examined; proposed changes considered included removal of, or amendments to, actions or PIs as well as the addition of some new actions or PIs. The list of proposed key actions and PIs for 2021/22 is attached at Appendix A.
- 3.3 This review has followed the development of Service Plans which allows us to more closely align the actions or PIs proposed for inclusion in the Corporate Plan with those being used to manage services. Where the same actions and PIs have been used, services will be clearly focussed on delivering the same outcomes and measuring these in the same way. The Corporate Plan provides the highest level in the "golden

thread” running from the Plan through Service Plans to individual objectives set in Staff Appraisals.

- 3.4 Services will continue to monitor progress on their Service Plan aims and Members will continue to receive reports on progress made against key activities and PIs in the Corporate Plan on a quarterly basis. Members will continue to receive reports on the progress of corporate projects each quarter and there will be separate reporting on Covid Recovery Programme actions.
- 3.5 Subject to any amendments, the proposed list of key actions and PIs at Appendix A will be submitted for approval by Council on 21 July 2021.

#### **4. COMMENTS OF OVERVIEW & SCRUTINY**

- 4.1 The Overview and Scrutiny (Performance & Growth) discussed the Corporate Plan Refresh 2020/21 at its meeting on 7<sup>th</sup> July 2021.
- 4.2 The Panel heard that this report presented the annual and final refresh of the current Corporate Plan, with a new four- year plan being due in 2021.
- 4.3 Following a question, Councillors were advised that decarbonisation would form a part of the next Corporate Plan. Members felt that as a light touch refresh of the current plan, it was very comprehensive and fully supported the plan thus encouraging the Cabinet to endorse the recommendation contained within the report.

#### **5. KEY IMPACTS/RISKS**

- 5.1 The key impact is that everyone in the Council will be clear about the actions and PIs to be used to measure progress made in delivering the Council’s Vision and Strategic Priorities.
- Officers will be clear about what is important and their role as identified through individual objectives
  - Financial Planning will be more clearly linked to corporate planning
  - Service Plans will be more clearly linked to corporate planning
  - Members will know what information they will get and when
  - Portfolio Holders will be able to hold Officers to account
  - Overview and Scrutiny will have the information they need to hold Portfolio Holders to account

#### **6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 Following Cabinet, the proposed key actions and PIs will be submitted for approval by Council. Once approved, an updated version of the Corporate Plan will be made available to all employees through the Intranet and will be published on the Council’s website. Progress in delivering our key actions and results for PIs in the Corporate Plan will

be reported to Overview and Scrutiny and Cabinet every quarter, along with details of financial performance and progress in delivering corporate projects.

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

7.1 No changes are proposed to the Corporate Plan Vision or Strategic Priorities. The actions and PIs proposed will be used to measure progress in 2021/22.

## **8. CONSULTATION**

8.1 The Council's Senior Leadership Team and their teams have been involved in the refresh of the Corporate Plan, in consultation with relevant Portfolio Holders. The views of Overview and Scrutiny Members are to be submitted to Cabinet with this report following their meeting on 7 July 2021.

## **9. LEGAL IMPLICATIONS**

9.1 Not applicable for this report.

## **10. RESOURCE IMPLICATIONS**

10.1 The Council's 2021/22 Budget and Medium Term Financial Strategy to 2024/25 was approved by Council in February 2021. The proposed 2021/22 Corporate Plan actions and PIs have been informed by the approved service budgets and savings and growth proposals. It is anticipated that there will be no additional resource implications as a result of adopting these actions and PIs.

## **11. OTHER IMPLICATIONS**

11.1 No equality implications have been identified as a result of the refresh of the Corporate Plan.

## **12. REASONS FOR THE RECOMMENDED DECISIONS**

12.1 The Corporate Plan provides a clear direction for what we are doing, why we are doing it and what impact it is having. The refreshed Corporate Plan will continue to guide the work of services responsible for delivery of the Council's ambitions, with actions and PIs to be used to monitor progress in 2021/22.

## **10. LIST OF APPENDICES INCLUDED**

Appendix A – Draft Corporate Plan featuring key actions and performance indicators proposed for 2021/22.

## **BACKGROUND PAPERS**

None

## **CONTACT OFFICER**

Daniel Buckridge, Business Intelligence and Performance Manager

☎ (01480) 388065 (currently voicemail only)

Email: [daniel.buckridge@huntingdonshire.gov.uk](mailto:daniel.buckridge@huntingdonshire.gov.uk)

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## Corporate Plan 2018 – 2022

Huntingdonshire is already one of the best places to live in the country. We have good strategic transport links, a diverse workforce, below average unemployment, prosperous towns, active and engaged communities, a wide range of leisure options, a well-cared-for local economy and many, many other benefits.

We want to create an environment within which Huntingdonshire and its people can thrive. We want to protect and enhance the natural beauty of the area, ensuring that new development creates sustainable places where people want to live.

The Council is one part of a complex structure of public sector service providers and, in the context of public sector reforms and new ways of working, the need for collaborative partnership working is ever-increasing. We know we cannot deliver our vision alone and no single organisation has all the answers. We are taking the lead on work with partners such as the Cambridgeshire and Peterborough Combined Authority, to help bring in investment and attract people to live and work here.

We remain committed to addressing the area's 'grand challenges' (Good Start, Good Health, Good Work, Good Place), which are now linked to our Corporate Plan, as well as a range of 'wicked issues' which present risks to the area, its people and the Council's ability to deliver its vision. We will continue to be reactive to emerging issues as we address wider economic and environmental challenges and we will involve and support our residents and businesses in adapting to these challenges.

These include the national and local implications of Covid-19, with the pandemic and lockdown restrictions having significant impacts on our people, our businesses and some of our medium-term objectives. While it is still too early to fully understand the lasting effects on the area, both our emergency response and our recovery activities are aimed at minimising negative impacts and taking opportunities to "build back better". Our [Covid Recovery Programme](#) covers the specific activities and projects being delivered in direct response to the pandemic.

The Council's Corporate Plan sets out a programme of activity to deliver growth and investment in the local economy whilst at the same time delivering quality services to residents. However, in the current climate we need to remain prepared to reallocate resources to react to new circumstances and to support evolving recovery plans.

Where we can properly plan for the future prosperity of our residents, find sensible solutions to tackle the things that matter to our residents and more proactively engage with the communities of Huntingdonshire; we will do so. We will do all these things because we are an ambitious **place** with huge potential and we always strive for the best outcomes for our **people**.

The Corporate Plan shows you our objectives, the work programmes we have put in place, the actions we will take and how we will measure our performance.

**Vision: We want to support a safe and healthy environment, deliver economic growth, provide value for money services and create opportunities for the people of Huntingdonshire**

**People (Good Start/Good Health):**

**We want to make our district a better place to live, to improve health and well-being and support people to be the best they can be**

**People – Support people to improve their health and well-being**

**Our Work Programme**

- Enabling people to live independently through the provision of adaptations and accessible housing
- Providing great, accessible green spaces, countryside, leisure and cultural facilities and opportunities for recreation and health
- Ensuring new developments have sufficient public green open spaces including play provision
- Facilitating and providing opportunities for positive activities that support residents' health and wellbeing needs
- Supporting, enabling and facilitating individuals to improve their health and well-being through self-care
- Working with partners to improve health and reduce health inequalities
- Prioritising accessible, high quality, well maintained open space, walking and cycling facilities on new housing developments
- Meeting the housing and support needs of our population



**Key Actions for 2021/22**

- Work in partnership to provide greater leisure and health opportunities to enable more people to be more active, more often
- Provide financial assistance to people on low incomes to pay their rent and Council Tax
- Ensure that the principles of earlier interventions aimed at preventing homelessness are embedded within public sector organisations and other stakeholder partners
- Adopt a new Homelessness Strategy and a new Lettings Policy
- Identify and implement solutions to eradicate the need to place homeless families in B&Bs

**Performance Indicators for 2021/22****We will measure our success in the following ways:**

- Number of homelessness preventions achieved (cumulative year to date)
- Average number of days to process new claims for Housing Benefit and Council Tax Support (cumulative year to date)
- Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support (cumulative year to date)

**More people taking part in sport and physical activity:**

- Number of individual One Card holders using One Leisure Facilities services over the last 12 months (rolling 12 months)
- Number of individual One Leisure Active Lifestyles service users (cumulative year to date)

**Providing more opportunities for people to be more active:**

- Number of sessions delivered by One Leisure Active Lifestyles (cumulative year to date)

**People participating more often:**

- Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall, pitches and Burgess Hall (excluding school admissions) (cumulative year to date)
- People participating more often: One Leisure Active Lifestyles total attendances (cumulative year to date)

## **People – Develop a flexible and skilled local workforce**

### **Our Work Programme**

- Ensuring the full range of sufficient skills are available to support the Enterprise Zone
- Creating stronger links between businesses, education and training
- Working with businesses to establish current and future skills needs

## **People – Develop stronger and more resilient communities to enable people to help themselves**

### **Our Work Programme**

- Supporting community development and enabling the voluntary and community sector to develop
- Working with communities to build resilience
- Increasing and supporting the development of levels of volunteering

### **Key Actions for 2021/22**

- Support community planning including working with parishes to complete Neighbourhood Plans
- Develop our asset-based approach to working with partners to improve opportunities for residents in the Oxmoor area, taking actions to increase community resilience and reduce demands and pressures on partner organisations
- Work with Recognised Organisations and other community organisations to increase volunteering

### **Place (Good Place/Good Work):**

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

## **Place – Create, protect and enhance our safe and clean built and green environment**

### **Our Work Programme**

- Ensuring that our streets and open spaces are clean and safe

### **Our Work Programme**

- Working closely with partners to reduce crime and anti-social behaviour
- Collaborating with partners, providers and stakeholders in an enterprising fashion to enhance community resilience and build sustainable opportunities for people

### **Key Actions for 2021/22**

- Adopt a plan and deliver increases in nature – protecting and increasing biodiversity within our parks and open spaces
- Deliver programme of waste minimisation activities to encourage people to reduce, re-use and recycle

### **Performance Indicators for 2021/22**

#### **We will measure our success in the following ways:**

- Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti or flyposting (cumulative year to date)
- Number of missed bins per 1,000 households (cumulative year to date)
- Percentage of household waste recycled/reused/composted (cumulative year to date)
- Number of complaints about food premises (cumulative year to date)
- Percentage of licensed taxi/hackney carriage/private hire vehicles that meet 'Euro 6' low vehicle emission standards (latest position at end of each quarter)
- Total number of appeals allowed as a percentage of total number of planning appeals decided (cumulative year to date)
- Number of cost awards against the Council where the application was refused at Development Management Committee contrary to the officer recommendation (cumulative year to date)

## **Place – Accelerate business growth and investment**

### **Our Work Programme**

- Supporting new and growing businesses and promoting business success
- Supporting the delivery of the Alconbury Enterprise Zone
- Supporting economic growth in market towns and rural areas
- Promoting inward investment

### **Key Actions for 2021/22**

- Develop a Regeneration Plan

**Key Actions for 2021/22**

- Work with partners across the Cambridgeshire economy to deliver the ambitions of the Cambridgeshire and Peterborough Independent Economic Review / Local Industrial Strategy

**Place – Support development of infrastructure to enable growth****Our Work Programme**

- Facilitating the delivery of infrastructure to support housing growth
- Influencing the development of the Highways and Transport Infrastructure Strategy

**Key Actions for 2021/22**

- Continue to work with partners and influence the Combined Authority (CA) and secure support and resources to facilitate delivery of new housing, drive economic growth and provide any critical infrastructure
- Support the implementation of 'Prospectuses for Growth' for St Ives, Huntingdon and Ramsey and the St Neots Masterplan
- Continue to provide active input into and work with partners on key transport developments, including the A428, East-West Rail and A14 improvements
- Work with partners to develop Oxford-Cambridge Arc (Ox-Cam) growth corridor proposals and maximise the opportunities this can offer locally

**Performance Indicators for 2021/22****We will measure our success in the following ways:**

- The amount of Community Infrastructure Levy (CIL) funding committed for infrastructure development (cumulative year to date)

**Place – Improve the supply of new and affordable housing, jobs and community facilities to meet current and future need****Our Work Programme**

- Planning and delivering the provision of decent market and affordable housing for current and future needs
- Ensuring an adequate supply of housing to meet objectively assessed needs
- Ensuring there are the right community and leisure facilities to support new housing developments

### **Key Actions for 2021/22**

- Maintain a five year housing land supply (5YHLS) and ensure that the Housing Delivery Test in the National Planning Policy Framework is met
- Devise and implement strategies to use Council assets to support the delivery of affordable homes

### **Performance Indicators for 2021/22**

#### **We will measure our success in the following ways:**

- Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period) (cumulative year to date)
- Percentage of planning applications processed on target – minor (within 8 weeks or agreed extended period) (cumulative year to date)
- Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period) (cumulative year to date)
- Number of new affordable homes delivered (cumulative year to date)
- Net growth in number of homes with a Council Tax banding (cumulative year to date)

## **Becoming a more Efficient and Effective Council**

### **Our Work Programme**

- Implementing our Transformation Programme
- Where possible, migrating customers to online services as the service of choice
- Maximising income opportunities, where appropriate
- Increasing the use of Information Technology to maximise efficiencies
- Identifying new opportunities for income generation
- Having an engaged and motivated workforce
- Ensuring our Medium-Term Financial Strategy is focused on strategic priorities
- Continuing to reshape the way the Council works to realise our savings target and improve performance

### **Key Actions for 2021/22**

- Actively manage Council owned non-operational assets and, where possible, ensure such assets are generating a commercial return for the Council

### **Key Actions for 2021/22**

- Develop the Council's approach to data and business intelligence to support efforts to improve organisational efficiency including the development of unit cost and value metrics to measure service performance
- Develop the Council's approach and methodologies for business change, service design, user research and designing digital services to enable effective change management within the organisation
- Develop a Workforce Strategy including options for best use of apprenticeship levy

### **Performance Indicators for 2021/22**

#### **We will measure our success in the following ways:**

- Total amount of energy used in Council buildings (cumulative year to date)
- Percentage of Business Rates collected in year (cumulative year to date)
- Percentage of Council Tax collected in year (cumulative year to date)
- Number of magistrates court appeals against licensing decisions which have been upheld against the Council (cumulative year to date)
- Percentage satisfaction with ICT support services from feedback received (cumulative year to date)
- Percentage of invoices from suppliers paid within 30 days (cumulative year to date)
- Staff sickness days lost per full time equivalent (FTE) (cumulative year to date)
- Income generated from Commercial and Operational Estate Rental Income (cumulative year to date)

## **Becoming a more Customer Focused Organisation**

### **Our Work Programme**

- Ensuring technology is used effectively to maximise our interaction with customers
- Involving customers in significant changes to services
- Gaining a better understanding of our customer needs and ensuring all customer engagement is meaningful

### **Key Actions for 2021/22**

- Develop our understanding of customer and resident needs and demands
- Expand how we offer online and out of hours access to our services via the customer portal and other solutions
- Introduce a new electronic pre-application planning advice service

## **Performance Indicators for 2021/22**

### **We will measure our success in the following ways:**

- Percentage of calls to Call Centre answered (cumulative year to date)
- Customer Services customer satisfaction rate (cumulative year to date)
- Percentage of Stage 1 complaints resolved within time (cumulative year to date)
- Percentage of Stage 2 complaints resolved within time (cumulative year to date)
- Percentage reduction in avoidable contacts (cumulative year to date)
- Percentage of households with customer accounts generated (latest result)
- Percentage of all council services that have an end to end digital process (latest position at end of each quarter)

### **Councillor Ryan Fuller, Executive Leader –**

“I will never stop championing what a great place Huntingdonshire is and I want to see us continue to thrive.

The Council’s vision is ambitious but achievable. As a provider of vital services, we will strive for the best and will always be there for our most vulnerable residents.”

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**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Review of Parliamentary Constituency Boundaries

**Meeting/Date:** Overview & Scrutiny Panel (Performance & Growth) – 7th July 2021  
Cabinet – 15th July 2021  
Council – 21st July 2021

**Executive Portfolio:** Executive Leader – Councillor R Fuller

**Report by:** Elections & Democratic Services Manager

**Ward(s) affected:** All

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### **Executive Summary:**

The Boundary Commission for England (BCE) have published initial proposals for new Parliamentary constituency boundaries in England on 8th June 2021. This publication marked the start of an eight-week period of consultation on the BCE's initial proposals ending on 2nd August 2021.

The BCE are inviting comments on the proposals to capture the views and knowledge of local residents to ensure that the proposals take account of local ties and best reflect the geography on the ground.

The initial proposals for the Eastern region have resulted in an allocation of 61 constituencies and the impact in Huntingdonshire is the splitting of the District across three Parliamentary constituencies.

### **Recommendation:**

The Council is

### **RECOMMENDED**

**to consider whether they wish to make any representations or comments to the Boundary Commission for England on the initial proposals for new Parliamentary constituencies affecting Huntingdonshire.**

## **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to advise Members of the initial proposals as set out by the Boundary Commission for England for new Parliamentary constituency boundaries in England and specifically draw Members' attention to the proposed impact within Huntingdonshire.

## **2. BACKGROUND**

- 2.1 On 8th June 2021 the Boundary Commission for England (BCE) published initial proposals for new Parliamentary constituency boundaries in England. The BCE have responsibility for reviewing the boundaries of all Parliamentary constituencies in England. The BCE must make recommendations for new Parliamentary constituency boundaries by 1st July 2023.
- 2.2 The overall number of constituencies across the UK will be retained at 650, with the resultant impact in England of increasing the number of constituencies from 533 to 543. The rules require that every recommended constituency across the UK, apart from five specified exceptions, must have an electorate that is no smaller than 69,724 and no larger than 77,062.
- 2.3 The electorate figures that are used for the review are the Parliamentary electors on the electoral register on 2nd March 2020.

## **3. CONSULTATION**

- 3.1 The publication of the initial proposals commenced the start of an eight-week consultation period and the BCE have requested comments by 2nd August 2021. Details of the full Guide to the 2023 Review of Parliamentary Constituencies published by the BCE are available on the Commission's website, together with an interactive mapping of the proposals at [www.bcereviews.org.uk](http://www.bcereviews.org.uk)
- 3.2 The BCE are asking for views on the initial proposals, specifically giving consideration to using wards as the basic building blocks for designating constituencies and therefore any proposed changes. Other factors that may be taken into account are –
- any special physical geographical considerations, (size, shape and accessibility) such as rivers and major roads;
  - any local ties that would be broken by changes in constituencies and the inconveniences associated with such changes.
- 3.3 In the naming of a constituency, the BCE generally considers that the existing constituency name, if largely unchanged, remains the same and that the name should normally reflect the main populations centre(s) contained in the constituency.

#### **4. PROPOSALS FOR HUNTINGDONSHIRE**

- 4.1 The initial proposals for new Parliamentary constituency boundaries in the Eastern region are attached as Appendix A to this report. The Eastern region has been allocated 61 constituencies, an increase of three from the current number. In Cambridgeshire (comprising the county of Cambridgeshire and unitary authority of Peterborough) it is proposed to maintain a pattern of constituencies wholly contained within the boundary of the county.
- 4.2 In terms of the impact in Huntingdonshire, there is a new proposed St Neots constituency that includes all four District wards covering St Neots and the District wards of Great Paxton and Fenstanton, all currently located within the Huntingdon constituency. The map of the proposed St Neots constituency is attached at Appendix B.
- 4.3 The electorates of the existing Huntingdon constituency (85,109) and North West Cambridgeshire constituency (95,684) are significantly above the permitted range for the new proposed constituencies. This has meant that the proposals include the transferring of the District wards of Holywell-cum-Needingworth, Somersham, Warboys and Sawtry from the existing North West Cambridgeshire constituency to the proposed Huntingdon constituency. No further changes are proposed to northern part of the North West Cambridgeshire constituency. Maps of the proposed Huntingdon constituency and North West Cambridgeshire constituency are attached at Appendices C and D respectively.

#### **5. COMMENTS OF OVERVIEW & SCRUTINY**

- 5.1 The Overview and Scrutiny Panel (Performance and Growth) discussed the Review of Parliamentary Constituency Boundaries at its meeting on 7<sup>th</sup> July 2021.
- 5.2 Concern was expressed that the proposals would split the District between three parliamentary constituencies. The creation of a new proposed constituency of St Neots caused further concern due to the geographical boundaries of the proposal, specifically the inclusion of the District Ward of Fenstanton and St Neots Wards with specific wards within South Cambridgeshire district. It was felt that Huntingdonshire residents located within these wards of this proposed constituency would have no affinity with the other residents located across the District boundary.

#### **6. TIMETABLE FOR IMPLEMENTATION**

- 6.1 The BCE are required to make a formal final report to the Speaker of the House of Commons before 1st July 2023.

#### **7. CONSULTATION**

- 7.1 The full Guide to the 2023 Review of Parliamentary Constituencies published by the BCE details the process for developing proposals. Following this initial consultation period, there then follows a secondary

consultation period that will include public hearings in each region. This period will allow further representations to be made on the initial proposals. The BCE will then develop and publish revised proposals for further consultation and will then make final decisions and recommendations for the Government to consider and will take effect at the next General Election.

## **8. LEGAL IMPLICATIONS**

- 8.1 The law governing Parliamentary constituency reviews and redistribution can be found under the provisions of the Parliamentary Constituencies Act 1986 (as amended by the Boundary Commissions Act 1992, the 2011 Act and the 2020 Act).

## **9. REASONS FOR THE RECOMMENDED DECISIONS**

- 9.1 The consultation period by the BCE commenced on 8th June 2021 and the closing date for submissions is 2nd August 2021.
- 9.2 Members are requested to consider whether they wish to make any representations or comments to the BCE on the initial proposals for changes to the Parliamentary constituencies affecting Huntingdonshire.

## **10. LIST OF APPENDICES INCLUDED**

- Appendix A – Boundary Commission for England: Initial Proposals for new Parliamentary constituency boundaries in the Eastern region – June 2021
- Appendix B – St Neots County Constituency map proposal
- Appendix C – Huntingdon County Constituency map proposal
- Appendix D – North West Cambridgeshire County Constituency map proposal

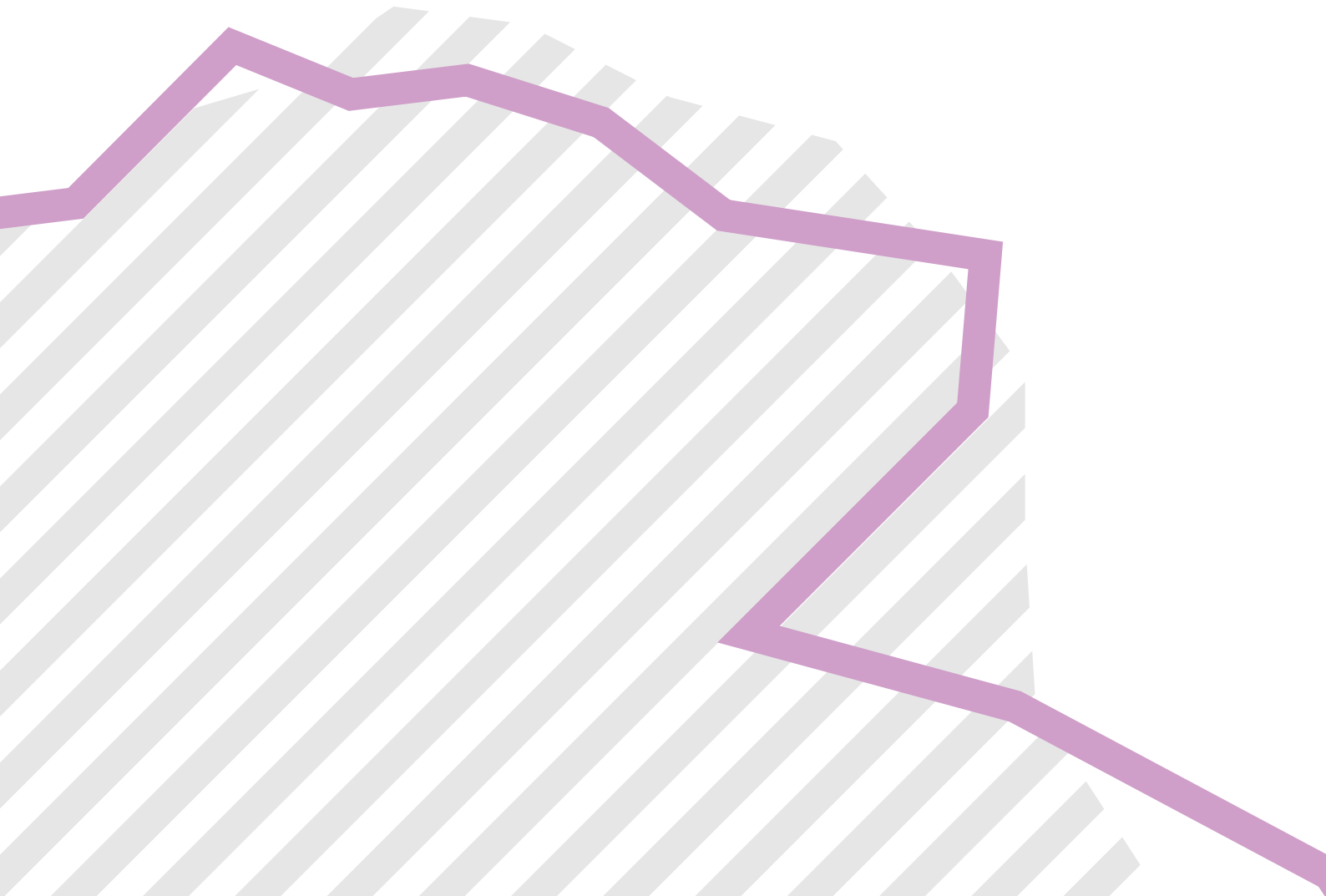
## **11. BACKGROUND PAPERS**

Boundary Commission for England: Guide to the 2023 Review of Parliamentary Constituencies – May 2021

### **CONTACT OFFICER**

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# Initial proposals for new Parliamentary constituency boundaries in the **Eastern** region



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# Summary

## Who we are and what we do

The Boundary Commission for England (BCE) is an independent and impartial non-departmental public body, which is responsible for reviewing Parliamentary constituency boundaries in England.

## The 2023 Review

We have the task of periodically reviewing the boundaries of all the Parliamentary constituencies in England. We are currently conducting a review on the basis of legislative rules most recently updated by Parliament in 2020. Those rules tell us that we must make recommendations for new Parliamentary constituency boundaries by 1 July 2023. While retaining the overall number of constituencies across the UK at 650, the rules apply a distribution formula that results in an increase in the number of constituencies in England (from 533 to 543). The rules also require that every recommended constituency across the UK – apart from five specified exceptions (two of them in England) – must have an electorate that is no smaller than 69,724 and no larger than 77,062.

## Initial proposals

We published our initial proposals for the new Parliamentary constituency boundaries in England on 8 June 2021. Information about the proposed constituencies is now available on our website at [www.boundarycommissionforengland.independent.gov.uk](http://www.boundarycommissionforengland.independent.gov.uk)

## What is changing in the Eastern region?

The Eastern region has been allocated 61 constituencies – an increase of three from the current number.

Our proposals leave one of the 58 existing constituencies wholly unchanged, and ten unchanged except to realign constituency boundaries with new or prospective local government ward boundaries.

As it has not always been possible to allocate whole numbers of constituencies to individual counties, we have grouped some county council and unitary authority areas into sub-regions. The number of constituencies allocated to each sub-region is determined by the combined electorate of the local authorities they contain.

Consequently, it has been necessary to propose some constituencies that cross county or unitary authority boundaries, although we have sought to keep such crossings to a minimum.

Sub-region	Existing allocation	Proposed allocation
Bedfordshire <sup>1</sup> and Hertfordshire	17	18
Cambridgeshire <sup>2</sup>	7	8
Essex <sup>3</sup> and Suffolk	25	26
Norfolk	9	9

In Cambridgeshire and Norfolk it has been possible to propose a pattern of constituencies that are wholly contained within the boundaries of each county.

In the Bedfordshire and Hertfordshire, and Essex and Suffolk sub-regions, it has been necessary to propose constituencies that cross county boundaries. We have proposed one constituency that contains electors from both Bedfordshire and Hertfordshire, which includes three wards from the Central Bedfordshire unitary authority in a constituency with the town of Hitchin in Hertfordshire. We have also proposed one constituency that contains electors from Essex and Suffolk, which includes a number of wards from the Braintree district, including the town of Halstead, with a number of wards from the West Suffolk district, including the town of Haverhill.

## How to have your say

We are consulting on our initial proposals for an eight-week period, from 8 June 2021 to 2 August 2021. We encourage everyone to use this opportunity to help us shape the new constituencies – the more responses we receive, the more informed our decisions will be when considering whether to revise our proposals. Our consultation portal at [www.bcereviews.org.uk](http://www.bcereviews.org.uk) has more information about our proposals and how to give us your views on them. You can also follow us on Twitter @BCEReviews or at [facebook.com/BCEReviews](https://facebook.com/BCEReviews).

<sup>1</sup> Comprising the three unitary authorities of Bedford, Central Bedfordshire and Luton, hereafter together referred to as Bedfordshire.

<sup>2</sup> Comprising the county of Cambridgeshire and the unitary authority of Peterborough, hereafter together referred to as Cambridgeshire.

<sup>3</sup> Comprising the county of Essex, and the unitary authorities of Southend-on-Sea and Thurrock, hereafter together referred to as Essex.



# 1 What is the Boundary Commission for England?

- 1 As already mentioned, BCE is an independent and impartial non-departmental public body, which is required to review Parliamentary constituency boundaries in England. We must conduct a review of all the constituencies in England every eight years. Our role is to make recommendations to Parliament for new constituency boundaries.
- 2 The Chair of the Commission is the Speaker of the House of Commons, but by convention he does not participate in the review. The Deputy Chair and two further commissioners take decisions on proposals and recommendations for new constituency boundaries. Further information about the commissioners can be found on our regular website.

You can find further information on our regular website at [www.boundarycommissionforengland.independent.gov.uk](http://www.boundarycommissionforengland.independent.gov.uk), or on our consultation portal at [www.bcereviews.org.uk](http://www.bcereviews.org.uk). You can also contact us with any general enquiries by emailing [information@boundarycommissionengland.gov.uk](mailto:information@boundarycommissionengland.gov.uk), or by calling 020 7276 1102.

## 2 Background to the 2023 Review

- 3 We are currently conducting a review of Parliamentary constituency boundaries on the basis of rules most recently updated by Parliament in 2020.<sup>4</sup> These rules require us to make more equal the number of electors in each constituency. This report covers only the work of the Boundary Commission for England (there are separate commissions for Northern Ireland, Scotland and Wales) and, in particular, introduces our initial proposals for the Eastern region.
- 4 The legislation states that there will be 650 Parliamentary constituencies covering the UK – the same as the current number. England has been allocated 543 constituencies for the 2023 Review, ten more than there are currently. There are also other rules that the Commission has regard to when conducting the review – a full set of the rules can be found in our Guide to the 2023 Review<sup>5</sup> published in May 2021, but they are also summarised later in this chapter. Most significantly, the rules require every constituency we recommend (with the exception of two covering the Isle of Wight) to contain no fewer than 69,724 electors and no more than 77,062.
- 5 This is a significant change to the old rules under which Parliamentary boundary reviews took place, in which achieving as close to the average number of electors in each constituency was an aim, but there was no statutory fixed minimum and maximum number of electors. This, together with the passage of time since constituencies were last updated (based on data from 2000), means that in England, existing constituencies currently range from 54,551 to 111,716 electors. Achieving a more even distribution of electors in every constituency across England, together with the increase in the total number of constituencies, means that a significant amount of change to the existing map of constituencies is inevitable.
- 6 Our Guide to the 2023 Review contains further detailed background information, and explains all of the policies and procedures that we are following in conducting the review. We encourage anyone wishing to respond to the review to read this document, which will give them a greater understanding of the rules and constraints placed on the Commission, especially if they are intending to comment on our initial proposals and/or make their own counter-proposals.

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<sup>4</sup> The Parliamentary Constituencies Act 2020, available at [www.legislation.gov.uk/ukpga/2020/25/contents](http://www.legislation.gov.uk/ukpga/2020/25/contents)

<sup>5</sup> Available at [www.bcereviews.org.uk](http://www.bcereviews.org.uk) and at all places of deposit.

## The rules in the legislation

- 7 As well as the primary rule that constituencies must have no fewer than 69,724 electors and no more than 77,062, the legislation also states that, when deciding on boundaries, the Commission may take into account:
- special geographical considerations, including in particular the size, shape and accessibility of a constituency;
  - local government boundaries which existed, or were prospective, on 1 December 2020;
  - boundaries of existing constituencies;
  - any local ties that would be broken by changes in constituencies; and
  - the inconveniences attendant on such changes.
- 8 In relation to local government boundaries in particular, it should be noted that for a given area, where we choose to take account of local government boundaries, if there are prospective boundaries (as at 1 December 2020), it is those, rather than existing boundaries, of which account may be taken. This is a significant change to the former legislation, which referred only to the local government boundaries as they actually existed on the relevant date.
- 9 Our initial proposals for the Eastern region (and the accompanying maps) are therefore based on local government boundaries that existed, or – where relevant – were prospective, on 1 December 2020. Our Guide to the 2023 Review outlines further our policy on how, and to what extent, we take into account local government boundaries. We have used the existing and prospective wards as at 1 December 2020 of unitary authorities, and borough and district councils (in areas where there is also a county council) as the basic building blocks for our proposals.
- 10 In a number of existing constituencies, changes to local government wards since those constituencies were last updated (in 2010) have resulted in the new ward effectively being split, between the constituency the old ward was wholly a part of, and at least one other existing constituency. As part of our proposals, we will by default seek to realign the boundaries of constituencies with up-to-date ward boundaries, thus reuniting wards that are currently divided between existing constituencies. In places where there has been only minor change to a ward, this may see an existing constituency boundary change only very slightly to realign with the new ward. However, where wards in an area have been changed more significantly, this may result in the area covered by the new ward becoming part of a different constituency than the one in which the area was previously.

- 11 Although the 2023 Review of Parliamentary constituencies will inevitably result in significant change, we have also taken into account the boundaries of existing constituencies so far as we can. We have tried to retain existing constituencies as part of our initial proposals wherever possible, as long as the other factors can also be satisfied. This, however, has proved difficult. Our initial proposals retain just under 2%<sup>6</sup> of the existing constituencies in the Eastern region – the remainder are new constituencies (although in a number of cases the changes to the existing constituencies are fairly minor).
- 12 Our proposals are based on the nine English regions as defined in the legislation; a description of the extent of each region also appears in the Guide to the 2023 Review. This report relates to the Eastern region. There are eight other separate reports containing our initial proposals for the other regions. You can find more details in our Guide to the 2023 Review and on our website. While our use of the regions does not prevent anyone from making proposals to us that cross regional boundaries (for example, between the Eastern and East Midlands regions), very compelling reasons would need to be given to persuade the Commission to depart from the region-based approach. The Commission has previously consulted on the use of the English regions as discrete areas, and this was strongly supported.

## Timetable for our review

### Stage one – development of initial proposals

- 13 We began this review in January 2021. We published electorate data from 2 March 2020 (the relevant date specified by the legislation) for each local government ward in England, including – where relevant – wards that were prospective on 1 December 2020. The electorate data were provided by local authorities and the Office for National Statistics. These are available on our website and are the data that must be used throughout the remainder of the review process. The Commission has since then considered the statutory factors outlined above and drawn up the initial proposals. We published our initial proposals for consultation for each of England’s nine regions on 8 June 2021.

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<sup>6</sup> This figure excludes constituencies that have been changed only to realign with changed local government boundaries.

- 14 We ask people to be aware that, in publishing our initial proposals, we do so without suggesting that they are in some way definitive, or that they provide the ‘right answer’ – they are our starting point for consulting on the changes. We have taken into account the existing constituencies, local government boundaries and geographical features, to produce a set of constituencies that are within the permitted electorate range and that we consider to be the best balance between those factors at this point. What we do not yet have is sufficient evidence of how our proposals reflect or break local community ties, although we have drawn on evidence of such ties provided in previous reviews. One of the most important purposes of the consultation period is to seek up-to-date evidence that will enable us to test the strength of our initial proposals, and revise them where appropriate.

#### **Stage two – consultation on initial proposals**

- 15 We are consulting on our initial proposals for eight weeks, from 8 June 2021 until 2 August 2021. Chapter 4 outlines how you can contribute during the consultation period. Once the consultation has closed, the Commission will collate all the responses received.

#### **Stage three – consultation on representations received**

- 16 We are required to publish all the responses we receive on our initial proposals. This publication will mark the start of a six-week ‘secondary consultation’ period, which we currently plan to take place in early 2022. The purpose of the secondary consultation is for people to see what others have said in response to our initial proposals, and to make comments on those views, for example by countering an argument, or by supporting and reinforcing what others have said. You will be able to see all the comments on our website, and use the site to give us your views on what others have said. We will also be hosting between two and five public hearings in each region, where you will be able to give your views directly to one of our assistant commissioners. We will publish the exact number, dates and venues for those hearings nearer the time.

#### **Stage four – development and publication of revised proposals**

- 17 Once we have all the representations and comments from both the initial and secondary consultation periods, the Commission will analyse those representations and decide whether changes should be made to the initial proposals. If we decide that the evidence presented to us persuades us to change our initial proposals, then we must publish our revised proposals for the areas concerned, and consult on them for a further period of four weeks. This is likely to be towards the end of 2022. When we consult on our revised proposals, there will be no further public hearings. You will be able to see all our revised proposals, and give us your views on them, on our website.

#### **Stage five – development and publication of the final report and recommendations**

- 18 Finally, following the consultation on revised proposals, we will consider all the evidence received at this stage, and throughout the review, before determining our final recommendations. The recommendations will be set out in a published report to the Speaker of the House of Commons, who will lay it before Parliament on our behalf, at which time we will also publish the report. The legislation states that we must submit that report to the Speaker by 1 July 2023. Further details about what the Government must then do with our recommendations in order to implement them are contained in our Guide to the 2023 Review.
- 19 Throughout each consultation we will be taking all reasonable steps to publicise our proposals, so that as many people as possible are aware of the consultation and can take the opportunity to contribute to our review of constituencies.

### 3 Initial proposals for the Eastern region

- 20 The Eastern region comprises: the three unitary authority areas of Bedford, Central Bedfordshire and Luton;<sup>7</sup> the county council areas of Cambridgeshire, and the unitary authority area of Peterborough;<sup>8</sup> the county council area of Essex, and the unitary authority areas of Southend-on-Sea and Thurrock;<sup>9</sup> and the county council areas of Hertfordshire, Norfolk, and Suffolk.
- 21 The Eastern region currently has 58 constituencies. Of these constituencies, 25 have electorates within the permitted electorate range. The electorates of seven constituencies currently fall below the 5% limit, while the electorates of 26 constituencies are above the 5% limit.
- 22 Our initial proposals for the Eastern region are for 61 constituencies, an increase of three.
- 23 In seeking to produce 61 constituencies within the electorate range, our first step was to consider whether local authorities could be usefully grouped into sub-regions. We were mindful of seeking to respect, where we could, the external boundaries of local authorities. Our approach in attempting to group local authority areas together in sub-regions was therefore based both on trying to respect county boundaries wherever possible and in achieving (where we could) obvious practical groupings such as those dictated in some part by the geography of the area.
- 24 Our division of the Eastern region into sub-regions is a practical approach. We welcome counter-proposals from respondents to our consultation, based on other groupings of counties and unitary authorities, if the statutory factors can be better reflected in those counter-proposals.
- 25 The distribution of electors across the six counties of the Eastern region is such that allocating a whole number of constituencies to each county, with each constituency falling within the permitted electorate range, is not possible.
- 26 Cambridgeshire has an electorate of 591,247 resulting in a mathematical entitlement to 8.06 constituencies. We have therefore considered Cambridgeshire as a sub-region in its own right and have allocated eight whole constituencies, an increase of one. The electorate of Norfolk at 675,778 results in a mathematical entitlement to 9.21 constituencies. We have therefore considered Norfolk as a sub-region in its own right and have allocated nine whole constituencies, the same as the existing number.

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<sup>7</sup> Hereafter together referred to as Bedfordshire.

<sup>8</sup> Hereafter together referred to as Cambridgeshire.

<sup>9</sup> Hereafter together referred to as Essex.

- 27 Bedfordshire has an electorate of 467,322 resulting in a mathematical entitlement to 6.37 constituencies, meaning that it is not possible for Bedfordshire to be considered as a sub-region in its own right. A cross-county boundary constituency is therefore required. The electorate of Hertfordshire at 841,457 results in a mathematical entitlement to 11.47 constituencies. While it is possible for Hertfordshire to be considered as a sub-region in its own right, it would be extremely difficult in practice to construct constituencies that would each be within the permitted electorate range. We have therefore proposed a cross-county boundary constituency between Bedfordshire and Hertfordshire, which groups three wards from the Central Bedfordshire unitary authority with the Hertfordshire town of Hitchin. This results in the Bedfordshire and Hertfordshire sub-region being allocated 18 constituencies, an increase of one.
- 28 Essex has an electorate of 1,348,788 resulting in a mathematical entitlement to 18.38 constituencies, meaning that it is possible for Essex to be considered as a sub-region in its own right. The electorate of Suffolk at 557,535 results in a mathematical entitlement to 7.60 constituencies, meaning that it is not possible for Suffolk to be considered as a sub-region in its own right. A cross-county boundary constituency is therefore required. We have proposed that Essex, rather than Cambridgeshire or Norfolk, be included in a sub-region with Suffolk. We consider that a county boundary crossing between Essex and Suffolk is potentially less disruptive than any other county boundary crossing, and we consider this better reflects the statutory criteria. We have therefore proposed a cross-county boundary constituency between Essex and Suffolk, which contains a number of wards from Braintree district, including the town of Halstead, and a number of wards from West Suffolk district, including the town of Haverhill. This results in the Essex and Suffolk sub-region being allocated 26 constituencies, an increase of one.



## Initial proposals for the Bedfordshire and Hertfordshire sub-region

### *Bedfordshire*

- 29 There are currently six constituencies in Bedfordshire, one of which has an electorate within the permitted electorate range, two of which fall below and the remaining three are above the range. In our proposals, none of the six existing constituencies in Bedfordshire remain wholly unchanged, although the existing Bedford constituency is unchanged except to realign constituency boundaries with new local government ward boundaries. However, there is only minor change across each of the other existing constituencies.
- 30 In the south of the county, our proposals mean that only two wards change between the three proposed constituencies of Luton North, Luton South and South Bedfordshire, and Dunstable and Leighton Buzzard. The only change to the existing Luton North constituency is the inclusion of the Stopsley ward from the existing Luton South constituency. Although there are no direct, internal road links between the ward and the rest of the Luton North constituency, there are road links only a short distance across the constituency boundary. Furthermore, we consider the alternatives, such as the inclusion of the rural Toddington ward to the north, the dividing of the town of Dunstable, or dividing a ward in central Luton, would be unsatisfactory. The only other change to the existing Luton South constituency, other than to realign constituency boundaries with new local government ward boundaries, is the inclusion of the Eaton Bray ward from the existing South West Bedfordshire constituency. While this adds a large, rural element to a mostly urban constituency, we consider that there are no reasonable alternatives. Due to these changes, we consider that the existing constituency name is no longer appropriate, and we propose this constituency be called Luton South and South Bedfordshire, to reflect the areas the constituency covers. The only other change to the existing South West Bedfordshire constituency is a realignment with new local government ward boundaries. However, we propose it be called Dunstable and Leighton Buzzard, to reflect the main population centres included in the constituency.

- 31 As mentioned previously, the existing Bedford constituency is unchanged in our proposals other than to realign its boundaries with new local government boundaries. The only changes to the existing North East Bedfordshire constituency, other than realignment with new local government boundaries, are the inclusion of the Kempston Rural ward in the constituency, and the exclusion of the Stotfold and Langford, and Arlesey wards (which form part of the proposed cross-county boundary constituency with Hertfordshire). We consider that the reconfiguration of the constituency makes North Bedfordshire a more appropriate name than the existing name of North East Bedfordshire. The only change to the existing Mid Bedfordshire constituency, other than to realign it with local government ward boundary changes, is the exclusion of the Shefford ward (which again forms part of the proposed cross-county boundary constituency with Hertfordshire).

### *Hertfordshire*

- 32 There are currently 11 constituencies in Hertfordshire, eight of which have electorates that are within the permitted electorate range, with the remaining three constituencies all above the range. In our proposals, none of the existing Hertfordshire constituencies are wholly unchanged, although four constituencies are unchanged except to realign their boundaries with local government ward boundary changes. There are considerable reconfigurations for two of the existing constituencies in order to minimise change throughout the rest of the county.

- 33 One of the areas of largest change in our proposals for Hertfordshire is the cross-county boundary constituency with Bedfordshire. We propose a Hitchin constituency that combines the Hertfordshire town of Hitchin with three Central Bedfordshire unitary authority wards (Stotfold and Langford, Arlesey, and Shefford). We consider these areas have established road links and local ties.
- 34 The existing constituencies of North East Hertfordshire, Stevenage and Welwyn Hatfield are unchanged in our proposals, except to realign the constituency boundaries with new local government boundaries. There is relatively minor change to the existing Hertford and Stortford constituency, with the three wards of Stanstead Abbots, Great Amwell, and Hertford Heath no longer included in the constituency, in order to bring the electorate within the permitted range. These three wards are instead included in the neighbouring Broxbourne constituency. The only other change to the existing Broxbourne constituency is the exclusion of the Welwyn Hatfield borough ward of Northaw & Cuffley, which we propose be included in the Hertsmere constituency.
- 35 The other area of large change in our proposals for Hertfordshire is in the south-western part of the county. We consider that a substantial reconfiguration of the existing South West Hertfordshire constituency is necessary to limit further change elsewhere in the county. The existing north-south configuration of the constituency runs from Tring, through Berkhamsted, to Rickmansworth. We instead propose a constituency named Harpenden and Berkhamsted, which has an east-west configuration from Tring, through Berkhamsted, to Harpenden. The constituency also includes the two Borough of Dacorum wards of Watling and Ashridge.
- 36 The transfer of the Borough of Dacorum wards of Watling and Ashridge to the proposed Harpenden and Berkhamsted constituency from the existing Hemel Hempstead constituency means that, to bring the Hemel Hempstead constituency within the permitted electorate range, we propose the inclusion of the ward of Bovingdon, Flaunden and Chipperfield, currently in the existing South West Hertfordshire constituency. We also propose the Hemel Hempstead constituency no longer includes the Kings Langley ward, which under our initial proposals is included in the proposed Three Rivers constituency. While this leaves the Kings Langley ward as the only Borough of Dacorum ward in a constituency otherwise wholly coterminous with Three Rivers district (known as an orphan ward<sup>10</sup>), it is necessary in order to bring the constituency within the electorate range, and unites the village of Kings Langley, including the train station, in the same constituency.

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<sup>10</sup> 'Orphan ward' refers to a ward from one local authority, in a constituency where the rest of the wards are from at least one other local authority.

- 37 In our proposals, the reconfigured Watford constituency includes no wards from Three Rivers district. Instead, it contains the whole of the Borough of Watford, plus the Hertsmere borough ward of Bushey North, from the existing Hertsmere constituency. As is the case with the Kings Langley ward, while this creates an orphan ward, it is necessary to bring the constituency within the electorate range. We also consider the Bushey North ward has good road links with Watford. The only other change to the existing Hertsmere constituency is the inclusion of the Welwyn Hatfield borough ward of Northaw & Cuffley, which is currently included in the existing Broxbourne constituency.
- 38 The existing St Albans constituency is unchanged except to realign the constituency boundaries with new local government ward boundaries to the west of the constituency.

#### **Initial proposals for the Cambridgeshire sub-region**

- 39 Cambridgeshire currently has seven constituencies, only one of which has an electorate within the permitted range, and the remaining six all above. The number of constituencies above the electorate range has led to the sub-region being allocated an entire additional constituency, which in turn means substantial change across the area is unavoidable. In our proposals none of the existing constituencies are wholly unchanged, although one constituency is only changed to realign its boundaries with new local government ward boundaries.
- 40 The existing Peterborough constituency is the only constituency in Cambridgeshire currently within the electorate range, and in our proposals it remains unchanged, other than to realign with new local government ward boundaries. We identified that it is possible to create a Peterborough constituency that is more compact around the city centre, crossing the River Nene. However, we consider that the constituency remaining unchanged more closely reflects the statutory criteria, especially given the knock-on impacts such a reconfiguration would have on the North West Cambridgeshire and Huntingdon constituencies.

- 41 In our proposals there is minimal change to the existing North East Cambridgeshire constituency, which becomes wholly coterminous with the District of Fenland. The three East Cambridgeshire district wards of Sutton, Downham Villages, and Littleport, currently included in the existing North East Cambridgeshire constituency, are instead included in our proposed East Cambridgeshire constituency. Further changes are required to bring the East Cambridgeshire constituency within the permitted electorate range, with a number of South Cambridgeshire district wards no longer included. This allows the constituency to become coterminous with East Cambridgeshire district, other than the inclusion of the two South Cambridgeshire district wards of Milton & Waterbeach, and Cottenham, both of which have road connections with Ely via the A10. These changes mean that the existing name of South East Cambridgeshire becomes less appropriate, and we therefore propose it be called East Cambridgeshire to better reflect the configuration of the constituency.
- 42 The only change to the existing Cambridge constituency in our proposals, other than to realign with new local government ward boundaries, is the inclusion of the Cherry Hinton ward in the South Cambridgeshire constituency. It was not possible to include all the wards of the City of Cambridge in the Cambridge constituency, with two wards required to be included in another constituency. The inclusion of the Cherry Hinton ward in the South Cambridgeshire constituency allows us to combine in the same constituency the area of Cherry Hinton that is located in the South Cambridgeshire district with the area of Cherry Hinton that is located within the City of Cambridge local authority. This arrangement also allows for the Trumpington ward to remain in the Cambridge constituency; despite local government ward boundary changes, the area to the north of the ward has strong links to, and is only a short distance from, Cambridge city centre. While the Queen Edith's ward undoubtedly has strong local ties to Cambridge, it is not included in the existing Cambridge constituency. We consider that the issue of which of the three wards of Queen Edith's, Cherry Hinton, and Trumpington should be included in the Cambridge constituency is a finely balanced argument, and we welcome views on this during the public consultation.

43 In addition to the inclusion of the Cherry Hinton ward, further changes are required to the existing South Cambridgeshire constituency to bring it within the permitted electorate range. In our proposals, the South Cambridgeshire district wards of Fen Ditton & Fulbourn, Balsham, and Linton are included in the South Cambridgeshire constituency. Furthermore, a number of wards in the northern part of South Cambridgeshire district are included in the proposed St Neots constituency. The proposed St Neots constituency also includes the Huntingdonshire town of St Neots and the village of Fenstanton, both currently included in the existing Huntingdon constituency. We consider the A428 and A14 roads provide transport links across the Huntingdonshire and South Cambridgeshire district boundary, and throughout the majority of the St Neots constituency. The electorates of the existing Huntingdon constituency (85,109), and particularly the existing North West Cambridgeshire constituency (95,684), are significantly above the permitted range. This means that substantial change is inevitable. In addition to realigning with new local government boundaries, in our proposals the Huntingdonshire district wards of Holywell-cum-Needingworth, Somersham, Warboys, and Sawtry are transferred from the existing North West Cambridgeshire constituency to the proposed Huntingdon constituency. No further changes are required to the northern part of the North West Cambridgeshire constituency, other than to realign the constituency boundaries with local government ward boundary changes.

## Initial proposals for the Essex and Suffolk sub-region

### *Essex*

- 44 There are currently 18 constituencies in Essex, ten of which have electorates that are within the permitted electorate range, three fall below and five are above. In our proposals, none of the existing Essex constituencies remain wholly unchanged, although two are unchanged except to realign with new local government ward boundaries. However, there are only minimal changes to the majority of the existing constituencies. The most substantial change is to the existing Braintree constituency, as a result of the cross-county boundary constituency with Suffolk.
- 45 The only change to the existing Clacton constituency in our proposals is to realign it with new local government ward boundaries near the villages of Weeley and Tendring. The neighbouring Harwich and North Essex constituency is also affected by these ward boundary changes, and in our proposals there are further changes to the west of the constituency. The Prettygate ward, in the existing Colchester constituency, is included in the Harwich and North Essex constituency, thereby bringing the Colchester constituency within the permitted electorate range without any further changes required, other than the realignment with new local government ward boundaries to the south and west of the constituency. Furthermore, given the lack of direct road access over the River Colne between the Mersea & Pyefleet ward and the rest of the Harwich and North Essex constituency, we propose this ward is included instead in the Witham constituency, to better reflect the transport links in this area. The only other changes to the existing Witham constituency are to realign the boundaries with the new local government ward boundaries to the north-west of the constituency, and the exclusion of the Braintree district ward of Hatfield Peverel & Terling (which is now included in our proposed Braintree constituency), in order to bring the Witham constituency within the electorate range.
- 46 The only change to the existing Chelmsford constituency in our proposals is the exclusion of the Galleywood ward (which is now included in our proposed Maldon constituency), in order to bring the Chelmsford constituency within the permitted electorate range. The transfer of the Little Baddow, Danbury and Sandon ward to the proposed Braintree constituency is the only other change to the existing Maldon constituency.

- 47 The existing Castle Point constituency is currently under the permitted electorate range, and therefore an additional ward needs to be included. The Thurrock unitary authority wards to the west either have too large electorates or have no direct road links. The inclusion of any of the wards from the Rochford district to the north would divide the town of Rayleigh, and the Lodge ward has no direct road access. We therefore propose to include the Southend-on-Sea unitary authority ward of West Leigh, currently in the Southend West constituency, in the Castle Point constituency. While we acknowledge this is not ideal, we consider that no alternatives would provide a superior solution regarding the statutory factors.
- 48 The Southend West constituency is also under the permitted electorate range, therefore further change is required. Due to the relatively large electorate size of the wards in the Southend-on-Sea unitary authority, minimising disruption is difficult. We therefore propose that five wards be transferred between the Southend West, and Rochford and Southend East constituencies, in order for them to both be within the permitted electorate range. The Eastwood Park and St. Laurence wards are transferred from the Southend West constituency to the Rochford and Southend East constituency, with the A127 road to the south of the two wards forming a large part of the boundary between the two constituencies. The St. Luke's, Victoria, and Milton wards are transferred from the Rochford and Southend East constituency to the Southend West constituency. We did consider an alternative that would have divided the West Leigh ward between constituencies and would have minimised changes to existing constituencies in this area. However, this alternative would mean that only two polling districts from the Southend-on-Sea unitary authority would be included in a constituency that would otherwise be wholly coterminous with the Borough of Castle Point. We consider the inconveniences that are likely to be attendant from this to be greater than the benefits of minimising change to existing constituencies. We have proposed one further change to the Rochford and Southend East constituency, with the inclusion of the Roche North & Rural ward from the Rayleigh and Wickford constituency. This brings both constituencies within the electorate range, with no further change required to the existing Rayleigh and Wickford constituency, and brings together parts of the town of Rochford in a single constituency that would otherwise have been divided between constituencies due to local government ward boundary changes.



- 49 The electorate of the existing Thurrock constituency is currently above the permitted range. We therefore propose the inclusion of the two wards of Tilbury St. Chads, and Tilbury Riverside and Thurrock Park, which are in the existing Thurrock constituency, in the South Basildon and East Thurrock constituency, uniting the Tilbury Docks with the villages of West and East Tilbury. In order to bring the South Basildon and East Thurrock constituency within the permitted electorate range, the Vange ward is included in the Basildon and Billericay constituency. The existing Basildon and Billericay constituency is otherwise unchanged.
- 50 We propose the inclusion, from the existing Brentwood and Ongar constituency, of the two wards of Moreton and Fyfield, and High Ongar, Willingale and The Rodings, in the Saffron Walden constituency. We consider that this change makes the existing constituency name of Brentwood and Ongar less appropriate, and therefore we propose it simply be called Brentwood. The only change to the existing Epping Forest constituency is to transfer the Broadley Common, Epping Upland and Nazeing ward to the Harlow constituency: we consider the ward has links with the wards of Roydon and Lower Nazeing that are currently within the Harlow constituency. The inclusion of this ward in the Harlow constituency results in the electorate of the Harlow constituency being within the permitted electorate range without dividing the town of Waltham Abbey, or having knock-on effects on the proposed Saffron Walden constituency. No further changes are required to the existing Harlow constituency, other than minor realignments with new local government ward boundaries.
- 51 The electorate of the existing Saffron Walden constituency at 86,605 is currently significantly above the electorate range, and therefore substantial change is required. As mentioned previously, we have proposed that two wards be transferred from the Brentwood constituency to the Saffron Walden constituency. Furthermore, we propose that the four City of Chelmsford wards of Writtle, Chelmsford Rural West, Broomfield and The Walthams, and Boreham and The Leighs, which are currently within the existing Saffron Walden constituency, be included in the Braintree constituency. Further change is proposed to the existing Braintree constituency, as ten wards, including the town of Halstead, are included in the cross-county boundary constituency between Essex and Suffolk. Additionally, the Hatfield Peverel & Terling ward is included in the proposed Braintree constituency, and there are also changes to realign constituency boundaries with new local government ward boundaries. While the change to the existing Braintree constituency is significant, it avoids a 'domino effect' of changes to a series of constituencies that would otherwise be caused by the cross-county boundary constituency. Furthermore, the town of Braintree remains united within a single constituency, and the A131 provides road connections with the rest of the constituency.

## *Suffolk*

- 52 There are currently seven constituencies in Suffolk, two of which are within the permitted electorate range, and the other five constituencies are all above the range. Of the two existing constituencies within the range, the existing Ipswich constituency is retained wholly unchanged in our proposals, while the existing South Suffolk constituency is unchanged except to realign with local government ward boundary changes.
- 53 We propose a cross-county boundary constituency that includes wards from the districts of West Suffolk and Braintree for a number of reasons. First, it allows the existing South Suffolk constituency to remain unchanged, other than to realign its boundaries with local government ward boundary changes. Second, it minimises change throughout the two counties more than the other options we identified. Also, the River Stour provides a less defined boundary between Essex and Suffolk near the town of Haverhill than elsewhere, and the surrounding wards share similar rural characteristics. We propose this constituency, which includes 13 West Suffolk district wards, including the town of Haverhill, and ten Braintree district wards, including the town of Halstead, be named Haverhill and Halstead.

- 54 The towns of Bury St Edmunds and Newmarket are included in a constituency we propose be named Bury St Edmunds and Newmarket. This avoids either of the two historic Suffolk towns being included in a cross-county boundary constituency with Essex. The two towns also have road connections along the A14. The town of Mildenhall, and the surrounding wards in the northern part of West Suffolk district, currently in the existing West Suffolk constituency, remain in a constituency with the town of Newmarket.
- 55 The existing Ipswich constituency remains wholly unchanged. In our proposals, the wards of Kelsale & Yoxford, and Halesworth & Blything are no longer included in the Suffolk Coastal constituency. The only other change to the existing Suffolk Coastal constituency is near the village of Wickham Market, in order to realign the constituency boundaries with new local government ward boundaries. There is minimal change to the existing Waveney constituency in our proposal, with the Bungay & Wainford ward no longer being included, in order to bring the constituency within the electorate range. However, we also propose the name be changed from Waveney to Lowestoft, as the district the constituency was named after no longer exists, and the new name reflects the main population centre in the constituency.
- 56 There are three wards in the northern part of the Borough of Ipswich that are not included in the existing Ipswich constituency: Whitehouse, Castle Hill and Whitton. In our proposals, these wards continue to not be included in the Ipswich constituency. Instead they, along with a number of Mid Suffolk district wards and three East Suffolk district wards (Carlford & Fynn Valley, Kesgrave, and Rushmere St. Andrew), all of which are also currently in the existing Central Suffolk and North Ipswich constituency, are included in a constituency with the town of Stowmarket. We propose that the constituency be named Ipswich North and Stowmarket in order to reflect the main population centres covered by this constituency.
- 57 We also propose a North Suffolk constituency that includes wards from the north-eastern part of West Suffolk district, across to the towns of Framlingham and Bungay in East Suffolk district. This constituency also includes the Kelsale & Yoxford, and Halesworth & Blything wards that are currently in the existing Suffolk Coastal constituency. While this constituency contains wards from three local authorities, we consider them all to have a shared rural character and have good road connections along the A143 and B1117.
- 58 In formulating our initial proposals we did identify some alternative configurations in this part of the county. One configuration used the River Deben as a boundary between a constituency containing Borough of Ipswich wards of Gainsborough, Priory Heath, and Bixley in south-east Ipswich and the town of Felixstowe, and an East Suffolk constituency. However, we considered this resulted in unnecessarily large changes to both the existing Ipswich and Suffolk Coastal constituencies. Another configuration attempted to minimise change to the existing Central

Suffolk and North Ipswich constituency. However, this created a particularly narrow-shaped constituency, which included wards from northern Ipswich up to Bungay in the north of the county, which we considered did not reflect the statutory requirements as closely as the proposed North Suffolk constituency.

#### **Initial proposals for the Norfolk sub-region**

- 59 There are currently nine constituencies in Norfolk, three of which have electorates that are within the permitted electorate range, two fall below and four above. In our proposals, none of the existing Norfolk constituencies are wholly unchanged, although one is unchanged except to realign its boundaries with local government ward boundary changes. However, there are no substantial changes to any existing constituencies.
- 60 While it is possible to retain the existing Great Yarmouth constituency wholly unchanged, remaining coterminous with the Great Yarmouth borough boundaries, this would result in more significant changes to constituencies throughout the county. This is because Norfolk's mathematical entitlement to 9.21 constituencies means that the average electorate size of the nine constituencies needs to be at the upper end of the permitted electorate range. A wholly unchanged Great Yarmouth constituency would have a particularly low electorate of 70,077, increasing the electorate size of the remaining constituencies further, and causing significant disruption. As such, in our proposals the wards of Hickling and Stalham, currently in the existing North Norfolk constituency, and which have local ties and road links to the neighbouring Great Yarmouth borough wards of East Flegg and West Flegg via the A149, are included in the Great Yarmouth constituency. This change is compensated for by the inclusion of the town of Fakenham in the North Norfolk constituency.
- 61 The existing Norwich North constituency is below the permitted electorate range and therefore change is required. In order to avoid the constituency extending into the rural areas to the north, which we consider would also weaken internal transport links for the Broadland constituency, we have proposed the inclusion of the Thorpe Hamlet ward – which is currently in the Norwich South constituency – in the Norwich North constituency. While this does involve dividing part of the city centre, and Norwich Cathedral being located in the Norwich North constituency rather than Norwich South constituency, the majority of the ward is north of the River Wensum and has links to the area of Thorpe St Andrew to the east. This also allows us to include the South Norfolk district wards of Old Costessey and New Costessey in the Norwich South constituency. No further changes are proposed to the two Norwich constituencies.

- 62 The electorate of the existing South Norfolk constituency at 86,421 is significantly above the permitted electorate range. The inclusion of the Old Costessey ward in the Norwich South constituency means that the transfer of the Easton ward to the Mid Norfolk constituency is the only other ward change required to bring the South Norfolk constituency within the permitted electorate range. We propose that the Mid Norfolk constituency be extended further south, to the border with Suffolk. Although this would exceed the permitted electorate range, the electorate of the Mid Norfolk constituency is reduced by transferring the Breckland district wards of Upper Wensum and Lincoln to the Broadland constituency (to compensate for the transfer of Fakenham to North Norfolk), and the wards of Hermitage, Launditch, and Necton to the South West Norfolk constituency. This brings all three constituencies within the permitted electorate range.
- 63 The North West Norfolk constituency is unchanged except to realign its boundaries with new local government ward boundaries to the south of the constituency.

## 4 How to have your say

- 64 We are consulting on our initial proposals for an eight-week period, from 8 June 2021 to 2 August 2021. We encourage everyone to give us their views on our proposals for their area – the more public responses we receive and the more local information that is provided, the more informed our decisions will be when analysing all the responses we have received.
- 65 On our interactive consultation website, at [www.bcereviews.org.uk](http://www.bcereviews.org.uk), you can see what constituency you will be in under our proposals, and compare it with your existing constituency and local government boundaries. You can also easily submit your views on our proposals through that consultation website.
- 66 When making comments on our initial proposals, we ask people to bear in mind the tight constraints placed on the Commission by the rules set by Parliament, discussed in chapter 2 and in our Guide to the 2023 Review. Most importantly, in the Eastern region:
- we cannot recommend constituencies that have electorates that contain more than 77,062 or fewer than 69,724 electors
  - we are basing our initial proposals on local government ward boundaries (existing or – where relevant – prospective) as at 1 December 2020 as the building blocks of constituencies – although where there is strong justification for doing so, we will consider dividing a ward between constituencies (see the Guide to the 2023 Review for more detailed information)
  - we have constructed constituencies within regions, so as not to cross regional boundaries – very compelling reasons would need to be given to persuade us that we should depart from this approach.

- 67 These issues mean that we encourage people who are making a comment about their local area to bear in mind any consequential effects for neighbouring areas that might result from their suggestions. The Commission must look at the recommendations for new constituencies across the whole region (and, indeed, across England). What may be a better solution for one location may have undesirable consequences for others. We therefore ask everyone wishing to respond to our consultation to bear in mind the impact of their counter-proposals on neighbouring constituencies, and on those further afield across the region.

## How can you give us your views?

- 68 Views on our initial proposals should be given to the Commission initially in writing. We encourage everyone who wishes to comment on our proposals in writing to do so through our interactive consultation website<sup>11</sup> at [www.bcereviews.org.uk](http://www.bcereviews.org.uk) – you will find all the details you need and be able to comment directly through the website. The website allows you to explore the map of our proposals and get further data, including the electorate sizes of every ward. You can also upload text or data files you may have previously prepared setting out your views.
- 69 We encourage everyone, before submitting a representation, to read our approach to protecting and using your personal details (available at [www.bcereviews.org.uk](http://www.bcereviews.org.uk)). As these consultations are very much concerned with a respondent's sense of place and community, when publishing responses (which the law requires us to do), we will associate the response with the general locality of the respondent's address, but we will not publish a respondent's name or detailed address with their response, unless they specifically ask us to do so.
- 70 It is important to stress that all representations, whether they have been made through our website or sent to us in writing, will be given equal consideration by the Commission.
- 71 As noted above, there will be an opportunity to make an oral response to our initial proposals – and comment on the responses of others – during the secondary consultation stage. We will therefore publish further details about these public hearings, and how you can make a contribution to one, closer to the dates of the secondary consultation period.

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<sup>11</sup> Our website has been designed to maximise accessibility for all users, in line with the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.

## What do we want views on?

- 72 We would particularly like to ask two things of people responding to our consultation. Firstly, if you support our proposals, please tell us so. Past experience suggests that too often people who are happy with our proposals do not respond in support, while those who object to them do respond to make their points. That can give a distorted view of the balance of public support or objection to proposals, and those who, in fact, support our initial proposals may then be disappointed if those proposals are subsequently revised in light of the consultation responses. Secondly, if you are considering objecting to our proposals, do please use the resources (such as maps and electorate figures) available on our website and at the places of deposit<sup>12</sup> to put forward counter-proposals that are in accordance with the rules to which we are working.
- 73 Above all, however, we encourage everyone to have their say on our initial proposals and, in doing so, to become involved in drawing the map of new Parliamentary constituencies. The more views and information we receive as a result of our initial proposals and through the subsequent consultation phases, the more informed our consideration in developing those proposals will be, and the better we will be able to reflect the public's views in the final recommendations that we present in 2023.

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<sup>12</sup> The legislation requires our proposals to be made available in at least one 'place of deposit' open to the public in each proposed constituency. A list of these places of deposit is published on our website.



# Appendix: Initial proposals for constituencies, including wards and electorates

Constituency	Ward	Local authority	Electorate
<b>Basildon and Billericay BC</b>			<b>76,993</b>
	Billericay East	Basildon	9,370
	Billericay West	Basildon	9,454
	Burstead	Basildon	8,796
	Crouch	Basildon	6,651
	Fryerns	Basildon	10,110
	Laindon Park	Basildon	9,808
	Lee Chapel North	Basildon	9,687
	St. Martin's	Basildon	6,319
	Vange	Basildon	6,798
<b>Bedford BC</b>			<b>70,068</b>
	Brickhill	Bedford	6,190
	Castle	Bedford	5,355
	Cauldwell	Bedford	5,661
	De Parys	Bedford	4,621
	Goldington	Bedford	6,362
	Harpur	Bedford	5,417
	Kempston Central and East	Bedford	4,900
	Kempston North	Bedford	2,806
	Kempston South	Bedford	2,992
	Kempston West	Bedford	3,636
	Kingsbrook	Bedford	5,709
	Newnham	Bedford	5,313
	Putnoe	Bedford	5,749
	Queens Park	Bedford	5,357
<b>Braintree CC</b>			<b>70,454</b>
	Bocking Blackwater	Braintree	7,264
	Bocking North	Braintree	4,129
	Bocking South	Braintree	4,301
	Braintree Central & Beckers Green	Braintree	6,076
	Braintree South	Braintree	4,521
	Braintree West	Braintree	4,632
	Great Notley & Black Notley	Braintree	7,371

Constituency	Ward	Local authority	Electorate
	Hatfield Peverel & Terling	Braintree	4,659
	Rayne	Braintree	2,239
	Boreham and The Leighs	Chelmsford	4,800
	Broomfield and The Walthams	Chelmsford	7,336
	Chelmsford Rural West	Chelmsford	2,369
	Little Baddow, Danbury and Sandon	Chelmsford	6,593
	Writtle	Chelmsford	4,164
<b>Brentwood CC</b>			<b>71,298</b>
	Brentwood North	Brentwood	5,293
	Brentwood South	Brentwood	4,498
	Brentwood West	Brentwood	5,470
	Brizes and Doddinghurst	Brentwood	4,817
	Herongate, Ingrave and West Horndon	Brentwood	3,107
	Hutton Central	Brentwood	2,967
	Hutton East	Brentwood	2,997
	Hutton North	Brentwood	3,147
	Hutton South	Brentwood	3,009
	Ingatestone, Fryerning and Mountnessing	Brentwood	5,076
	Pilgrims Hatch	Brentwood	4,579
	Shenfield	Brentwood	4,282
	South Weald	Brentwood	1,481
	Tipps Cross	Brentwood	3,155
	Warley	Brentwood	4,886
	Chipping Ongar, Greensted and Marden Ash	Epping Forest	3,451
	Lambourne	Epping Forest	1,619
	North Weald Bassett	Epping Forest	3,688
	Passingford	Epping Forest	1,919
	Shelley	Epping Forest	1,857
<b>Broadland CC</b>			<b>73,822</b>
	Lincoln	Breckland	4,268
	Upper Wensum	Breckland	5,037
	Acle	Broadland	2,324
	Aylsham	Broadland	6,998
	Blofield with South Walsham	Broadland	4,887
	Brundall	Broadland	4,963

Constituency	Ward	Local authority	Electorate
	Burlingham	Broadland	2,142
	Buxton	Broadland	2,133
	Coltishall	Broadland	2,120
	Drayton North	Broadland	2,206
	Drayton South	Broadland	1,969
	Eynesford	Broadland	2,532
	Great Witchingham	Broadland	2,182
	Hevingham	Broadland	2,307
	Horsford and Felthorpe	Broadland	4,072
	Marshes	Broadland	2,527
	Plumstead	Broadland	2,650
	Reepham	Broadland	2,139
	Spixworth with St. Faiths	Broadland	4,463
	Taverham North	Broadland	3,977
	Taverham South	Broadland	3,646
	Wroxham	Broadland	4,280
<b>Broxbourne CC</b>			<b>75,454</b>
	Broxbourne and Hoddesdon South	Broxbourne	7,154
	Cheshunt North	Broxbourne	6,384
	Cheshunt South and Theobalds	Broxbourne	6,297
	Flamstead End	Broxbourne	6,698
	Goffs Oak	Broxbourne	7,233
	Hoddesdon North	Broxbourne	7,119
	Hoddesdon Town and Rye Park	Broxbourne	6,396
	Rosedale and Bury Green	Broxbourne	6,744
	Waltham Cross	Broxbourne	6,890
	Wormley and Turnford	Broxbourne	7,730
	Great Amwell	East Hertfordshire	2,163
	Hertford Heath	East Hertfordshire	2,345
	Stanstead Abbots	East Hertfordshire	2,301
<b>Bury St Edmunds and Newmarket CC</b>			<b>75,055</b>
	Abbeygate	West Suffolk	3,747
	Brandon Central	West Suffolk	2,062
	Brandon East	West Suffolk	2,133
	Brandon West	West Suffolk	2,163
	Eastgate	West Suffolk	1,718
	Exning	West Suffolk	1,682

Constituency	Ward	Local authority	Electorate
	Iceni	West Suffolk	3,293
	Kentford & Moulton	West Suffolk	2,192
	Lakenheath	West Suffolk	4,019
	Manor	West Suffolk	1,982
	Mildenhall Great Heath	West Suffolk	1,959
	Mildenhall Kingsway & Market	West Suffolk	2,096
	Mildenhall Queensway	West Suffolk	1,653
	Minden	West Suffolk	4,286
	Moreton Hall	West Suffolk	5,597
	Newmarket East	West Suffolk	3,711
	Newmarket North	West Suffolk	3,223
	Newmarket West	West Suffolk	3,625
	Risby	West Suffolk	2,332
	Southgate	West Suffolk	3,230
	St. Olaves	West Suffolk	3,236
	The Fornhams & Great Barton	West Suffolk	3,380
	The Rows	West Suffolk	3,599
	Tollgate	West Suffolk	4,228
	Westgate	West Suffolk	3,909
<b>Cambridge BC</b>			<b>72,560</b>
	Abbey	Cambridge	6,629
	Arbury	Cambridge	5,869
	Castle	Cambridge	4,205
	Coleridge	Cambridge	5,959
	East Chesterton	Cambridge	6,042
	King's Hedges	Cambridge	6,051
	Market	Cambridge	6,226
	Newnham	Cambridge	5,962
	Petersfield	Cambridge	6,626
	Romsey	Cambridge	6,350
	Trumpington	Cambridge	6,447
	West Chesterton	Cambridge	6,194
<b>Castle Point BC</b>			<b>76,569</b>
	Appleton	Castle Point	5,333
	Boyce	Castle Point	5,286
	Canvey Island Central	Castle Point	5,076
	Canvey Island East	Castle Point	4,815
	Canvey Island North	Castle Point	5,266

Constituency	Ward	Local authority	Electorate
	Canvey Island South	Castle Point	5,093
	Canvey Island West	Castle Point	3,876
	Canvey Island Winter Gardens	Castle Point	4,864
	Cedar Hall	Castle Point	4,982
	St. George's	Castle Point	4,562
	St. James	Castle Point	5,411
	St. Mary's	Castle Point	4,982
	St. Peter's	Castle Point	5,143
	Victoria	Castle Point	4,620
	West Leigh	Southend-on-Sea	7,260
<b>Chelmsford BC</b>			<b>76,454</b>
	Chelmer Village and Beaulieu Park	Chelmsford	8,028
	Goat Hall	Chelmsford	4,693
	Great Baddow East	Chelmsford	6,509
	Great Baddow West	Chelmsford	4,710
	Marconi	Chelmsford	5,703
	Moulsham and Central	Chelmsford	8,823
	Moulsham Lodge	Chelmsford	4,328
	Patching Hall	Chelmsford	6,676
	Springfield North	Chelmsford	7,175
	St. Andrews	Chelmsford	6,553
	The Lawns	Chelmsford	4,180
	Trinity	Chelmsford	4,566
	Waterhouse Farm	Chelmsford	4,510
<b>Clacton CC</b>			<b>70,942</b>
	Bluehouse	Tendring	4,114
	Burrsville	Tendring	4,414
	Cann Hall	Tendring	4,731
	Coppins	Tendring	5,222
	Eastcliff	Tendring	2,564
	Frinton	Tendring	5,099
	Homelands	Tendring	2,469
	Kirby Cross	Tendring	2,605
	Kirby-le-Soken & Hamford	Tendring	2,504
	Little Clacton	Tendring	2,508
	Pier	Tendring	1,876
	St. Bartholomew's	Tendring	4,771
	St. James	Tendring	5,103

Constituency	Ward	Local authority	Electorate
	St. John's	Tendring	5,065
	St. Osyth	Tendring	4,055
	St. Paul's	Tendring	2,236
	Thorpe, Beaumont & Great Holland	Tendring	2,668
	Walton	Tendring	2,545
	Weeley & Tendring	Tendring	2,237
	West Clacton & Jaywick Sands	Tendring	4,156
<b>Colchester BC</b>			<b>74,520</b>
	Berechurch	Colchester	7,217
	Castle	Colchester	7,337
	Greenstead	Colchester	10,536
	Highwoods	Colchester	7,071
	Mile End	Colchester	8,554
	New Town & Christ Church	Colchester	9,208
	Old Heath & The Hythe	Colchester	8,582
	Shrub End	Colchester	7,976
	St. Anne's & St. John's	Colchester	8,039
<b>Dunstable and Leighton Buzzard CC</b>			<b>74,069</b>
	Dunstable-Central	Central Bedfordshire	3,375
	Dunstable-Icknield	Central Bedfordshire	5,986
	Dunstable-Manshead	Central Bedfordshire	3,654
	Dunstable-Northfields	Central Bedfordshire	7,244
	Dunstable-Watling	Central Bedfordshire	7,300
	Heath and Reach	Central Bedfordshire	3,619
	Houghton Hall	Central Bedfordshire	6,053
	Leighton Buzzard North	Central Bedfordshire	11,056
	Leighton Buzzard South	Central Bedfordshire	10,462
	Linslade	Central Bedfordshire	9,175
	Parkside	Central Bedfordshire	3,115
	Tithe Farm	Central Bedfordshire	3,030
<b>East Cambridgeshire CC</b>			<b>76,279</b>
	Bottisham	East Cambridgeshire	4,411
	Burwell	East Cambridgeshire	4,961
	Downham Villages	East Cambridgeshire	2,369
	Ely East	East Cambridgeshire	4,330
	Ely North	East Cambridgeshire	3,044
	Ely West	East Cambridgeshire	7,169

Constituency	Ward	Local authority	Electorate
	Fordham & Isleham	East Cambridgeshire	4,688
	Haddenham	East Cambridgeshire	2,666
	Littleport	East Cambridgeshire	6,657
	Soham North	East Cambridgeshire	4,600
	Soham South	East Cambridgeshire	4,285
	Stretham	East Cambridgeshire	5,044
	Sutton	East Cambridgeshire	4,282
	Woodditton	East Cambridgeshire	5,010
	Cottenham	South Cambridgeshire	5,012
	Milton & Waterbeach	South Cambridgeshire	7,751
<b>Epping Forest CC</b>			<b>72,785</b>
	Buckhurst Hill East	Epping Forest	3,503
	Buckhurst Hill West	Epping Forest	5,286
	Chigwell Row	Epping Forest	1,792
	Chigwell Village	Epping Forest	3,469
	Epping Hemnall	Epping Forest	4,936
	Epping Lindsey and Thornwood Common	Epping Forest	5,343
	Grange Hill	Epping Forest	4,906
	Loughton Alderton	Epping Forest	3,253
	Loughton Broadway	Epping Forest	3,312
	Loughton Fairmead	Epping Forest	3,094
	Loughton Forest	Epping Forest	3,407
	Loughton Roding	Epping Forest	3,521
	Loughton St. John's	Epping Forest	3,506
	Loughton St. Mary's	Epping Forest	3,808
	Theydon Bois	Epping Forest	3,323
	Waltham Abbey High Beach	Epping Forest	2,023
	Waltham Abbey Honey Lane	Epping Forest	4,503
	Waltham Abbey North East	Epping Forest	3,182
	Waltham Abbey Paternoster	Epping Forest	3,389
	Waltham Abbey South West	Epping Forest	3,229
<b>Great Yarmouth CC</b>			<b>76,713</b>
	Bradwell North	Great Yarmouth	5,190
	Bradwell South and Hopton	Great Yarmouth	5,785
	Caister North	Great Yarmouth	3,656
	Caister South	Great Yarmouth	3,632
	Central And Northgate	Great Yarmouth	4,709

Constituency	Ward	Local authority	Electorate
	Claydon	Great Yarmouth	5,324
	East Flegg	Great Yarmouth	4,022
	Fleggburgh	Great Yarmouth	2,193
	Gorleston	Great Yarmouth	3,995
	Lothingland	Great Yarmouth	4,357
	Magdalen	Great Yarmouth	5,152
	Nelson	Great Yarmouth	4,295
	Ormesby	Great Yarmouth	3,638
	Southtown and Cobholm	Great Yarmouth	3,232
	St. Andrews	Great Yarmouth	3,436
	West Flegg	Great Yarmouth	4,109
	Yarmouth North	Great Yarmouth	3,352
	Hickling	North Norfolk	2,196
	Stalham	North Norfolk	4,440
<b>Harlow CC</b>			<b>70,190</b>
	Broadley Common, Epping Upland and Nazeing	Epping Forest	1,768
	Hastingwood, Matching and Sheering Village	Epping Forest	1,954
	Lower Nazeing	Epping Forest	3,314
	Lower Sheering	Epping Forest	1,731
	Roydon	Epping Forest	1,741
	Bush Fair	Harlow	5,343
	Church Langley	Harlow	6,324
	Great Parndon	Harlow	4,751
	Harlow Common	Harlow	5,309
	Little Parndon and Hare Street	Harlow	5,888
	Mark Hall	Harlow	5,067
	Netteswell	Harlow	5,345
	Old Harlow	Harlow	6,992
	Staple Tye	Harlow	4,610
	Sumners and Kingsmoor	Harlow	4,955
	Toddbrook	Harlow	5,098
<b>Harpenden and Berkhamsted CC</b>			<b>71,635</b>
	Aldbury and Wigginton	Dacorum	1,910
	Ashridge	Dacorum	2,177
	Berkhamsted Castle	Dacorum	4,655
	Berkhamsted East	Dacorum	4,718
	Berkhamsted West	Dacorum	4,766



Constituency	Ward	Local authority	Electorate
	Northchurch	Dacorum	2,266
	Tring Central	Dacorum	3,965
	Tring East	Dacorum	2,337
	Tring West and Rural	Dacorum	4,299
	Watling	Dacorum	4,406
	Harpenden East	St Albans	5,517
	Harpenden North	St Albans	5,660
	Harpenden South	St Albans	5,437
	Harpenden West	St Albans	5,983
	Redbourn	St Albans	4,846
	Sandridge	St Albans	3,734
	Wheathampstead	St Albans	4,959
<b>Harwich and North Essex CC</b>			<b>74,056</b>
	Lexden & Braiswick	Colchester	7,347
	Prettygate	Colchester	7,955
	Rural North	Colchester	8,553
	Wivenhoe	Colchester	7,548
	Alresford & Elmstead	Tendring	5,329
	Ardleigh & Little Bromley	Tendring	2,165
	Brightlingsea	Tendring	6,746
	Dovercourt All Saints	Tendring	5,202
	Dovercourt Bay	Tendring	2,190
	Dovercourt Tollgate	Tendring	2,385
	Dovercourt Vines & Parkeston	Tendring	2,104
	Harwich & Kingsway	Tendring	2,546
	Lawford, Manningtree & Mistley	Tendring	6,559
	Stour Valley	Tendring	2,410
	The Bentleys & Frating	Tendring	2,603
	The Oakleys & Wix	Tendring	2,414
<b>Haverhill and Halstead CC</b>			<b>70,787</b>
	Bumpstead	Braintree	2,334
	Gosfield & Greenstead Green	Braintree	2,185
	Halstead St. Andrew's	Braintree	4,526
	Halstead Trinity	Braintree	4,777
	Hedingham	Braintree	4,494
	Stour Valley North	Braintree	2,312
	Stour Valley South	Braintree	2,496

Constituency	Ward	Local authority	Electorate
	The Colnes	Braintree	4,477
	Three Fields	Braintree	4,610
	Yeldham	Braintree	2,127
	Barrow	West Suffolk	1,992
	Chedburgh & Chevington	West Suffolk	2,209
	Clare, Hundon & Kedington	West Suffolk	6,227
	Haverhill Central	West Suffolk	2,264
	Haverhill East	West Suffolk	2,602
	Haverhill North	West Suffolk	3,150
	Haverhill South	West Suffolk	4,032
	Haverhill South East	West Suffolk	1,874
	Haverhill West	West Suffolk	4,128
	Horringer	West Suffolk	2,040
	Rougham	West Suffolk	1,930
	Whepstead & Wickhambrook	West Suffolk	2,075
	Withersfield	West Suffolk	1,926
<b>Hemel Hempstead CC</b>			<b>70,496</b>
	Adeyfield East	Dacorum	3,907
	Adeyfield West	Dacorum	4,110
	Apsley and Corner Hall	Dacorum	6,886
	Bennetts End	Dacorum	4,353
	Bovingdon, Flaunden and Chipperfield	Dacorum	6,596
	Boxmoor	Dacorum	6,691
	Chaulden and Warners End	Dacorum	6,566
	Gadebridge	Dacorum	4,020
	Grovehill	Dacorum	5,269
	Hemel Hempstead Town	Dacorum	4,296
	Highfield	Dacorum	3,746
	Leverstock Green	Dacorum	7,032
	Nash Mills	Dacorum	2,759
	Woodhall Farm	Dacorum	4,265
<b>Hertford and Stortford CC</b>			<b>75,396</b>
	Bishop's Stortford All Saints	East Hertfordshire	5,524
	Bishop's Stortford Central	East Hertfordshire	6,659
	Bishop's Stortford Meads	East Hertfordshire	4,188
	Bishop's Stortford Silverleys	East Hertfordshire	4,408
	Bishop's Stortford South	East Hertfordshire	6,697
	Hertford Bengo	East Hertfordshire	6,025
	Hertford Castle	East Hertfordshire	7,144

Constituency	Ward	Local authority	Electorate
	Hertford Kingsmead	East Hertfordshire	4,363
	Hertford Sele	East Hertfordshire	4,084
	Hunsdon	East Hertfordshire	2,623
	Much Hadham	East Hertfordshire	2,295
	Sawbridgeworth	East Hertfordshire	6,744
	Ware Chadwell	East Hertfordshire	2,454
	Ware Christchurch	East Hertfordshire	4,176
	Ware St. Mary's	East Hertfordshire	4,017
	Ware Trinity	East Hertfordshire	3,995
<b>Hertsmere CC</b>			<b>73,256</b>
	Aldenham East	Hertsmere	3,821
	Aldenham West	Hertsmere	3,885
	Bentley Heath & The Royds	Hertsmere	4,396
	Borehamwood Brookmeadow	Hertsmere	5,485
	Borehamwood Cowley Hill	Hertsmere	5,648
	Borehamwood Hillside	Hertsmere	5,123
	Borehamwood Kenilworth	Hertsmere	5,971
	Bushey Heath	Hertsmere	3,617
	Bushey Park	Hertsmere	5,610
	Bushey St. James	Hertsmere	5,265
	Elstree	Hertsmere	3,704
	Potters Bar Furzefield	Hertsmere	4,188
	Potters Bar Oakmere	Hertsmere	4,166
	Potters Bar Parkfield	Hertsmere	3,680
	Shenley	Hertsmere	3,943
	Northaw & Cuffley	Welwyn Hatfield	4,754
<b>Hitchin CC</b>			<b>72,112</b>
	Arlesey	Central Bedfordshire	11,980
	Shefford	Central Bedfordshire	7,923
	Stotfold and Langford	Central Bedfordshire	11,752
	Cadwell	North Hertfordshire	1,829
	Chesfield	North Hertfordshire	5,127
	Hitchin Bearton	North Hertfordshire	6,271
	Hitchin Highbury	North Hertfordshire	6,244
	Hitchin Oughton	North Hertfordshire	3,552
	Hitchin Priory	North Hertfordshire	3,707
	Hitchin Walsworth	North Hertfordshire	6,051
	Hitchwood, Offa and Hoo	North Hertfordshire	5,854
	Kimpton	North Hertfordshire	1,822

Constituency	Ward	Local authority	Electorate
<b>Huntingdon CC</b>			<b>75,590</b>
	Alconbury	Huntingdonshire	2,899
	Brampton	Huntingdonshire	5,486
	Buckden	Huntingdonshire	2,628
	Godmanchester & Hemingford Abbots	Huntingdonshire	6,906
	Great Staughton	Huntingdonshire	2,694
	Hemingford Grey & Houghton	Huntingdonshire	4,792
	Holywell-cum-Needingworth	Huntingdonshire	5,500
	Huntingdon East	Huntingdonshire	4,967
	Huntingdon North	Huntingdonshire	6,962
	Kimbolton	Huntingdonshire	2,725
	Sawtry	Huntingdonshire	5,032
	Somersham	Huntingdonshire	2,949
	St. Ives East	Huntingdonshire	4,835
	St. Ives South	Huntingdonshire	5,837
	St. Ives West	Huntingdonshire	2,268
	The Stukeleys	Huntingdonshire	3,427
	Warboys	Huntingdonshire	5,683
<b>Ipswich BC</b>			<b>75,117</b>
	Alexandra	Ipswich	6,429
	Bixley	Ipswich	5,690
	Bridge	Ipswich	5,642
	Gainsborough	Ipswich	5,934
	Gipping	Ipswich	5,618
	Holywells	Ipswich	5,380
	Priory Heath	Ipswich	6,273
	Rushmere	Ipswich	6,177
	Sprites	Ipswich	4,998
	St. John's	Ipswich	6,461
	St. Margaret's	Ipswich	6,263
	Stoke Park	Ipswich	4,987
	Westgate	Ipswich	5,265
<b>Ipswich North and Stowmarket CC</b>			<b>75,860</b>
	Carlford & Fynn Valley	East Suffolk	6,719
	Kesgrave	East Suffolk	11,149
	Rushmere St. Andrew	East Suffolk	3,557
	Castle Hill	Ipswich	5,714

Constituency	Ward	Local authority	Electorate
	Whitehouse	Ipswich	5,893
	Whitton	Ipswich	5,781
	Battisford & Ringshall	Mid Suffolk	2,471
	Blakenham	Mid Suffolk	2,653
	Bramford	Mid Suffolk	2,028
	Chilton	Mid Suffolk	4,579
	Claydon & Barham	Mid Suffolk	4,683
	Combs Ford	Mid Suffolk	4,705
	Needham Market	Mid Suffolk	4,908
	Onehouse	Mid Suffolk	2,211
	St. Peter's	Mid Suffolk	2,264
	Stonham	Mid Suffolk	2,366
	Stow Thorney	Mid Suffolk	4,179
<b>Lowestoft CC</b>			<b>73,967</b>
	Beccles & Worlingham	East Suffolk	11,889
	Carlton & Whitton	East Suffolk	7,960
	Carlton Colville	East Suffolk	7,526
	Gunton & St. Margarets	East Suffolk	7,841
	Harbour & Normanston	East Suffolk	11,147
	Kessingland	East Suffolk	3,549
	Kirkley & Pakefield	East Suffolk	10,508
	Lothingland	East Suffolk	2,919
	Oulton Broad	East Suffolk	10,628
<b>Luton North BC</b>			<b>73,266</b>
	Barnfield	Luton	5,603
	Bramingham	Luton	5,399
	Challney	Luton	8,972
	Icknield	Luton	5,792
	Leagrave	Luton	8,140
	Lewsey	Luton	8,507
	Limbury	Luton	5,673
	Northwell	Luton	5,213
	Saints	Luton	9,369
	Stopsley	Luton	5,186
	Sundon Park	Luton	5,412
<b>Luton South and South Bedfordshire CC</b>			<b>70,197</b>
	Caddington	Central Bedfordshire	7,895
	Eaton Bray	Central Bedfordshire	3,377
	Biscot	Luton	9,239

Constituency	Ward	Local authority	Electorate
	Crawley	Luton	4,921
	Dallow	Luton	9,056
	Farley	Luton	7,384
	High Town	Luton	4,723
	Round Green	Luton	7,863
	South	Luton	7,783
	Wigmore	Luton	7,956
<b>Maldon CC</b>			<b>70,201</b>
	Bicknacre and East and West Hanningfield	Chelmsford	4,189
	Galleywood	Chelmsford	4,339
	Rettendon and Runwell	Chelmsford	4,869
	South Hanningfield, Stock and Margaretting	Chelmsford	4,602
	South Woodham-Chetwood and Collingwood	Chelmsford	6,209
	South Woodham-Elmwood and Woodville	Chelmsford	6,113
	Althorne	Maldon	3,546
	Burnham-on-Crouch North	Maldon	3,293
	Burnham-on-Crouch South	Maldon	3,299
	Heybridge East	Maldon	3,291
	Heybridge West	Maldon	3,280
	Maldon East	Maldon	1,889
	Maldon North	Maldon	3,339
	Maldon South	Maldon	3,043
	Maldon West	Maldon	3,200
	Mayland	Maldon	3,539
	Purleigh	Maldon	2,866
	Southminster	Maldon	3,484
	Tillingham	Maldon	1,811
<b>Mid Bedfordshire CC</b>			<b>71,748</b>
	Elstow and Stewartby	Bedford	3,877
	Wilshamstead	Bedford	4,079
	Wootton	Bedford	4,995
	Ampthill	Central Bedfordshire	10,674
	Aspley and Woburn	Central Bedfordshire	3,824
	Barton-le-Clay	Central Bedfordshire	4,016
	Cranfield and Marston Moretaine	Central Bedfordshire	11,205

Constituency	Ward	Local authority	Electorate
	Flitwick	Central Bedfordshire	10,710
	Houghton Conquest and Haynes	Central Bedfordshire	2,676
	Silsoe and Shillington	Central Bedfordshire	4,359
	Toddington	Central Bedfordshire	7,572
	Westoning, Flitton and Greenfield	Central Bedfordshire	3,761
<b>Mid Norfolk CC</b>			<b>75,389</b>
	All Saints & Wayland	Breckland	5,181
	Attleborough Burgh & Haverscroft	Breckland	3,898
	Attleborough Queens & Besthorpe	Breckland	5,424
	Dereham Neatherd	Breckland	5,720
	Dereham Toftwood	Breckland	4,356
	Dereham Withburga	Breckland	4,206
	Guiltcross	Breckland	2,502
	Harling & Heathlands	Breckland	2,584
	Mattishall	Breckland	4,466
	Saham Toney	Breckland	3,874
	Shipdham-with-Scarning	Breckland	4,287
	The Buckenham & Banham	Breckland	2,585
	Watton	Breckland	5,932
	Central Wymondham	South Norfolk	4,838
	Easton	South Norfolk	1,577
	Hingham & Deopham	South Norfolk	2,555
	North Wymondham	South Norfolk	4,456
	South Wymondham	South Norfolk	4,193
	Wicklewood	South Norfolk	2,755
<b>North Bedfordshire CC</b>			<b>76,319</b>
	Bromham and Biddenham	Bedford	5,942
	Clapham	Bedford	3,296
	Eastcotts	Bedford	3,353
	Great Barford	Bedford	6,268
	Harrold	Bedford	3,209
	Kempston Rural	Bedford	5,876
	Oakley	Bedford	3,000
	Riseley	Bedford	2,782
	Sharnbrook	Bedford	3,164
	Wyboston	Bedford	3,077

Constituency	Ward	Local authority	Electorate
	Biggleswade North	Central Bedfordshire	7,577
	Biggleswade South	Central Bedfordshire	8,612
	Northill	Central Bedfordshire	3,589
	Potton	Central Bedfordshire	6,579
	Sandy	Central Bedfordshire	9,995
<b>North East Cambridgeshire CC</b>			<b>70,806</b>
	Bassenhally	Fenland	4,115
	Benwick, Coates & Eastrea	Fenland	3,574
	Birch	Fenland	2,190
	Clarkson	Fenland	1,205
	Doddington & Wimblington	Fenland	3,682
	Elm & Christchurch	Fenland	3,764
	Kirkgate	Fenland	1,585
	Lattersey	Fenland	2,132
	Manea	Fenland	2,088
	March East	Fenland	5,554
	March North	Fenland	5,354
	March West	Fenland	5,591
	Medworth	Fenland	1,358
	Octavia Hill	Fenland	3,031
	Parson Drove & Wisbech St. Mary	Fenland	4,123
	Peckover	Fenland	1,632
	Roman Bank	Fenland	5,267
	Slade Lode	Fenland	1,854
	St. Andrews	Fenland	2,037
	Staithe	Fenland	1,716
	Stonald	Fenland	2,245
	The Mills	Fenland	2,150
	Waterlees Village	Fenland	2,858
	Wenneye	Fenland	1,701
<b>North East Hertfordshire CC</b>			<b>76,849</b>
	Braughing	East Hertfordshire	2,207
	Buntingford	East Hertfordshire	5,829
	Hertford Rural North	East Hertfordshire	1,849
	Hertford Rural South	East Hertfordshire	2,087
	Little Hadham	East Hertfordshire	1,970
	Mundens and Cottered	East Hertfordshire	2,017
	Puckeridge	East Hertfordshire	2,193
	Thundridge & Standon	East Hertfordshire	2,495



Constituency	Ward	Local authority	Electorate
	Walkern	East Hertfordshire	2,151
	Watton-at-Stone	East Hertfordshire	2,032
	Arbury	North Hertfordshire	2,211
	Baldock East	North Hertfordshire	2,311
	Baldock Town	North Hertfordshire	5,727
	Ermine	North Hertfordshire	2,103
	Letchworth East	North Hertfordshire	4,370
	Letchworth Grange	North Hertfordshire	5,505
	Letchworth South East	North Hertfordshire	5,343
	Letchworth South West	North Hertfordshire	5,945
	Letchworth Wilbury	North Hertfordshire	3,946
	Royston Heath	North Hertfordshire	4,430
	Royston Meridian	North Hertfordshire	4,139
	Royston Palace	North Hertfordshire	4,300
	Weston and Sandon	North Hertfordshire	1,689
<b>North Norfolk CC</b>			<b>76,648</b>
	Bacton	North Norfolk	2,064
	Beeston Regis & The Runtons	North Norfolk	2,207
	Briston	North Norfolk	2,026
	Coastal	North Norfolk	1,992
	Cromer Town	North Norfolk	3,988
	Erpingham	North Norfolk	2,220
	Gresham	North Norfolk	2,009
	Happisburgh	North Norfolk	2,183
	Holt	North Norfolk	3,608
	Hoveton & Tunstead	North Norfolk	4,308
	Lancaster North	North Norfolk	1,846
	Lancaster South	North Norfolk	4,263
	Mundesley	North Norfolk	2,252
	North Walsham East	North Norfolk	3,745
	North Walsham Market Cross	North Norfolk	2,148
	North Walsham West	North Norfolk	4,302
	Poppyland	North Norfolk	2,139
	Priory	North Norfolk	1,909
	Roughton	North Norfolk	2,306
	Sheringham North	North Norfolk	2,038
	Sheringham South	North Norfolk	4,152
	St. Benet's	North Norfolk	2,027

Constituency	Ward	Local authority	Electorate
	Stibbard	North Norfolk	2,266
	Stody	North Norfolk	1,948
	Suffield Park	North Norfolk	2,215
	The Raynhams	North Norfolk	2,142
	Trunch	North Norfolk	2,185
	Walsingham	North Norfolk	2,048
	Wells with Holkham	North Norfolk	1,976
	Worstead	North Norfolk	2,136
<b>North Suffolk CC</b>			<b>76,747</b>
	Bungay & Wainford	East Suffolk	6,881
	Framlingham	East Suffolk	6,760
	Halesworth & Blything	East Suffolk	6,605
	Kelsale & Yoxford	East Suffolk	3,257
	Bacton	Mid Suffolk	2,293
	Debenham	Mid Suffolk	2,474
	Elmswell & Woolpit	Mid Suffolk	4,958
	Eye	Mid Suffolk	2,250
	Fressingfield	Mid Suffolk	2,355
	Gislingham	Mid Suffolk	2,582
	Haughley, Stowupland & Wetherden	Mid Suffolk	4,424
	Hoxne & Worlingworth	Mid Suffolk	2,292
	Mendlesham	Mid Suffolk	2,425
	Palgrave	Mid Suffolk	2,264
	Rattlesden	Mid Suffolk	2,469
	Rickinghall	Mid Suffolk	2,362
	Stradbroke & Laxfield	Mid Suffolk	2,495
	Thurston	Mid Suffolk	4,622
	Walsham-le-Willows	Mid Suffolk	2,572
	Bardwell	West Suffolk	2,125
	Barningham	West Suffolk	2,237
	Ixworth	West Suffolk	1,720
	Pakenham & Troston	West Suffolk	2,047
	Stanton	West Suffolk	2,278
<b>North West Cambridgeshire CC</b>			<b>73,556</b>
	Ramsey	Huntingdonshire	7,876
	Stilton, Folksworth & Washingley	Huntingdonshire	5,224
	Yaxley	Huntingdonshire	8,279
	Barnack	Peterborough	2,713

Constituency	Ward	Local authority	Electorate
	Fletton & Stanground	Peterborough	6,329
	Fletton & Woodston	Peterborough	6,633
	Glington & Castor	Peterborough	5,297
	Hampton Vale	Peterborough	4,346
	Hargate & Hempsted	Peterborough	4,773
	Orton Longueville	Peterborough	6,528
	Orton Waterville	Peterborough	6,801
	Stanground South	Peterborough	6,273
	Wittering	Peterborough	2,484
<b>North West Norfolk CC</b>			<b>75,200</b>
	Bircham with Rudhams	Kings Lynn and West Norfolk	2,240
	Brancaster	Kings Lynn and West Norfolk	2,061
	Burnham Market & Docking	Kings Lynn and West Norfolk	2,108
	Clenchwarton	Kings Lynn and West Norfolk	2,270
	Dersingham	Kings Lynn and West Norfolk	5,085
	Fairstead	Kings Lynn and West Norfolk	3,696
	Gayton & Grimston	Kings Lynn and West Norfolk	4,756
	Gaywood Chase	Kings Lynn and West Norfolk	1,826
	Gaywood Clock	Kings Lynn and West Norfolk	1,845
	Gaywood North Bank	Kings Lynn and West Norfolk	6,331
	Heacham	Kings Lynn and West Norfolk	4,489
	Hunstanton	Kings Lynn and West Norfolk	3,719
	Massingham with Castle Acre	Kings Lynn and West Norfolk	2,417
	North Lynn	Kings Lynn and West Norfolk	3,141
	Snettisham	Kings Lynn and West Norfolk	2,244
	South & West Lynn	Kings Lynn and West Norfolk	3,024

Constituency	Ward	Local authority	Electorate
	Springwood	Kings Lynn and West Norfolk	2,066
	St. Margaret's with St. Nicholas	Kings Lynn and West Norfolk	3,145
	Terrington	Kings Lynn and West Norfolk	4,621
	The Woottons	Kings Lynn and West Norfolk	5,526
	Walsoken, West Walton & Walpole	Kings Lynn and West Norfolk	4,664
	West Winch	Kings Lynn and West Norfolk	3,926
<b>Norwich North BC</b>			<b>74,086</b>
	Hellesdon North West	Broadland	4,615
	Hellesdon South East	Broadland	4,121
	Old Catton and Sprowston West	Broadland	6,611
	Sprowston Central	Broadland	4,243
	Sprowston East	Broadland	6,971
	Thorpe St. Andrew North West	Broadland	5,950
	Thorpe St. Andrew South East	Broadland	5,477
	Catton Grove	Norwich	7,177
	Crome	Norwich	7,851
	Mile Cross	Norwich	7,034
	Sewell	Norwich	7,216
	Thorpe Hamlet	Norwich	6,820
<b>Norwich South BC</b>			<b>73,515</b>
	Bowthorpe	Norwich	6,463
	Eaton	Norwich	7,715
	Lakenham	Norwich	7,379
	Mancroft	Norwich	6,907
	Nelson	Norwich	8,115
	Town Close	Norwich	7,810
	University	Norwich	9,108
	Wensum	Norwich	7,962
	New Costessey	South Norfolk	5,022
	Old Costessey	South Norfolk	7,034
<b>Peterborough CC</b>			<b>72,273</b>
	Bretton	Peterborough	5,698

Constituency	Ward	Local authority	Electorate
	Central	Peterborough	6,290
	Dogsthorpe	Peterborough	5,557
	East	Peterborough	5,377
	Eye, Thorney & Newborough	Peterborough	7,222
	Gunthorpe	Peterborough	6,257
	North	Peterborough	5,524
	Park	Peterborough	5,692
	Paston & Walton	Peterborough	6,440
	Ravensthorpe	Peterborough	6,442
	Werrington	Peterborough	7,736
	West	Peterborough	4,038
<b>Rayleigh and Wickford CC</b>			<b>76,422</b>
	Wickford Castledon	Basildon	6,439
	Wickford North	Basildon	10,472
	Wickford Park	Basildon	7,446
	Downhall & Rawreth	Rochford	5,157
	Hawkwell East	Rochford	4,848
	Hawkwell West	Rochford	5,154
	Hockley	Rochford	5,177
	Hockley & Ashingdon	Rochford	5,290
	Hullbridge	Rochford	5,500
	Lodge	Rochford	5,295
	Sweyne Park & Grange	Rochford	5,059
	Trinity	Rochford	5,495
	Wheatley	Rochford	5,090
<b>Rochford and Southend East CC</b>			<b>69,841</b>
	Foulness & The Wakerings	Rochford	5,557
	Roche North & Rural	Rochford	5,132
	Roche South	Rochford	4,538
	Eastwood Park	Southend-on-Sea	7,639
	Kursaal	Southend-on-Sea	7,606
	Shoeburyness	Southend-on-Sea	8,743
	Southchurch	Southend-on-Sea	7,571
	St. Laurence	Southend-on-Sea	8,033
	Thorpe	Southend-on-Sea	7,493
	West Shoebury	Southend-on-Sea	7,529
<b>Saffron Walden CC</b>			<b>71,575</b>
	High Ongar, Willingale and The Rodings	Epping Forest	1,895

Constituency	Ward	Local authority	Electorate
	Moreton and Fyfield	Epping Forest	1,744
	Ashdon	Uttlesford	1,625
	Broad Oak & the Hallingburys	Uttlesford	3,236
	Clavering	Uttlesford	1,864
	Debden & Wimbish	Uttlesford	1,743
	Elsenham & Henham	Uttlesford	3,616
	Felsted & Stebbing	Uttlesford	3,459
	Fritch Green & Little Dunmow	Uttlesford	1,893
	Great Dunmow North	Uttlesford	3,657
	Great Dunmow South & Barnston	Uttlesford	4,985
	Hatfield Heath	Uttlesford	1,821
	High Easter & the Rodings	Uttlesford	1,973
	Littlebury, Chesterford & Wenden Lofts	Uttlesford	3,473
	Newport	Uttlesford	3,062
	Saffron Walden Audley	Uttlesford	3,488
	Saffron Walden Castle	Uttlesford	3,448
	Saffron Walden Shire	Uttlesford	5,343
	Stansted North	Uttlesford	3,524
	Stansted South & Birchanger	Uttlesford	3,305
	Stort Valley	Uttlesford	1,622
	Takeley	Uttlesford	4,936
	Thaxted & the Eastons	Uttlesford	4,054
	The Sampfords	Uttlesford	1,809
<b>South Basildon and East Thurrock CC</b>			<b>76,260</b>
	Langdon Hills	Basildon	6,949
	Nethermayne	Basildon	9,766
	Pitsea North West	Basildon	9,140
	Pitsea South East	Basildon	8,953
	Corringham and Fobbing	Thurrock	4,496
	East Tilbury	Thurrock	5,061
	Orsett	Thurrock	4,983
	Stanford East and Corringham Town	Thurrock	6,535
	Stanford-le-Hope West	Thurrock	5,428
	The Homesteads	Thurrock	6,580
	Tilbury Riverside and Thurrock Park	Thurrock	4,329
	Tilbury St. Chads	Thurrock	4,040

Constituency	Ward	Local authority	Electorate
<b>South Cambridgeshire CC</b>			<b>75,484</b>
	Cherry Hinton	Cambridge	5,966
	Queen Edith's	Cambridge	6,429
	Balsham	South Cambridgeshire	2,972
	Barrington	South Cambridgeshire	2,618
	Bassingbourn	South Cambridgeshire	2,992
	Duxford	South Cambridgeshire	2,767
	Fen Ditton & Fulbourn	South Cambridgeshire	7,685
	Foxton	South Cambridgeshire	2,729
	Gamlingay	South Cambridgeshire	2,969
	Hardwick	South Cambridgeshire	2,474
	Harston & Comberton	South Cambridgeshire	7,661
	Linton	South Cambridgeshire	5,676
	Melbourn	South Cambridgeshire	6,274
	Sawston	South Cambridgeshire	5,331
	Shelford	South Cambridgeshire	5,595
	The Mordens	South Cambridgeshire	2,705
	Whittlesford	South Cambridgeshire	2,641
<b>South Norfolk CC</b>			<b>76,479</b>
	Beck Vale, Dickleburgh & Scole	South Norfolk	5,257
	Bressingham & Burston	South Norfolk	2,756
	Brooke	South Norfolk	2,695
	Bunwell	South Norfolk	2,507
	Cringleford	South Norfolk	3,754
	Diss & Roydon	South Norfolk	8,181
	Ditchingham & Earsham	South Norfolk	5,265

Constituency	Ward	Local authority	Electorate
	Forncett	South Norfolk	2,750
	Harleston	South Norfolk	4,774
	Hempnall	South Norfolk	2,631
	Hethersett	South Norfolk	6,459
	Loddon & Chedgrave	South Norfolk	4,634
	Mulbarton & Stoke Holy Cross	South Norfolk	7,321
	Newton Flotman	South Norfolk	2,516
	Poringland, Framinghams & Trowse	South Norfolk	6,118
	Rockland	South Norfolk	2,782
	Stratton	South Norfolk	3,417
	Thurlton	South Norfolk	2,662
<b>South Suffolk CC</b>			<b>71,070</b>
	Assington	Babergh	2,188
	Box Vale	Babergh	2,258
	Brantham	Babergh	2,066
	Brett Vale	Babergh	2,540
	Bures St. Mary & Nayland	Babergh	2,265
	Capel St. Mary	Babergh	2,419
	Chadacre	Babergh	4,869
	Copdock & Washbrook	Babergh	2,605
	East Bergholt	Babergh	2,315
	Ganges	Babergh	1,920
	Great Cornard	Babergh	7,017
	Hadleigh North	Babergh	2,055
	Hadleigh South	Babergh	4,470
	Lavenham	Babergh	4,176
	Long Melford	Babergh	4,665
	North West Cosford	Babergh	2,203
	Orwell	Babergh	2,073
	South East Cosford	Babergh	2,114
	Sproughton & Pinewood	Babergh	4,263
	Stour	Babergh	2,375
	Sudbury North East	Babergh	1,972
	Sudbury North West	Babergh	4,093
	Sudbury South East	Babergh	1,927
	Sudbury South West	Babergh	2,222



Constituency	Ward	Local authority	Electorate
<b>South West Norfolk CC</b>			<b>73,926</b>
	Ashill	Breckland	2,219
	Bedingfeld	Breckland	2,412
	Forest	Breckland	2,196
	Hermitage	Breckland	2,251
	Launditch	Breckland	2,066
	Nar Valley	Breckland	2,252
	Necton	Breckland	2,199
	Swaffham	Breckland	6,358
	Thetford Boudica	Breckland	3,121
	Thetford Burrell	Breckland	3,453
	Thetford Castle	Breckland	3,486
	Thetford Priory	Breckland	3,950
	Airfield	Kings Lynn and West Norfolk	4,148
	Denver	Kings Lynn and West Norfolk	2,020
	Downham Old Town	Kings Lynn and West Norfolk	2,189
	East Downham	Kings Lynn and West Norfolk	2,056
	Emneth & Outwell	Kings Lynn and West Norfolk	3,959
	Feltwell	Kings Lynn and West Norfolk	4,081
	Methwold	Kings Lynn and West Norfolk	2,029
	North Downham	Kings Lynn and West Norfolk	2,120
	South Downham	Kings Lynn and West Norfolk	2,034
	Tilney, Mershe Lande & Wiggshall	Kings Lynn and West Norfolk	4,003
	Upwell & Delph	Kings Lynn and West Norfolk	4,969
	Watlington	Kings Lynn and West Norfolk	2,190
	Wissey	Kings Lynn and West Norfolk	2,165
<b>Southend West BC</b>			<b>69,817</b>
	Belfairs	Southend-on-Sea	7,565
	Blenheim Park	Southend-on-Sea	8,201

Constituency	Ward	Local authority	Electorate
	Chalkwell	Southend-on-Sea	7,214
	Leigh	Southend-on-Sea	7,628
	Milton	Southend-on-Sea	7,822
	Prittlewell	Southend-on-Sea	7,787
	St. Luke's	Southend-on-Sea	8,046
	Victoria	Southend-on-Sea	8,103
	Westborough	Southend-on-Sea	7,451
<b>St Albans CC</b>			<b>70,881</b>
	Ashley	St Albans	5,783
	Batchwood	St Albans	5,351
	Clarence	St Albans	5,192
	Colney Heath	St Albans	4,542
	Cunningham	St Albans	4,704
	London Colney	St Albans	6,938
	Marshalswick North	St Albans	4,955
	Marshalswick South	St Albans	5,483
	Park Street	St Albans	5,673
	Sopwell	St Albans	5,207
	St. Peters	St Albans	6,144
	St. Stephen	St Albans	5,380
	Verulam	St Albans	5,529
<b>St Neots CC</b>			<b>74,699</b>
	Fenstanton	Huntingdonshire	2,970
	Great Paxton	Huntingdonshire	2,571
	St. Neots East	Huntingdonshire	2,261
	St. Neots Eatons	Huntingdonshire	8,354
	St. Neots Eynesbury	Huntingdonshire	8,658
	St. Neots Priory Park & Little Paxton	Huntingdonshire	7,801
	Bar Hill	South Cambridgeshire	2,789
	Caldecote	South Cambridgeshire	2,732
	Cambourne	South Cambridgeshire	7,029
	Caxton & Papworth	South Cambridgeshire	4,761
	Girton	South Cambridgeshire	4,052
	Histon & Impington	South Cambridgeshire	8,212

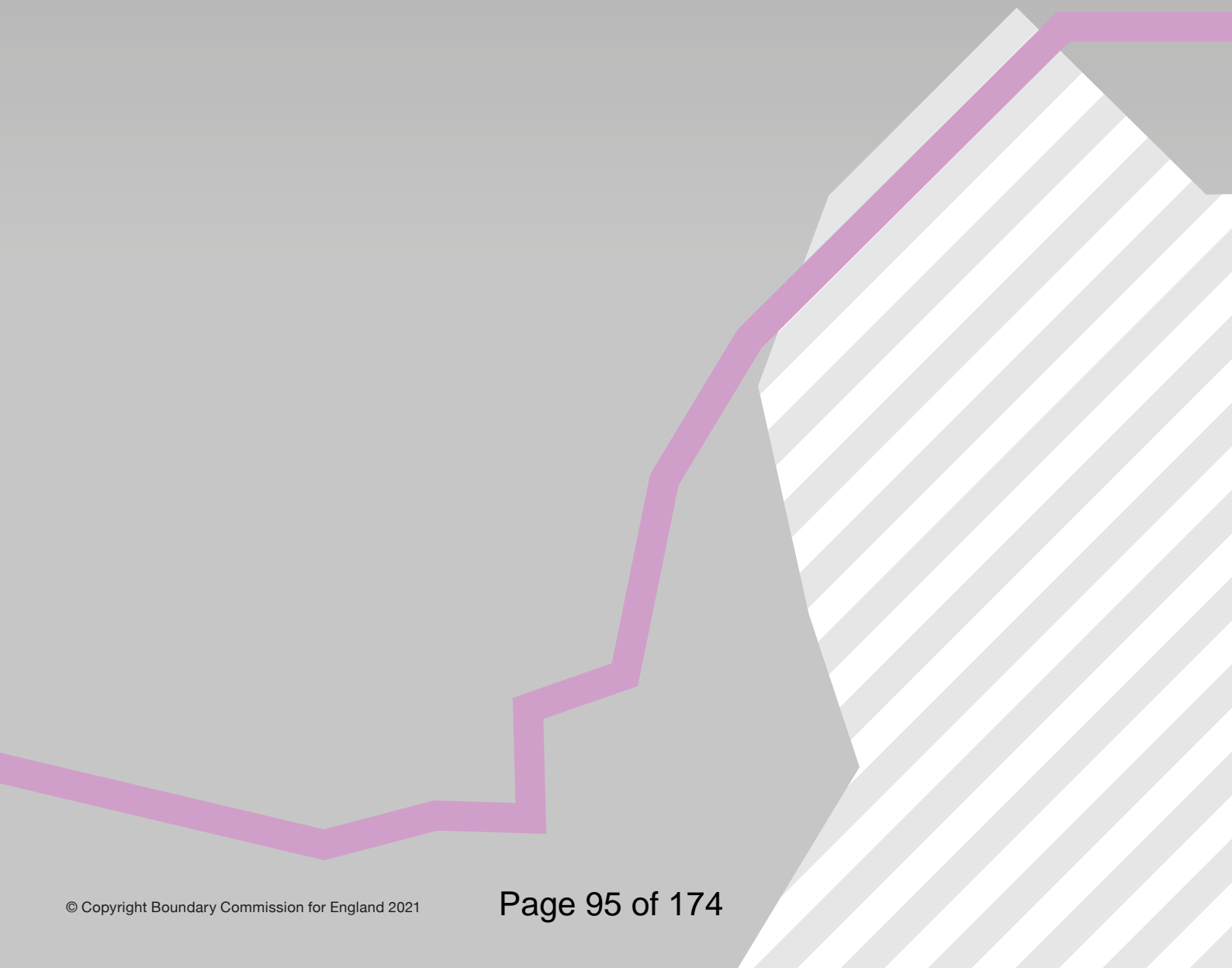
Constituency	Ward	Local authority	Electorate
	Longstanton	South Cambridgeshire	4,272
	Over & Willingham	South Cambridgeshire	5,537
	Swavesey	South Cambridgeshire	2,700
<b>Stevenage CC</b>			<b>70,370</b>
	Datchworth & Aston	East Hertfordshire	1,973
	Codicote	North Hertfordshire	2,150
	Knebworth	North Hertfordshire	4,176
	Bandley Hill	Stevenage	4,905
	Bedwell	Stevenage	5,147
	Chells	Stevenage	4,761
	Longmeadow	Stevenage	4,326
	Manor	Stevenage	4,929
	Martins Wood	Stevenage	4,461
	Old Town	Stevenage	6,148
	Pin Green	Stevenage	4,581
	Roebuck	Stevenage	4,857
	Shephall	Stevenage	4,345
	St. Nicholas	Stevenage	5,141
	Symonds Green	Stevenage	4,349
	Woodfield	Stevenage	4,121
<b>Suffolk Coastal CC</b>			<b>73,270</b>
	Aldeburgh & Leiston	East Suffolk	9,511
	Deben	East Suffolk	3,661
	Eastern Felixstowe	East Suffolk	10,168
	Martlesham & Purdis Farm	East Suffolk	6,215
	Melton	East Suffolk	3,489
	Orwell & Villages	East Suffolk	7,713
	Rendlesham & Orford	East Suffolk	3,887
	Saxmundham	East Suffolk	3,344
	Southwold	East Suffolk	3,212
	Western Felixstowe	East Suffolk	8,392
	Wickham Market	East Suffolk	3,864
	Woodbridge	East Suffolk	6,358
	Wrentham, Wangford & Westleton	East Suffolk	3,456
<b>Three Rivers CC</b>			<b>71,552</b>
	Kings Langley	Dacorum	4,052

Constituency	Ward	Local authority	Electorate
	Abbots Langley & Bedmond	Three Rivers	4,973
	Carpenders Park	Three Rivers	5,056
	Chorleywood North & Sarratt	Three Rivers	5,841
	Chorleywood South & Maple Cross	Three Rivers	5,793
	Dickinsons	Three Rivers	5,103
	Durrants	Three Rivers	5,041
	Gade Valley	Three Rivers	5,058
	Leavesden	Three Rivers	5,708
	Moor Park & Eastbury	Three Rivers	4,613
	Oxhey Hall & Hayling	Three Rivers	4,972
	Penn & Mill End	Three Rivers	5,129
	Rickmansworth Town	Three Rivers	5,553
	South Oxhey	Three Rivers	4,660
<b>Thurrock BC</b>			<b>72,023</b>
	Aveley and Uplands	Thurrock	7,056
	Belhus	Thurrock	6,847
	Chadwell St. Mary	Thurrock	7,045
	Chafford and North Stifford	Thurrock	5,264
	Grays Riverside	Thurrock	6,557
	Grays Thurrock	Thurrock	6,032
	Little Thurrock Blackshots	Thurrock	5,029
	Little Thurrock Rectory	Thurrock	4,309
	Ockendon	Thurrock	7,483
	South Chafford	Thurrock	4,559
	Stifford Clays	Thurrock	5,049
	West Thurrock and South Stifford	Thurrock	6,793
<b>Watford BC</b>			<b>70,576</b>
	Bushey North	Hertsmere	5,612
	Callowland	Watford	4,868
	Central	Watford	5,160
	Holywell	Watford	5,829
	Leggatts	Watford	5,377
	Meriden	Watford	5,431
	Nascot	Watford	6,315
	Oxhey	Watford	5,141
	Park	Watford	6,129
	Stanborough	Watford	5,470
	Tudor	Watford	4,942

Constituency	Ward	Local authority	Electorate
	Vicarage	Watford	4,764
	Woodside	Watford	5,538
<b>Welwyn Hatfield CC</b>			<b>74,535</b>
	Brookmans Park & Little Heath	Welwyn Hatfield	5,102
	Haldens	Welwyn Hatfield	4,852
	Handside	Welwyn Hatfield	5,359
	Hatfield Central	Welwyn Hatfield	4,767
	Hatfield East	Welwyn Hatfield	5,063
	Hatfield South West	Welwyn Hatfield	5,248
	Hatfield Villages	Welwyn Hatfield	5,471
	Hollybush	Welwyn Hatfield	4,748
	Howlands	Welwyn Hatfield	5,208
	Panshanger	Welwyn Hatfield	4,388
	Peartree	Welwyn Hatfield	4,768
	Sherrards	Welwyn Hatfield	4,434
	Welham Green & Hatfield South	Welwyn Hatfield	5,125
	Welwyn East	Welwyn Hatfield	5,069
	Welwyn West	Welwyn Hatfield	4,933
<b>Witham CC</b>			<b>74,050</b>
	Coggeshall	Braintree	4,602
	Kelvedon & Feering	Braintree	4,361
	Silver End & Cressing	Braintree	4,714
	Witham Central	Braintree	4,459
	Witham North	Braintree	5,088
	Witham South	Braintree	4,556
	Witham West	Braintree	4,889
	Marks Tey & Layer	Colchester	7,967
	Mersea & Pyefleet	Colchester	8,122
	Stanway	Colchester	6,915
	Tiptree	Colchester	7,283
	Great Totham	Maldon	3,019
	Tollesbury	Maldon	1,630
	Tolleshunt D'arcy	Maldon	3,442
	Wickham Bishops and Woodham	Maldon	3,003

# Glossary

Assessor	Statutorily appointed technical adviser to the BCE, being either the Registrar General for England and Wales or the Director General of Ordnance Survey.	Public hearing	Formal opportunity in a given area for people to make oral representations, chaired by an Assistant Commissioner. In each region of England there may be no fewer than two and no more than five hearings, and each may last a maximum of two days.
Assistant Commissioner	Independent person appointed at the request of the BCE to assist it with the discharge of its functions.	Representations	The views provided by an individual, group or organisation to the BCE on its initial or revised proposals (or on the representations of others), either for or against, including counter-proposals and petitions.
Borough constituency (abbreviated to BC)	Parliamentary constituency containing a predominantly urban area.	Review date	The 'effective date' at which electorate and local government boundary data is fixed so that we can then work with it on a stable basis. Defined by the 2020 Act for the 2023 Review as 2 March 2020 for the electorate numbers, and 1 December 2020 for local government boundaries.
County constituency (abbreviated to CC)	Parliamentary constituency containing more than a small rural element.	Revised proposals	The initial proposals as subsequently revised.
Designation	Classification as either a borough constituency or as a county constituency.	Rules	The statutory criteria for Parliamentary constituencies under Schedule 2 to the Parliamentary Constituencies Act 1986 (as amended by Acts up to and including the 2020 Act).
Electorate	The number of registered Parliamentary electors in a given area.	UK electoral quota	The average number of electors in a constituency, found by dividing the total electorate of the UK (less that of the five specific 'protected' constituencies) by 645.
(Statutory/ Permitted) Electorate range	The statutory rule that requires the electorate of every recommended constituency to be – for the 2023 Review – between 69,724 and 77,062.	Unitary authority	An area where there is only one tier of local council (above any parish or town council). Contrasted with those 'shire district' areas that have two tiers (i.e. both a non-metropolitan county council and a district/ borough/city council).
Final recommendations	The recommendations submitted in a formal final report to Parliament at the end of a review. They may – or may not – have been revised since the initial proposals in any given area.		
Initial proposals	First formal proposals published by the BCE during the review for public consultation.		
Periodical report	Report to Parliament following a general review of Parliamentary constituencies.		
Places of deposit	In each constituency the Commission will make available hard copies of its initial proposals (including report and maps). The places of deposit where the public may inspect the proposals are usually the offices of the relevant local authority, although other public places such as libraries may be used. The Commission will publish a full list of places of deposit on its website.		

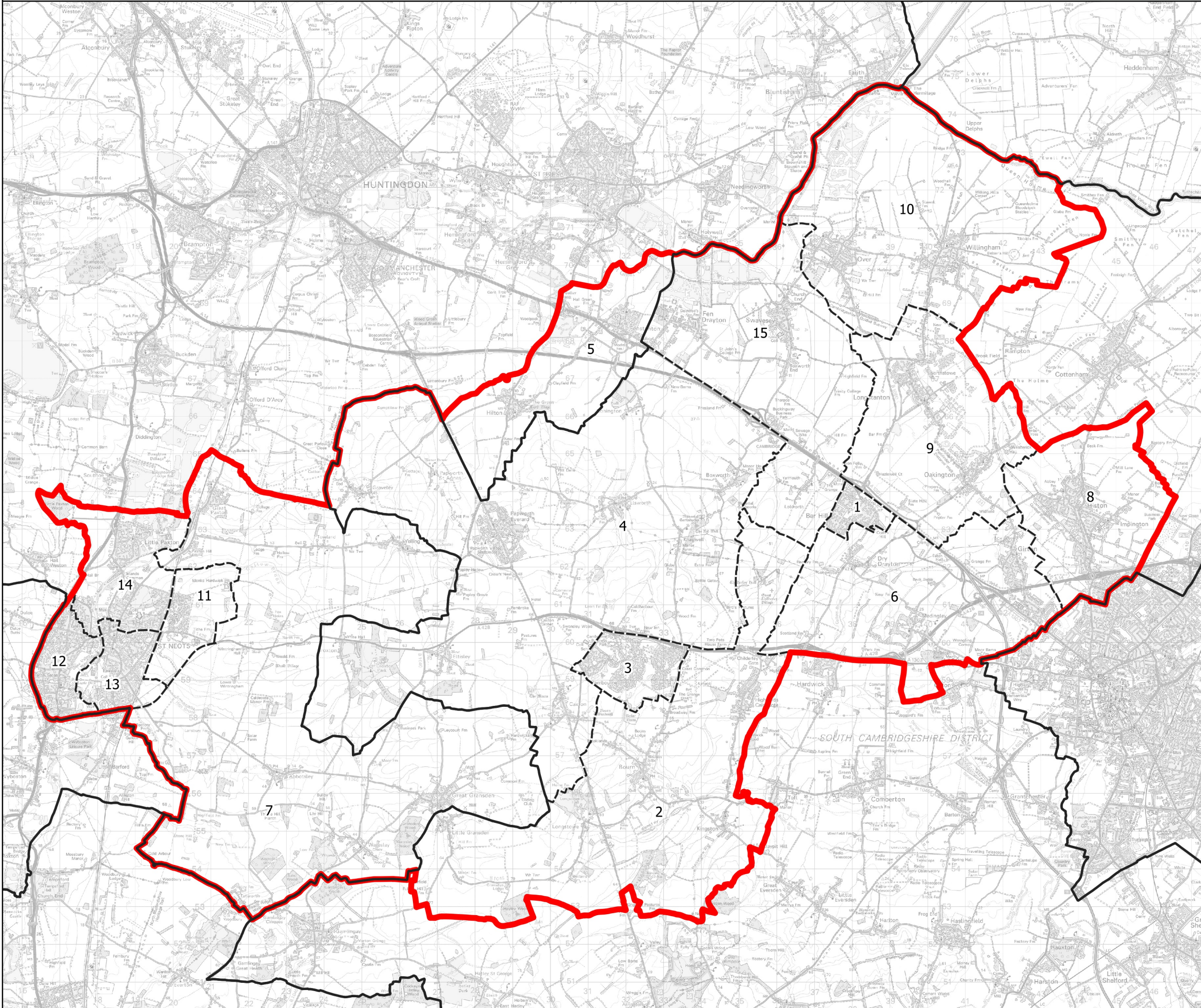





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- Wards:
- 1 Bar Hill
  - 2 Caldecote
  - 3 Cambourne
  - 4 Caxton & Papworth
  - 5 Fenstanton
  - 6 Girton
  - 7 Great Paxton
  - 8 Histon & Impington
  - 9 Longstanton
  - 10 Over & Willingham
  - 11 St. Neots East
  - 12 St. Neots Eatons
  - 13 St. Neots Eynesbury
  - 14 St. Neots Priory Park & Little Paxton
  - 15 Swavesey



-  Constituency
-  Local Authorities
-  Wards

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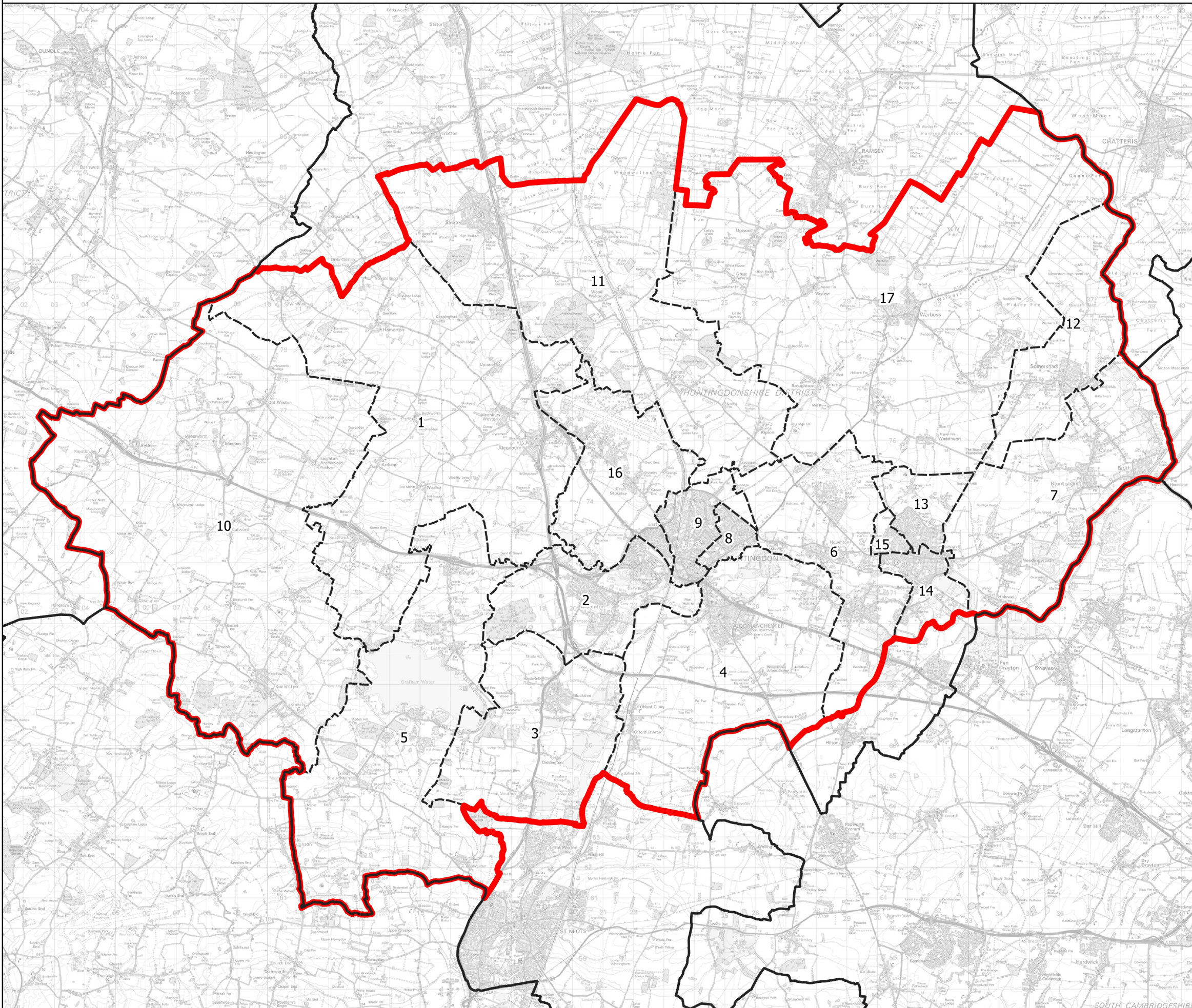
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Wards:

- 1 Alconbury
- 2 Brampton
- 3 Buckden
- 4 Godmanchester & Hemingford Abbots
- 5 Great Staughton
- 6 Hemingford Grey & Houghton
- 7 Holywell-cum-Needingworth
- 8 Huntingdon East
- 9 Huntingdon North
- 10 Kimbolton
- 11 Sawtry
- 12 Somersham
- 13 St. Ives East
- 14 St. Ives South
- 15 St. Ives West
- 16 The Stukeleys
- 17 Warboys



Constituency  
 Local Authorities  
 Wards

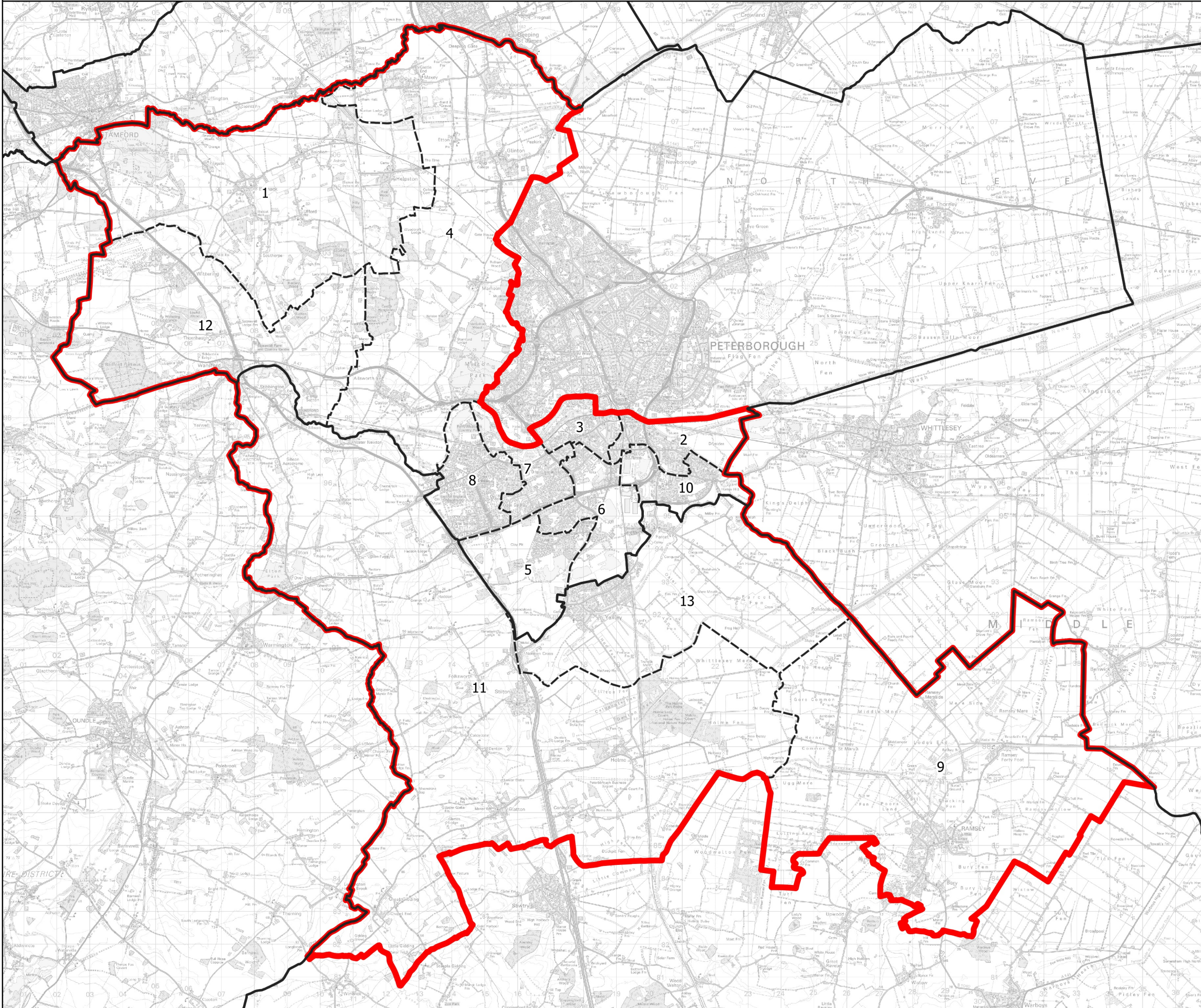
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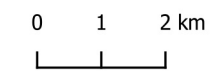
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- Wards:
- 1 Barnack
  - 2 Fletton & Stanground
  - 3 Fletton & Woodston
  - 4 Glinton & Castor
  - 5 Hampton Vale
  - 6 Hargate & Hempsted
  - 7 Orton Longueville
  - 8 Orton Waterville
  - 9 Ramsey
  - 10 Stanground South
  - 11 Stilton, Folksworth & Washingley
  - 12 Wittering
  - 13 Yaxley



- Constituency
- Local Authorities
- Wards



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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Members' Allowances: Report by the Independent Remuneration Panel

**Meeting/Date:** Council – 21 July 2021

**Report by:** Elections and Democratic Services Manager.

**Ward(s) affected:** All

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### **Executive Summary:**

The Council's current Members' Allowances Scheme was approved on 17th October 2018 and came into effect on that date. The Scheme forms part of the Council's Constitution.

The Local Authorities (Members Allowances) (England) Regulations 2003 require an Authority to have regard to recommendations made to it by an Independent Remuneration Panel (IRP) before making or amending a scheme of Members' Allowances.

The 2017 Order establishing the Cambridgeshire and Peterborough Combined Authority prevents it from paying any allowances to its Members other than the elected Mayor. District Council's therefore can only properly remunerate their appointees to the Authority through their own allowances scheme.

The Independent Panel was convened in June 2021 and asked to review members allowances for Huntingdonshire District Council Members appointed to the Cambridgeshire and Peterborough Combined Authority.

Although the Panel had regard to the establishment of the Combined Authority when undertaking its review in 2018, since then the Authority has developed new and routine ways of working which has enhanced demands on all Huntingdonshire District Council appointments.

### **RECOMMENDATIONS:**

**The Council is invited to consider the Independent Remuneration Panel's recommendations and to implement them with effect from 2nd June 2021.**

- (a) the reduction of the Special Responsibility Allowance (SRA) paid to the District Council's Executive leader to £14,813 and the establishment of a new separate SRA of £5,100 to be paid to the**

**Huntingdonshire District Council appointee to the Combined Authority Board;**

- (b) the reduction of the Special Responsibility Allowance (SRA) paid to the District Council's Deputy Executive Leader to £11,110 and the establishment of a new separate SRA of £1,685 to be paid to the substitute appointment to the Combined Authority Board;**
- (c) the payment of a Special Responsibility Allowance (SRA) of £946 to those members of the District Council who are appointed to the Combined Authority Overview and Scrutiny Committee and the Audit and Governance Committee;**
- (d) the payment of a Special Responsibility Allowance (SRA) of £3068 should a Huntingdonshire District Council appointee be appointed Chair of either the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee or the Audit and Governance Committee;**
- (e) the non-payment of an Special Responsibility Allowance (SRA) to the substitute District Council appointees to the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny and Audit and Governance Committees;**
- (f) that the Special Responsibilities recommended for the Council's appointees to the Cambridgeshire and Peterborough Combined Authority be exempt from the 1 SRA rule which is currently in place in the Huntingdonshire District Council's Members Allowances scheme; and**
- (g) the Special Responsibility Allowances for Huntingdonshire District Council Members appointed to Cambridgeshire and Peterborough Combined Authority and its committees be indexed to the locally agreed cost of living percentage increase in Huntingdonshire District Council local government staff salaries and implemented from the date of the annual meeting for the same year that it applies to staff, up until the end of 2021/22 financial year, which is when the current authority for indexation expires.**



## **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to consider the recommendations of the Independent Remuneration Panel following their review of Members Allowances for Huntingdonshire District Council Members appointed to Cambridgeshire and Peterborough Combined Authority.

## **2. BACKGROUND**

- 2.1 The current Members' Allowances Scheme was approved by Council on 17th October 2018 and forms part of the Council's Constitution.
- 2.2 The Local Authorities (Members Allowances) (England) Regulations 2003 require an authority to have regard to recommendations made to it by an Independent Remuneration Panel (IRP) before making or amending a scheme of members' allowances.
- 2.3 The 2017 Order establishing the Cambridgeshire and Peterborough Combined Authority prevents it from paying any allowances to its Members other than the elected Mayor. District Council's therefore can only properly remunerate their appointees to the Authority through their own allowances scheme.
- 2.4 The Independent Panel was convened in June 2021 and asked to review Members Allowances for Huntingdonshire District Council Members appointed to Cambridgeshire and Peterborough Combined Authority.

## **3. CONSIDERATIONS**

- 3.1 The Panel met in private session via Zoom on the 9th and 10th June 2021 to undertake the review.
- 3.2 The Panel's report is attached at Appendix 1. The report is based on the Panel's discussions and summarises the principal issues. The Council is requested to consider the recommendations set out in the report and agree their backdated implementation with effect from 2nd June 2021. This is the date that the relevant appointments were confirmed at the Annual Meeting of the Combined Authority Board.

## **4. LEGAL IMPLICATIONS**

- 4.1 In setting and amending its Members' Allowances levels, the Council is obliged to have regard to the recommendation of an Independent Remuneration Panel established for this purpose.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 The recommendations contained in the report will result in an increase of £6,093 on the current spend on Members allowances. It is proposed that as per the Council's current scheme, the new Special Responsibility Allowances for Huntingdonshire District Council Members appointed to Cambridgeshire and Peterborough Combined Authority be indexed to the

locally agreed cost of living percentage increase in Huntingdonshire District Council local government staff salaries and implemented from the date of the annual meeting for the same year that it applies to staff, up until the end of 2021/22 financial year.

## **6. WHAT ACTIONS WILL BE TAKEN**

- 6.1 Subject to the approval of the proposals and in accordance with the regulations, copies of the revised Members Allowances scheme will be made available for inspection by the public at Pathfinder House. Details will also be published on the District Council's website.
- 6.2 The report proposes that the recommendations be implemented from the date of the Combined Authority Annual Meeting on 2nd June 2021.
- 6.3 The Independent Remuneration Panel is due to reconvene in 2022 to undertake a full-scale review of all Members' Allowances. It is proposed that the IRP will take the opportunity afforded by the review to revisit the recommended SRAs for Huntingdonshire District Council Members appointed to the Cambridgeshire and Peterborough Combined Authority and its Committees.

## **7. REASONS FOR THE RECOMMENDED DECISIONS**

- 7.1 Part 6 of the Council's Constitution provides for the Council to adopt a Members Allowances Scheme. An authority is required to have regard to recommendations made to it by an Independent Remuneration Panel (IRP) before making or amending a scheme of members' allowances.

## **8. LIST OF APPENDICES INCLUDED**

**Appendix 1:** A Review of Members Allowances for Huntingdonshire District Council: Members Appointed to the Cambridgeshire and Peterborough Combined Authority.

## **9. BACKGROUND PAPERS**

None.

## **CONTACT OFFICER**

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Email: [Lisa.Jablonska@huntingdonshire.gov.uk](mailto:Lisa.Jablonska@huntingdonshire.gov.uk)

**A Review  
Of  
Members' Allowances  
For  
Huntingdonshire District Council  
Members Appointed to the  
Cambridgeshire & Peterborough  
Combined Authority**

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**A Report  
By the  
Independent Remuneration Panel**

Christopher Christodoulou  
Dr Declan Hall (Chair)  
Graham Jagger

July 2021

**EXECUTIVE SUMMARY**

<b>Huntingdonshire DC – C&amp;PCA Review July 2021</b>			
<b>HDC SRA</b>		<b>SRA rec'd</b>	<b>Cost</b>
Leader		£14,813	-£2,000
Deputy Leader		£11,110	-£1,500
<b>Cambridgeshire s &amp; Peterborough CA SRA</b>	<b>Nos rec'd</b>		
Appointee to C&PCA Board	1	£5,100	£5,100
Substitute Appointee to C&PCA Board	1	£1,655	£1,655
Appointees to C&PCA Overview and Scrutiny and Audit and Governance Committees	3	£946	£2,838
Where Appointees to C&PCA Overview and Scrutiny and Audit and Governance Committees are also appointed Chair	NA	£3,068	£0
Substitute Appointees to C&PCA Overview and Scrutiny and Audit and Governance Committees	NA	£0	£0
<b>Total Cost (on current appointments)</b>	<b>5</b>		<b>£6,093</b>

**The IRP also recommends that**

**Exception to the '1SRA only' rule**

The SRAs recommended (in accordance with the requirements of the 2017 Order) for the Council's appointees to the C&PCA to be exempt from the 1 SRA only rule, which is currently in place in the Huntingdonshire DC Members' Allowances scheme.

**Indexation**

The recommended SRAs for Huntingdonshire DC Members appointed to C&PCA and its committees are indexed to the locally agreed cost of living percentage increase in Huntingdonshire District Council local government staff salaries and implemented from the date of the annual meeting for the same year that it applies to staff years up to end of the 2021/22 financial year, which is when the current authority for indexation runs out.

**Implementation**

The recommendations contained in this report are implemented from the date that the relevant appointments were made to the C&PC this year, namely the Combined Authority Annual Meeting on 2<sup>nd</sup> June 2021.

# Huntingdonshire District Council

## Independent Remuneration Panel

### A Review of Members' Allowances

For

### Members Appointed to the Cambridgeshire & Peterborough Combined Authority

July 2021

#### The Regulatory Context and Terms of Reference

1. This report contains the recommendations arising out of the independent review, of Members' Allowances for Members of Huntingdonshire District Council appointed to the Cambridgeshire and Peterborough Combined Authority (C&PCA) by the Council's statutory Independent Remuneration Panel ('IRP' or 'Panel'). It also lays out the deliberations of the IRP so as to show elected Members, Officers and the public the rationale for the IRPs recommendations.
2. Huntingdonshire District Council is a constituent Member of the Cambridgeshire & Peterborough Combined Authority (C&PCA). As such, the Council is required to make a number of appointments to the Combined Authority and its statutory committees (discussed below). However, the 2017 Order that established the C&PCA states: "No remuneration is to be payable by the Combined Authority to its members"<sup>1</sup> The exception to this is the elected Mayor who can be remunerated directly by the C&PCA.
3. As a result any remuneration to be paid to the Huntingdonshire Members appointed to the C&PCA must be paid via the Council's own Members' Allowances scheme.
4. In this context, the IRP was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) (the 2003 Regulations). These regulations, arising out of the relevant provisions in the Local Government Act 2000, require all local authorities to maintain an Independent Remuneration Panel to review and provide advice on the Council's Members Allowances. This is in the

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<sup>1</sup> The Cambridgeshire & Peterborough Combined Authority Order 2017 No. 251, Schedule (Constitution) paragraph 8 (1)

context whereby the Council retains powers to determine the scope and levels of Members' Allowances.

5. All Councils are required to convene their IRP and seek its advice before they make any changes or amendments to their members' allowances schemes and they must 'pay regard' to the Panel's recommendations before setting a new or amended members' allowances scheme.
6. In this particular instance, the IRP has been reconvened under the 2003 Regulations [paragraph 19. (1)] which states:
 

Before an authority referred to in regulation ... makes or amends a scheme, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel
7. It is under this regulatory requirement that the IRP has undertaken this review of Members' Allowances for Huntingdonshire District Council Members appointed to the C&PCA.

### Terms of Reference

8. The Leader requested that the IRP look at Members' 'Allowances in the context of Huntingdonshire District Council Members attendance as representatives on the C&PCA. Consequently, the Managing Director, under powers of general delegation, reconvened the Huntingdonshire DC IRP. It has been asked to make recommendations to the Council regarding the payment of an SRA (and the appropriate level) to HDC's appointed Members to the Cambridgeshire & Peterborough Combined Authority (CA) namely
  - I. The Council's appointee to Combined Authority Board
  - II. The Council's appointee as a substitute to the Combined Authority Board.
  - III. The two Huntingdonshire DC Members appointed to the Combined Authority's Overview & Scrutiny (O&S) Committee
  - IV. The one Huntingdonshire DC Member appointed to the Combined Authority's Audit & Governance Committee
  - V. The substitute Members appointed to the Combined Authority's O&S Committee and the Audit and Governance Committee.
  - VI. In the event that the Huntingdonshire DC Members appointed to the Combined Authority's O&S and Audit and Governance Committees are appointed Chairs of such committees.
9. In arriving at its recommendations the IRP will take into consideration the following:
  - Factual briefings from relevant Officers
  - Views of relevant Members
  - Relevant benchmarking, namely the practice regarding the remuneration of posts under consideration in the other constituent Councils of the Cambridgeshire & Peterborough Combined Authority

10. The IRP is further asked to produce a report containing its recommendations for consideration by Council at its meeting on 21<sup>st</sup> July 2021.

### The IRP

11. Huntingdonshire District Council reconvened its Independent Remuneration Panel and the following Members were appointed to carry out the independent review of allowances, namely:

Christopher Christodoulou - Formerly a teacher/senior leader in education and now works for DWP on flagship programmes.

Declan Hall PhD - Former lecturer at the Institute of Local Government and now an Independent Consultant specialising in Members' Allowances (National perspective). Reappointed by the District Council.

Graham Jagger - Has a professional background in HR, formerly a Member of the NHS Pay Review Body, Currently Chairs South Cambridgeshire IRP and is a member of Cambridge City IRP.

12. The IRP was supported by

Claire Bulman Democratic Services Officer

Habbiba Peacey Democratic Services Officer

13. The IRP would particularly like to thank Habbiba Peacey who took the organisational lead in facilitating the review process. The IRP would also like to record its gratitude to the Members and Officers of Huntingdonshire District Council and C&PCA for making themselves available to meet the IRP and ensuring the work of the IRP was carried out in an efficient and effective manner.

### Process and Methodology

14. Due to the Covid-19 pandemic the IRP met virtually via Zoom meetings on 9<sup>th</sup>-10<sup>th</sup> June 2021. The meetings were in private session to enable the IRP to meet Members and relevant Officers and conduct its deliberations in confidence. In accordance with the terms of reference, in arriving at its recommendations, the IRP took into account a wide range of evidence both oral and written. A representative range of Huntingdonshire DC elected Members appointed to the C&PCA was invited to meet with the IRP.
15. In addition, the IRP also met with relevant Officers from both Huntingdonshire DC and C&PCA for factual briefings on the work of the C&PCA, the role of Members appointed to it, the C&PCA governance structures and challenges facing the C&PCA.

16. The IRP also reviewed relevant written information, such as the meetings schedules for C&PCA and its committees, C&PCA committee terms of reference, and other relevant reports and information on the governance arrangements, the 2006 Statutory Guidance on Members' Allowances, etc.
17. The IRP also undertook a benchmarking exercise in that it reviewed whether and at what levels the other nominating councils paid similar roles under consideration for this review. The IRP has not been driven by Allowances paid to the roles under consideration across the constituent councils but it was concerned to understand how the issues under review have been addressed elsewhere, i.e. what is the most common practice. Moreover, it was important to place the Huntingdonshire District Council Allowances Scheme and tentative recommendations in a comparative perspective.
18. For full details of whom the IRP met and full range of information reviewed see:
  - Appendix 1: for Members and Officers who met with the IRP
  - Appendix 2: for a list of the full range of evidence considered by the Panel
  - Appendix 3: for benchmarking utilised by the IRP, namely a summary of the Basic and main Special Responsibility Allowances (2020/21) paid in the C&PCA constituent councils and any SRAs paid to their Members appointed to the C&PCA.

## **Key Messages and Observations**

### **Changing nature of Member roles on the Combined Authority**

19. The IRP in 2018, subsequent to the establishment of the C&PCA in 2017, carried out a review of SRAs for the Council's appointee and substitute appointee to the Combined Authority. It was assumed that both these appointments would be the Leader and Deputy Leader respectively. In turn the IRP applied an uplift to their respective SRAs on the basis of their duties at the C&PCA.
20. Since then the C&PCA has bedded down and developed routine ways of working that were not in place in 2018. This has placed enhanced demands on all the Huntingdonshire DC appointments to the C&PCA which the IRP has strove to recognise in this review.

### **The sense of inequity compared to nominating district councils**

21. During the course of the review a view emerged that there was inequity between the remuneration received by the Huntingdonshire DC appointees to the C&PCA and the same category of appointees from the other constituent councils, particularly the other constituent district councils.
22. Benchmarking shows that this perception is broadly correct. In the other constituent district councils the scope and levels of remuneration paid to their



C&PCA appointees is greater than is the case for Huntingdonshire DC appointees. While the IRP has not been driven by the scope and levels of remuneration paid to the same appointees at the other constituent district councils it has borne it in mind when making its recommendations.

### **The financial impact of the IRPs recommendations – a function of the 2017 Order**

23. The recommendations contained in report if accepted by the Council will result in an increase of £6,093 on the current spend on Members allowances at Huntingdonshire DC. The IRP acknowledges that it is not a particularly apt time to recommend any additional spending on Members' allowances. However, this is a function of the 2017 Order establishing the C&PCA which prevents it from paying any allowances to its Members other than the elected Mayor. As with nearly all constituent district councils to properly remunerate the appointees to the C&PCA means it can only be done via their own allowances schemes which in turn makes it almost inevitable that there will be an increased spend on Members' allowances.
24. Furthermore, based on representation received the IRP has been cognisant of the financial impact of its recommendations. It notes that the Council is in a trying financial context and as such the IRP has sought to make recommendations that are justifiable, robust and have a relatively constrained financial consequence.

### **Revisiting the IRPs recommendations**

25. The IRPs recommendations in this report are by no means definitive. A sense was gained that there is a need for the IRP to further review the SRAs paid to Huntingdonshire DC's appointees to the C&PCA and its committees to ensure that they are and continue to be relevant to the C&PCA working arrangements particularly as they evolve over the next year following this year's election of a C&PCA Mayor, and any additional commitments required from those Huntingdonshire DC Members appointed to the C&PCA and its committees.
26. The IRP notes that under the 4-year rule (see 2003 Regulations 10. (5)) that Huntingdonshire DC is due an across the board review of allowances by October 2022, most likely to occur in the summer of 2022. The IRP will specifically take the opportunity afforded by this review to revisit the recommended SRAs for Huntingdonshire DCs appointees to the C&PCA and its committees.

### **The IRPs recommendations – Huntingdonshire DC appointee to the Combined Authority**

27. In 2018 the IRP uplifted the SRA by almost £2,000 for the Huntingdonshire DC Leader on the basis that it was practice for the Leader to be the Council's appointee to the C&PCA Board. This uplift was to recognise the additional workload and responsibility undertaken by the Leader at the C&PCA Board.
28. There is some evidence that the appointee to the C&PCA Board has enhanced workloads and responsibilities mostly through being appointed to one of the Combined Authority's executive committees, in this case Housing and Communities. The prospect of an enhanced workload and responsibility for the

appointee to the C&PC Board was anticipated in the 2018 review when the IRP commented: “For the Panel to remunerate the Leader for their C&PCA work it can be not much more than recognition of this new aspect of their responsibilities at this stage.”<sup>2</sup> The IRP further commented that it would at its next review take into account relevant benchmarking which was not available at the time.

29. Benchmarking shows three things:

- That the county and unitary constituent councils do not specifically recognise their respective appointees to the C&PCA. However, their respective Leaders receive a total remuneration in excess of £40,000, so it is less of an issue in these cases. Fenland District Council, following a review in May 2021, also does not make any specific provision for their Leader in respect of being on the C&PCA Board as they are the highest paid Leader across the five constituent district councils.
- That the three constituent district councils that specifically make provision to remunerate their appointee to the C&PCA Board do it via providing a separately identifiable SRA.
- In the case of the three constituent district councils that specifically make provision to remunerate their appointee to the C&PCA Board they all do so at a consistent level, between £5,010 - £5,210. This SRA has been set, in the case of Cambridge City and South Cambridgeshire, with reference to their respective Basic Allowance payable (£5,210 and £5,010). Clearly, East Cambridgeshire took a different approach as its' Basic Allowance is £5,666 and its SRA for its appointee to the Combined Authority is £5,138, and it appears to have adopted a figure between those paid by Cambridge City and South Cambridgeshire

30. The IRP recognises the two advantages of paying a separate SRA to a constituent council's appointee to the C&PCA Board. First, it makes the remuneration more transparent. Secondly, by designating the SRA payable to a constituent council's appointee to the C&PCA Board it would recognise if and when that appointee was someone other than the Huntingdonshire Leader, admittedly all the constituent councils appoint their Leader to the C&PCA Board but it does not necessarily have to be the case.

31. This has led the IRP to take a similar approach. As such, it has reduced the Leader's SRA by £2,000 (slightly more than the 2018 uplift to account for indexation) thus reducing it to £14,813, still the second highest across the five constituent district councils. The IRP considered whether it was appropriate to recommend an SRA based on the current Huntingdonshire DC Basic Allowance, which is currently £4,729, and in turn is an approach specifically mentioned in the 2006 Statutory Guidance (paragraph76). However, the IRP eschewed this approach in this case as it would undervalue the role of the Huntingdonshire DC appointee to the C&PCA compared to peers. The IRP felt that in this case there was not strong reason to recommend an SRA for the Huntingdonshire DC appointee to the C&PCA that was less than that being paid by peer authorities, for what in effect is a very similar role.

32. As such, the IRP has decided that the Huntingdonshire DC appointee to the C&PCA Board should be set at the going rate, which based on benchmarking is

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<sup>2</sup> September 2018 IRP Report, paragraph 40

between £5,010 and £5,210 and has opted for the approximate mid-point between these two figures which is £5,100..

33. **Thus, the IRP recommends that the Huntingdonshire DC Leader's SRA should be reduced by £2,000 to £14,813. It further recommends that a new SRA should be paid to the Huntingdonshire appointee to the C&PCA, set at £5,100.**

### **Huntingdonshire DC substitute appointee to the Combined Authority**

34. Similarly, in the 2018 review the IRP uplifted the SRA for the Deputy Leader by just under £1,500 to recognise both their role as the Council's substitute to the C&PCA Board and the enhanced demands on the Deputy Leader at the district in the absence of the Leader. The IRP received representation that the role of being substitute appointee to the C&PCA Board has not been particularly onerous, on average only having to do so no more than twice per year. The IRP did receive further representation however that the substitute did have to read reports and agendas for each C&PCA meeting to ensure they are prepared. Furthermore, as substitute appointee to the C&PCA they are one of two appointees from each constituent council (the other being the full appointee to the C&PCA) that are appointed to Authority's executive committees. In the case of the Huntingdonshire DC substitute appointee the practice has been that they are appointed to two of the executive committees, namely the Transport and Infrastructure and Skills Committees. The IRP heard that it is in this area where they have the most workload.
35. Benchmarking would suggest that there is not a strong case to remunerate this role as it shows that only one other constituent council specifically remunerates their substitute appointee to the C&PCA, East Cambridgeshire at £1,541. Nonetheless, the IRP took the view that this role should continue to be remunerated mostly to recognise the inherent demands placed on the post holder by sitting on two of the three C&PCA executive committees. It is recognised that this might not be the case going forward and the IRP will take the opportunity to revisit the Huntingdonshire DC appointments to the C&PCA executive committees at the time of its next review.
36. The IRP has taken a similar approach as it did with the appointee to the C&PCA by reducing the Deputy Leader's SRA by £1,500, thus resetting it at £11,110 (still the highest SRA paid to a Deputy Leader in the five constituent district councils). It has then introduced a separate SRA for the Huntingdonshire DC substitute appointee to the C&PCA, recognising that all the constituent councils appoint their Deputy Leader as substitute to the C&PCA Board but it does not necessarily have to be the case. In setting the appropriate SRA the IRP has done so with reference to the Huntingdonshire DC Basic Allowance. In this case it has factored the current Huntingdonshire DC Basic Allowance (£4,729) by 35 per cent, which equates to £1,655
37. **Thus, the IRP recommends that the Huntingdonshire DC Deputy Leader's SRA should be reduced by £1,500 to £11,110. It further recommends that a new SRA should be paid to the Huntingdonshire substitute appointee to the C&PCA, set at £1,655**

## Huntingdonshire DC appointees to the Combined Authority – Overview and Scrutiny and Audit and Governance Committees

38. The IRP decided that the Council's appointees to the Combined Authority's Overview and Scrutiny Committee (two appointees) and its Audit and Governance Committee (one appointee) merited some remuneration. They are statutory committees of the C&PCA which have a regular schedule of meetings. The Huntingdonshire DC appointees to these two C&PCA committees are undertaking a role that is above and beyond what is expected of other Huntingdonshire DC Members.
39. The first issue for the IRP to consider was whether there should be a differential in the SRA paid to these appointees. Benchmarking shows that where they are remunerated in the constituent district councils there is a marked differentiation, with the appointees to the Overview and Scrutiny Committee being paid an SRA on average just under 2.5 times that paid to their appointee to the Authority's Audit and Governance Committee. It is noted that these appointees are not remunerated in either Cambridgeshire or Peterborough, but both these councils pay a Basic Allowance in excess of £10,000, so it is not such an issue. Fenland does not pay these appointees and it appears the issue was not considered when it considered whether to remunerate their appointee to the C&PCA Board.
40. The IRP has not accepted that there should be a differential in remuneration to the Huntingdonshire DC appointees to the C&PCA Overview and Scrutiny and Audit and Governance Committees on the grounds that they are both statutory committees and each have seven scheduled meetings for 2021/22. In particular the work of the Audit and Governance Committee has grown since the role of their appointee to his Committee was reviewed by the IRPs of the three other C&PCA constituent district councils. Although it is recognised that their meetings are different in nature it has limited impact on respective workloads.
41. The IRP has not been guided by the SRAs paid in the three constituent councils to their appointees to the Overview and Scrutiny Committee, which ranges from £1,253 in South Cambridgeshire up to £1,541 in East Cambridgeshire. These figures would size the role of the Committee appointees at least one third of that of the Huntingdonshire DC Basic Allowance, a sizing for which the IRP received neither support nor evidence. There was nothing in the evidence or representation received that supported the proposition that being appointed to either the C&PCA Overview and Scrutiny or Audit and Governance Committees was a third of the size of the role of being a Huntingdonshire DC elected Member.
42. In fact in the representation received there was a view that there should be no SRA for these appointees, a view the IRP rejected. However, the current levels of SRAs paid to appointees to the C&PCA Overview and Scrutiny Committee are simply not merited for the workload required. The IRP understands that this level of SRAs for the other constituent council appointees to the C&PCA Committees was always on the basis that their workloads and responsibilities would be periodically reviewed in light of evolving governance practices at the CA.
43. Instead the IRP has been guided by the approximate mid-point between the SRA paid by the three constituent district councils that make such a payment to their Audit Committee appointees, ranging from £501 in South Cambridgeshire to £822

in East Cambridgeshire and the SRA paid to their respective appointees to the C&PCA Overview and Scrutiny Committee, ranging from £1,253 in South Cambridgeshire to £1,541 in East Cambridgeshire. To arrive at this approximate midpoint the IRP has followed the same methodology it utilised in arriving at the recommended SRA for the Huntingdonshire DC substitute appointee to the C&PCA and the other district councils in their SRAs payable to their Members appointed to the C&PCA and its committees, namely by assessing these roles as a percentage of the Basic Allowance. In this case, the IRP has set the recommended SRA for the Huntingdonshire DC appointees to the C&PCA Overview and Scrutiny and Audit and Governance Committees by applying at factor of 20 per cent against the Huntingdonshire Basic Allowance (£4,729), which equates to £946

44. **The IRP recommends that the Huntingdonshire DC appointees to the C&PCA Overview and Scrutiny Committee (2) and the Audit and Governance Committee (1) are paid an SRA of £946.**

**Where Huntingdonshire DC appointees to the C&PCA Overview and Scrutiny and Audit and Governance Committees are also appointed Chair of either Committee**

45. The IRP has been tasked with consideration of if and when a Huntingdonshire DC appointee to the C&PCA Overview and Scrutiny and Audit and Governance Committees is also chair of either committee. It is noted that the Authority Board appoints the Chair of the Audit and Governance Committee, which in the past has always been an independent co-opted Member but it does not necessarily have to be the case. The Overview and Scrutiny Committee appoints its own Chair (and Vice Chair) from amongst elected appointees.
46. By definition, if the IRP has judged that appointees to the C&PCA Overview and Scrutiny and Audit and Governance Committees then if and when a Huntingdonshire DC appointee is also appointed Chair then they merit a SRA. Benchmarking shows that none of the constituent councils make such provision, which may be more a function of the fact that the IRPs in other constituent councils have not considered the issue rather than being a conscious choice.
47. Nonetheless, the IRP does have some precedent in this case. The Independent co-opted Chair of the Audit and Governance Committee is remunerated.<sup>3</sup> Currently they are paid £3,068, which was set by reference to the remuneration paid to the Chair of the Police and Crime Panel (£1,534) and then uprated to recognise that the C&PCA Audit and Governance Committee meets twice as much as the Police and Crime Panel.
48. While it is recognised that the situation arising is largely theoretical, the IRP could see no reason why this figure should not be utilised as the appropriate SRA if and when a Huntingdonshire DC appointee to the C&PCA Overview and Scrutiny or Audit and Governance Committees is also appointed chair of either Committee.
49. **The IRP recommends that where a Huntingdonshire DC appointee to the C&PCA Overview and Scrutiny and Audit and Governance Committees are**

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<sup>3</sup> The C&PCA is permitted to remunerate independent appointees as co-opted Members.

**also appointed Chair of either Committee then they should be paid an SRA of £3,068.**

### **Substitutes appointed to the C&PCA Overview and Scrutiny and Audit and Governance Committees**

50. Huntingdonshire DC is also required to appoint substitutes to their appointees to the C&PCA Overview and Scrutiny and Audit and Governance Committees. The IRP explored the nature of this role and noted that they are more important than at first glance as the C&PCA constitution requires two-thirds attendance for a meeting to be quorate. The IRP was informed that the substitutes are invited to all relevant training events and that there was always 1 or 2 substitutes in attendance at every meeting of the C&PCA Overview and Scrutiny and Audit and Governance Committees.
51. Nonetheless, the IRP is not minded to recommend an SRA to be paid to the Huntingdonshire DC substitute appointees to the C&PCA Overview and Scrutiny and Audit and Governance Committees. Their role is limited to stand in if and when required (unlike the Deputy Leader who as substitute to the appointee to the Board has a role on the C&PCA executive committees) and they have only had to do so on a handful of occasions since the establishment of the C&PCA in 2017. In addition, benchmarking shows that these roles are not remunerated by the constituent councils.
52. **The IRP recommends that the Huntingdonshire DC substitute appointees to the C&PCA Overview and Scrutiny and Audit and Governance Committees are not paid an SRA.**

### **Exception to the ‘1SRA only’ rule**

53. The 2003 Regulations do not prohibit the number of SRAs a Member may receive but many councils including Huntingdonshire District Council have adopted a ‘1 SRA only’ internal rule in that regardless of the number of remunerated posts a Member may hold they can only receive one SRA, with the exception of the SRA paid to Members appointed to the Council’s Development Management Committee.
54. This rule is adopted by many councils (although interestingly not by any of the other constituent district councils) largely to hedge against senior Members holding as many remunerated posts as they can thus ensuring a wider distribution of SRAs than would otherwise be the case. It also helps ensure that allowances schemes are more transparent as posts are paid an SRA on a holistic basis rather than being paid numerous but typically smaller SRAs which can mask their real remuneration. It also helps ensure that no Member is paid more than the Leader through collecting SRAs which is particularly anomalous when there is an Executive Leader model of governance in place.
55. Nevertheless, the SRAs recommended in this review have been done so as the C&PCA is unable to remunerate its own Members, beyond the elected Mayor. As such, the responsibility and workload of Huntingdonshire DC Members appointed to the C&PCA is deemed above and beyond what is expected from ordinary

Members of Huntingdonshire DC. Consequently, these SRAs (recommended in accordance with the requirements of the 2017 Order) should be exempt from the 1 SRA only rule, which is currently in place in the Huntingdonshire DC Members' Allowances scheme.

56. **The IRP recommends that the SRAs recommended (in accordance with the requirements of the 2017 Order) for the Council's appointees to the C&PCA be exempt from the 1 SRA only rule, which is currently in place in the Huntingdonshire DC Members' Allowances scheme.**

## Indexation

57. Currently, the Council, as permitted by the 2003 Regulations and as is the case in most of the constituent councils, indexes allowances. The rationale behind having indexation in place is so that the main allowances have an annual cost of living increase thus obviating the need for substantial increases every four years – the maximum length for which indexation may be run without reference once more to the IRP.
58. The index in place for the Huntingdonshire DC Basic Allowance and SRAs is the same locally agreed annual percentage increase that is applied to Huntingdonshire District Council local government staff salaries. The IRP continues to support the principle of indexing the recommended SRAs in this review, to do otherwise would be inequitable. In fact during the course of the review all the Huntingdonshire DC allowances were indexed by 2 per cent, applicable from the date of the Annual Council Meeting on 19<sup>th</sup> May 2021 to reflect the same percentage pay award for Huntingdonshire DC staff.
59. **The IRP recommends that the recommended SRAs for Huntingdonshire DC Members appointed to C&PCA and its committees are indexed to the locally agreed cost of living percentage increase in Huntingdonshire District Council local government staff salaries and implemented from the date of the annual meeting for the same year that it applies to staff years up to end of the 2021/22 financial year, which is when the current authority for indexation runs out.**

## Implementation

60. **The IRP further recommends that its recommendations contained in this report are implemented from the date that the relevant appointments were made this year, namely the Combined Authority Annual Meeting on 2<sup>nd</sup> June 2021.**

## Appendix 1: Members and Officers who met with the Panel

### Members:

Cllr G. Bull	Member appointed to C&PCA Audit & Governance Committee (Conservative)
Cllr E. Butler	A substitute Member appointed to the C&PCA Overview and Scrutiny Committee (Conservative)
Cllr S. Corney	Member appointed to the C&PCA Overview and Scrutiny Committee and Chair of HDC Overview and Scrutiny Panel – Performance & Growth (Conservative)
Cllr R. Fuller	Executive Leader of Council and Conservative (Majority) Group, and Chairman of the Cabinet and Executive Member for Housing and Economic Development, appointed to C&PCA Board
Cllr Mrs P. Jordan	Former Member appointed to the C&PCA Overview and Scrutiny Committee (Liberal Democrat)
Cllr J. Neish	Deputy Leader of Council and Conservative (Majority) Group, Vice-Chairman of the Cabinet and Executive Councillor for Strategic Planning, and substitute Member appointed to the C&PCA Board

### HDC Officers who briefed the IRP:

Joanne Lancaster	Managing Director
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### C&PCA Officers who briefed the IRP:

Anne Gardiner	Scrutiny Officer for C&PCA
Robert Parkin	Chief Legal Officer and Monitoring Officer for the C&PCA



## Appendix 2: Information received & reviewed by the IRP

1. IRP Terms of Reference
2. List of HDC appointments to the C&PCA
3. C&PCA Member Role Description
4. Cambridgeshire & Peterborough Combined Authority Order 2017 SI2017 No. 251, 2<sup>nd</sup> March 2017
5. C&PCA decision-making structure and functions of the Combined Authority
6. C&PCA Board Information
  - Membership of the Combined Authority
  - Lead Member responsibilities
  - Proceedings of the Combined Authority meetings – extract
  - Combined Authority Board – meeting schedule
7. C&PCA Overview and Scrutiny Committee information
  - Overview and Scrutiny Committee functions
  - Overview and Scrutiny Committee – meeting schedule
8. C&PCA Audit and Governance Committee information
  - Audit and Governance Committee functions
  - Audit and Governance Committee – meeting schedule
9. Role of substitutes to appointees to the C&PCA Overview and Scrutiny and Audit and Governance Committees
10. Benchmarking data, namely allowances scheme from the other C&PCA constituent councils (see appendix three for summary):
  - Cambridgeshire County Council
  - Peterborough Council
  - Cambridge City Council
  - East Cambridgeshire District Council
  - Fenland District Council
  - South Cambridgeshire District Council
11. Huntingdonshire District Council Members' Allowances scheme, 2020/21
12. Statutory Guidance on Consolidated Regulations for Local Authority Allowances May 2006 - extracted
13. Statutory Instruments: 2003 No. 1021 – The Local Authorities (Members' Allowances) (England) Regulations 2003
14. IRP briefing paper for allowances review prepared by Dr D. Hall, Chair of IRP

15. Huntingdonshire District Council, IRP, A Review of Members' Allowances, The Eighth Report, September 2018
16. Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities, May 2019, Ministry of Housing, Communities and Local Government
17. ONS, Annual Survey of Hours and Earnings, Huntingdonshire District Council, Weekly pay – excluding overtime - for all full time employee jobs within the district - United Kingdom 2020, Table 7.2a.

### Appendix 3: Allowances paid in comparator authorities

Huntingdonshire DC - Appointees to Cambridgeshire & Peterborough CA Review June 2021						
Constituent Council	Leader - CA Board Mbr	Deputy Leader - CA Dep Mbr	O&S Appointees	Audit & Governance Appointees	Substitute Members	Other
Cambridgeshire	NA	NA	NA	NA	NA	NA
Peterborough	NA	NA	NA	NA	NA	NA
Cambridge City	£5,210	NA	£1,303	£521	NA	NA
East Cambridgeshire	£5,138	£1,541	£1,541	£822	NA	CA Exec Committee Mbr if not on Board - £822
Fenland	May 2021 Review looked at CA SRAs but made no recommendations (Leader well paid anyway)					
South Cambridgeshire	£5,010	NA	£1,253	£501	NA	NA
	Basic Allowance	Leader's SRA	Deputy Leader's SRA	Other I	Other II	Other III
Cambridgeshire	£10,315	£31,745	£20,627			
Peterborough	£10,508	£31,524	£21,017			
Cambridge City (3 SRAs p/Mbr)	£5,210	£14,328	NA	Planning Mbr £782	Licensing Mbr £391 > 3 mtngs	Police & Crime Panel Mbr £782
East Cambridgeshire (2 SRAs p/Mbr)	£5,666	£9,248	£4,624			
Fenland	£4,818	£16,509	NA	Planning Mbr £500	Substitute Planning Mbr £100	
South Cambridgeshire (2 SRAs p/Mbr)	£5,010	£11,220	£8,290	Planning Mbr £500	Licensing + O&S Mbrs £250	Grants Advisory Mbr £125
Huntingdonshire (2021/22)	£4,729	£16,813	£12,610	Ass Cab Mbrs £883	Planning Mbr £651	

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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Annual Report of the Corporate Governance Committee

**Meeting/Date:** Council – 21 July 2021

**Executive Portfolio:** Executive Councillor for Strategic Finance – Councillor J A Gray

**Report by:** Deborah Moss, Internal Audit Manager

**Ward(s) affected:** All Wards.

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### **Executive Summary:**

The Constitution requires the Chairman of the Corporate Governance Committee to present an annual report to the Council.

The annual report in respect of 2020/21 is attached at Appendix 1. It summarises the work undertaken by the Committee during 2020/21 together with any issues that relate to the year.

A copy of the report will be uploaded onto the Council's website following the Council meeting.

### **RECOMMENDATION:**

**It is RECOMMENDED that the Council receive and note the Corporate Governance Committee 2020/21 Annual Report.**

### **CONTACT OFFICER**

Name/Job Title: Deborah Moss, Internal Audit Manager  
Tel No: (01480) 388475  
Email: Deborah.Moss@huntingdonshire.gov.uk



**Corporate Governance Committee**

**Chairman's Annual Report to Council  
for the year ending 31st March 2021**



## **Introduction by the Chairman of the Corporate Governance Committee**

This report summarises both the Committee's activities during 2020/21 and issues that arose in that financial year. It is intended to:

- reassure the Council and other stakeholders that it is undertaking its responsibilities properly and in a way that allows it to exercise effective oversight; and
- demonstrate to the Districts residents and other stakeholders the importance that the Council places on good governance, openness and probity in public life. The report sets out the contribution the Committee makes to achieving those aims. The Committee's meetings are open to the public and its report are available on the Council's website.

This report is my first as Chairman of the Committee and I have followed my predecessor in focussing upon the following key issues.

1. To continue to make progress in resolving issues raised in previous annual governance statements.
2. Identify lessons to be learned and applied from those issues.
3. Receive assurance that business continuity plans are in place.
4. Continually review and enhance the controls necessary to deal with cyberattacks.
5. Continue to increase the percentage of internal audit actions completed on time.

To this list I have added a sixth key issue. The Committee must be assured that probity and accountability are being maintained during this time of pandemic when the majority of offices are closed, remote working is in place and face to face meetings are not being held yet services continue to be delivered.

During the course of the year the Committee has considered these and other issues, maintaining oversight and continuing to review and challenge to satisfy itself that the Council is operating to the highest standards. I pay tribute to the members, and particularly, the officers of the Council who have worked so conscientiously during these difficult circumstances.

I would also thank the members of this Committee who have worked so diligently and made such a contribution to maintaining and improving governance arrangements. I am grateful to all those officers who have supported the Committee. Finally I would like to pay particular thanks to those members and officers who have supported me in my role as Chairman.

Councillor Graham Bull  
Chairman, Corporate Governance Committee  
May 2021



## **Introduction**

The Committee is required to discharge the functions of the Council in relation to both the corporate governance of the Council and the conduct of elected Members.

The Committee oversees the Council's governance and financial arrangements and the promotion and maintenance of high standards of conduct amongst the Council and Town and Parish Councils within the District of Huntingdonshire. This includes advising the Council on the Code of Conduct for Members, agreeing a Code of Conduct for Planning matters and considering reports by the Local Government Ombudsman.

Functions relating to the conduct of Members are considered by a Standards Sub-Committee (which will report to the main Committee).

The functions of the Committee are listed in Appendix A.

## **Effectiveness**

An effective Corporate Governance Committee can bring many benefits, including:

- raising greater awareness of the need for internal control and the implementation of agreed audit recommendations;
- increasing public confidence in the objectivity and fairness of financial and other reporting;
- reinforcing the importance and independence of internal and external audit and other similar review process; and
- providing additional assurance through a process of independent and objective review.

The Committee's work activities have been designed so that they not only provide assurance to the Council and allow it to discharge its functions, but also allow the Committee to make a positive contribution towards maintaining good governance practices across the Council.

## **Committee training**

A skills and training needs assessment form has not been completed by Committee members for some years and training needs have not been identified. Members need to understand their ongoing personal obligation to training and should engage with training in order that they can equip themselves with the requisite knowledge to be effective on this important governance forum.

Members were invited to an on-line training session on Fraud and RIPA (Regulation of Investigatory Powers) in November 2020. Two members of CGC attended this training.



**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Matters considered**

The table below groups into six categories the significant issues considered by the Committee during 2020/21. A brief summary of the issues considered within each of the categories is included on the following pages.

Please note that owing to the COVID-19/coronavirus pandemic, the Committee cancelled its scheduled meetings in March and June 2020. Annual Committee appointments were made on 17 June 2020 at the Annual Council Meeting which had been delayed from May 2020.

		2020		2021	
		Jul	Sept	Jan	Mar
<b>1</b>	<b>Constitution</b>				
	Code of Financial Management	■			
<b>2</b>	<b>Governance issues</b>				
	Approval for Publication of the Annual Governance Statement	■			
	Annual Complaints Report 2019/20				■
	Progress on Annual Governance Statement 2019/20 – Significant Issues				■
<b>3</b>	<b>External Audit (EA) &amp; Financial Reporting</b>				
	Draft 2019/20 Annual Financial Report	■			
	External Audit Plan 2019/20	■			
	Approval for Publication of the 2019/20 Annual Governance Statement and the Annual Financial Report			■	
<b>4</b>	<b>Internal Audit</b>				
	IA Service: Annual Report 2019/20	■			
	Internal Audit Plan 2020/21	■			
	Internal Audit Plan 2021/22 & Internal Audit Charter				■
<b>5</b>	<b>Standards</b>				
	Code of Conduct Complaints - Update		■	■	
	Update on Code of Conduct and Register of Disclosable Pecuniary Interests		■	■	
<b>6</b>	<b>Fraud</b>				
	Review of Fraud Investigation Activity 2019/20		■		

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Reviewing the Constitution**

**Code of Financial Management**

The Committee is responsible for proposing to Council changes to the Council's Constitution. The Code forms part of the Constitution. Minor changes were proposed and endorsed for submission to the Council in October 2020.

**Governance of the Council**

**Approving the Annual Governance Statement on behalf of the Council**

The Committee approved the 2019/20 Annual Governance Statement (AGS). The format of the AGS changed to one aligned with accepted best-practice agreed with external audit.

**Significant governance issues**

10 significant governance issues were identified for inclusion in the AGS. The Committee received a detailed update on the progress made against each significant issue at its March and June 2021 meetings.

**Complaints**

The Committee received an annual report on the outcome of any complaints referred to the Local Government & Social Care Ombudsman as well as complaints that had been dealt with under the Council's own procedures, Details of compliments received were also reported. Members are able to request further information. Reports included any key lessons learnt from complaint resolutions as well as a summary of complaint themes.

**External Audit matters**

**Approving the 2019/20 Annual Financial Report**

The 2019/20 financial accounts was externally audited and approved by committee in January 2021. Updates were also made to the AGS at this time. No material amendments were made to the accounts since presented to committee in January and the accounts were published in April 2021.

**External Audit Plan 2019/20**

The Committee has noted the External Audit Plan 2019/20 and raised the issue of the scale of audit fees. The latter is subject to national discussions at Public Sector Audit Appointments.

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Internal Audit**

**Receiving the annual audit opinion**

*The annual opinion of the Internal Audit Manager as at 31 March 2020 was that the Council's internal control environment and systems of internal control provided adequate assurance over key business processes and financial systems.*

The Committee noted that the 2019/20 adequate assurance opinion was unchanged from 2018/19. It acknowledged the decrease in resources available throughout the year which limited the audit coverage and application of the Plan.

There have been 2 substantial assurance, 5 adequate assurance, 3 limited assurance internal audit reports issued in 2019/20 and a further 2 reviews where no opinion was given. In addition, the 7 key financial systems were reviewed quarterly but end of year reports not completed due to COVID.

**Approving the internal audit work plan and Internal Audit Charter**

Due to the COVID pandemic situation, which had a major effect from March 2020, audit planning has had to adopt a more flexible and risk-based approach. A flexible Audit Plan 2020/21 (to take account of diminished resources) was agreed, with a minimum commitment to complete control reviews on the key financial areas to provide assurance on these areas.

The Audit Plan 2021/22 was discussed and approved in March 2021.

The Internal Audit Charter was refreshed with only minor updates and approved by Committee in March 2021.

**Standards**

**Ensuring good standards are maintained throughout the District**

The Committee has received four reports during the year on various standards matters:

- The adoption of Codes of Conduct by Town and Parish Councils
- The receipt and publication of register of interests forms on behalf of District, Town and Parish Councillors
- Updates on complaint cases regarding alleged breaches of the Code of Conduct by Members within the Council and Town and Parish Councils.

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Countering Fraud**

**Corporate Fraud Team  
(CFT)**

The CFT's main priorities changed significantly this year with the onset of the Coronavirus pandemic. Following the announcement of financial assistance to businesses by the government the Team were seconded to assist in this work like so many other teams and services. The main aim to support our local communities and businesses. The government over the last 14 months has brought out around 15 different schemes each with their own eligibility and criteria which has made the delivery of these grants a mammoth and complex procedure for all involved. With each grant there has been guidance requiring checks to be carried out either pre or post payment to address the concern of potential fraud and check businesses were still actively trading and that payments were going to the correct bank account which was verified by using a bank verification tool by the National Fraud Initiative.

The issues above deal with the core business of the Committee. A number of reports and other issues were also considered during the year that had a direct impact upon governance systems and processes across the Council:

- Reviewing the Council's compliance and performance in respect of responses to enquiries received under both the Freedom of Information and Environmental Impact Regulations.
- Receiving and noting an update on the actions identified as part of the Data Protection gap analysis review undertaken by 3C ICT.
- Considering whistleblowing allegations received and changes to the whistleblowing policy and procedure.
- Considering the progress made by managers to introduce agreed internal audit actions on time.
- Consideration of single tenders/quotes approved by Heads of Service/Assistant Directors
- Endorsement of new Procurement Waiver Procedure and oversight of its usage

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Committee membership & attendance**

		2020 June	July	Sept	2021 Jan	Mar
Chairman	Cllr G J Bull	■	■	■	■	■
Vice-Chairman	Cllr P L R Gaskin	■	■	■	■	■
	Cllr S M Burton	■	■	■	--	
	Cllr E R Butler	■	■	■	■	■
	Cllr J C Cooper-Marsh					■
	Cllr D A Giles	■	--	■	■	■
	Cllr K P Gulson	■	■	■	■	■
	Cllr P Kadewere	■	■	■	■	■
	Cllr H V Masson	■	■	■	■	■
	Cllr L W McGuire	■	■	■	■	--
	Cllr J P Morris	■	■	--	■	■
	Cllr R J West	■	■	■	■	■
	Cllr Mrs S R Wilson	■	■	■	■	--
Key:		■ attended	-- absent		Not a Cttee Member	

The following appointments were made to the Committee by the Council.

17 June 2020      Councillors    G J Bull,      S M Burton,      E R Butler,  
Dr P L R Gaskin,    D A Giles,    K P Gulson,    P Kadewere,  
H V Masson,    L W McGuire,    J P Morris,    R J West    and  
Mrs S R Wilson.

24 February  
2020              Councillor J C Cooper-Marsh in place of Councillor S  
Burton.

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

To discharge the functions of the Council in relation to the Corporate Governance of the Council and to be the Council's "Audit" Committee.

These responsibilities include:

- |                                    |   |
|------------------------------------|---|
| <b>Constitution</b>                | Considering proposals to change the Council's Constitutional arrangements and making appropriate recommendations to the Council.  |
| <b>Governance</b>                  | Regularly reviewing the Council's Code of Corporate Governance and recommending any changes to the Council and approving the annual governance statement and reviewing the achievement of any outstanding improvements.<br><br>Ensuring there are effective arrangements for the management of risk across the Council.<br><br>To consider the arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.<br><br>Through the Chairman, the Committee will provide the Council with an Annual Report, timed to support finalisation of the financial statements and the Governance Statement, on how it has discharged its responsibilities. |
| <b>Internal and External Audit</b> | Fulfilling the Board responsibilities of the Public Sector Internal Audit Standards and ensuring effective internal audit is undertaken in accordance with those Standards.<br><br>Receiving and considering external audit reports including the adequacy of management response to issues identified.   |
| <b>Final Accounts</b>              | Approving the accounting policies, statement of accounts and considering any matters arising from the external audit.   |
| <b>Countering Fraud</b>            | Reviewing and monitoring the policy and procedure and arrangements for investigating disclosures under the Public Interests Disclosure Act 1999.<br><br>Monitoring the Anti-Fraud and Corruption Strategy and receive annual updates on countering fraud.   |
| <b>Standards</b>                   | The promotion and maintenance of high standards of conduct within the Council.<br><br>To advise the Council on the adoption or revision of its Codes of Conduct for Members.  |



**Corporate Governance Committee**  
**Functions: Approved by Council 29 March 2017**

The promotion and maintenance of high standards of conduct within the town and parish councils within Huntingdonshire.

To advise the Council on the adoption or revision of a Protocol for Member/Officer relations.

To advise the Council on the adoption of a Code of Conduct for Planning and monitoring operation of the Code.

**Complaints**

Consideration of reports by the Local Government Ombudsman including compensatory payments.

**Electoral matters**

Consider the periodic electoral review and review District and Parish electoral arrangements including boundaries and other electoral matters.

Determination of Community Governance Reviews.

The Monitoring Officer, in consultation with the Chairman of the Corporate Governance Committee is authorised to appoint to the Standards Sub-Committee as and when it is required to be convened.

**Standards (Hearings) Sub-Committee**

Functions relating to standards of conduct of members under any relevant provision of, or regulations made under, the Localism Act 2011.

3 Members of the Corporate Governance Committee plus Independent Person.

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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title:** Treasury Management 6 Month Performance Review

**Meeting/Date:** Council – 21st July 2021

**Executive Portfolio:** Strategic Finance: Councillor J A Gray

**Report by:** Chief Finance Officer

**Ward(s) affected:** All Wards

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### **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 Council's 2020/21 Treasury Management Strategy was approved by the Council on the 26<sup>th</sup> February 2020 and this report sets out the Treasury Performance for period between 1<sup>st</sup> October 2020 and 31<sup>st</sup> March 2021.

The report was considered by the Cabinet at their meeting on 17th June 2021.

### **The main purpose of 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 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 second half of 2020/21 influencing the Council's decision-making were.**

- After contracting sharply in Q2 (Apr-Jun) 2020 by 19.8% q/q, growth in Q3 and Q4 bounced back by 15.5% and 1.3% respectively. The easing of some lockdown measures in the last quarter of the calendar year enabled construction output to continue, albeit at a much slower pace than the 41.7% rise in the prior quarter. When released, figures for Q1

(Jan-Mar) 2021 are expected to show a decline given the national lockdown.

- The Bank of England Bank Rate at 0.01%.
- Market rates as a whole are very low, due to the Bank Rate remaining historically low, 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 0.25% (average interest rates obtained from Bank Deposits and Money Market Funds).

**The Council's responses to the key issues were.**

- When the Council has surplus funds, these will primarily be invested on a short-term basis, in bank deposit 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.
- 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). This information is provided by the Council's treasury adviser - Arlingclose.

**The Council's Commercial Investment Strategy (CIS)**

The Commercial Investment Strategy commenced in 2015/16. Indicators relating to the investments are shown in **Appendix A section 3.4**.

These investments generated £1.3m of investment income for the Council in 2020/21 after taking account of direct costs. The breakdown of the property's portfolio is shown in **Table 6** and the proportion of the investment income in relation to gross service expenditure, in **Table 7 of Appendix A**.

**The Council is RECOMMENDED to**

- **Note the treasury management performance for the second 6 months of 2020/21.**

## **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 second 6 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 with treasury management activity.
- 2.2 The Council approved the 2020/21 Treasury Management Strategy at its meeting on 26<sup>th</sup> February 2020.
- 2.3 All treasury management activity undertaken during the second half of 2020/21 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 section 2.0**.

### **Performance of Council Funds**

- 3.2 The treasury management transactions undertaken during the second 6 months of 2020/21 financial year and the details of the investments and loans held as at 31<sup>st</sup> March 2021 are shown in detail in **Appendix A section 3.0 to 3.2**.

### **Risk Management**

- 3.3 The Council's primary objectives for the management of its investment 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. For more details see **Appendix A section 3.3**.

## **Non-Treasury Investments**

- 3.5 The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council holds primarily for financial return. The full details of these investments can be found on **Section 3.4 of Appendix A**.

## **Compliance**

- 4.0 Compliance with specific investment and debt limits are indicated in **table 8 and 9 of Appendix A**.

## **Treasury Management Indicators**

- 5.0 The Council measures and manages its exposure to treasury management risks using indicators which are details in the **Appendix A section 5.0**.

## **6.0 COMMENTS OF OVERVIEW & SCRUTINY**

- 6.1 The Panel discussed the Treasury Management Annual Report 2020/21 at its meeting on 2<sup>nd</sup> June 2021.
- 6.2 The Panel welcomed the report, however, concern was expressed over the depreciation of the Council's commercial estate. Councillors were reassured that this followed the national trend as a result of the global pandemic. Further, it was reassured that this will be monitored and assessed in the long term.

## **List of Appendices Included**

### **Appendix A**

- Economic review (source: Arlingclose)
- Borrowing and Investment as at 31<sup>st</sup> March 2021
- Risk Management
- Non-treasury Investments
- Treasury Management Indicators
- Outlook for the remainder of 2021

### **Appendix B**


- Capital Prudential Indicators

### **Appendix C**

- Glossary

## **CONTACT OFFICER**

Claire Edwards, Chief Finance Officer

 01480 388822

## Treasury Management 6 Month Performance Review

### 1.0 Introduction

The Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Council to approve treasury management semi-annual and annual reports.

The Council's treasury management strategy for 2020/21 was approved at a meeting on 26<sup>th</sup> February 2020. The Council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remain central to the Council's treasury management strategy.

The 2017 Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Council's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 26<sup>th</sup> February 2020.

### 2.0 External Context

#### 2.1 Economic background

The coronavirus pandemic dominated 2020/21, leading to almost the entire planet being in some form of lockdown during the year. The start of the financial year saw many central banks cutting interest rates as lockdowns caused economic activity to grind to a halt. The Bank of England cut Bank Rate to 0.1% and the UK government provided a range of fiscal stimulus measures, the size of which has not been seen in peacetime.

Some good news came in December 2020 as two COVID-19 vaccines were given approval by the UK Medicines and Healthcare products Regulatory Agency (MHRA). The UK vaccine rollout started in earnest; over 31 million people had received their first dose by 31<sup>st</sup> March.

A Brexit trade deal was agreed with only days to spare before the 11pm 31<sup>st</sup> December 2020 deadline having been agreed with the European Union on Christmas Eve.

Government initiatives supported the economy and the Chancellor announced in the 2021 Budget a further extension to the furlough (Coronavirus Job Retention) scheme

until September 2021. Access to support grants was also widened, enabling more self-employed people to be eligible for government help. Since March 2020, the government schemes have helped protect more than 11 million jobs.

Despite the furlough scheme, unemployment still rose. Labour market data showed that in the three months to January 2021 the unemployment rate was 5.0%, in contrast to 3.9% recorded for the same period 12 months ago. Wages rose 4.8% for total pay in nominal terms (4.2% for regular pay) and was up 3.9% in real terms (3.4% for regular pay). Unemployment is still expected to increase once the various government job support schemes come to an end.

Inflation has remained low over the 12 month period. Latest figures showed the annual headline rate of UK Consumer Price Inflation (CPI) fell to 0.4% year/year in February, below expectations (0.8%) and still well below the Bank of England's 2% target. The ONS' preferred measure of CPIH which includes owner-occupied housing was 0.7% year/year (1.0% expected).

After contracting sharply in Q2 (Apr-Jun) 2020 by 19.8% q/q, growth in Q3 and Q4 bounced back by 15.5% and 1.3% respectively. The easing of some lockdown measures in the last quarter of the calendar year enabled construction output to continue, albeit at a much slower pace than the 41.7% rise in the prior quarter. When released, figures for Q1 (Jan-Mar) 2021 are expected to show a decline given the national lockdown.

After collapsing at an annualised rate of 31.4% in Q2, the US economy rebounded by 33.4% in Q3 and then a further 4.1% in Q4. The US recovery has been fuelled by three major pandemic relief stimulus packages totalling over \$5 trillion. The Federal Reserve cut its main interest rate to between 0% and 0.25% in March 2020 in response to the pandemic and it has remained at the same level since. Joe Biden became the 46<sup>th</sup> US president after defeating Donald Trump.

The European Central Bank maintained its base rate at 0% and deposit rate at -0.5% but in December 2020 increased the size of its asset purchase scheme to €1.85 trillion and extended it until March 2022.

Government initiatives continued to support the economy, with the furlough (Coronavirus Job Retention) scheme keeping almost 10 million workers in jobs, grants and loans to businesses and 100 million discounted meals being claimed during the 'Eat Out to Help Out' (EOHO) offer.

**Credit review:** After spiking in March 2020, credit default swap spreads declined over the remaining period of the year to broadly pre-pandemic levels. The gap in spreads between UK ringfenced and non-ringfenced entities remained, albeit Santander UK is still an outlier compared to the other ringfenced/retail banks. At the end of the period Santander UK was trading the highest at 57bps and Standard



Chartered the lowest at 32bps. The other ringfenced banks were trading around 33 and 34bps while Nationwide Building Society was 43bps.

Credit rating actions to the period ending September 2020 have been covered in previous outturn reports. Subsequent credit developments include Moody's downgrading the UK sovereign rating to Aa3 with a stable outlook which then impacted a number of other UK institutions, banks and local government. In the last quarter of the financial year S&P upgraded Clydesdale Bank to A- and revised Barclay's outlook to stable (from negative) while Moody's downgraded HSBC's Baseline Credit Assessment to baa3 whilst affirming the long-term rating at A1.

The vaccine approval and subsequent rollout programme are both credit positive for the financial services sector in general, but there remains much uncertainty around the extent of the losses banks and building societies will suffer due to the economic slowdown which has resulted due to pandemic-related lockdowns and restrictions. The institutions and durations on the Authority's counterparty list recommended by treasury management advisors Arlingclose remain under constant review, but at the end of the period no changes had been made to the names on the list or the recommended maximum duration of 35 days.

### **Interest Rates Forecast**

The Bank of England (BoE) held Bank Rate at 0.1% throughout the year but extended its Quantitative Easing programme by £150 billion to £895 billion at its November 2020 meeting. In its March 2021 interest rate announcement, the BoE noted that while GDP would remain low in the near-term due to COVID-19 lockdown restrictions, the easing of these measures means growth is expected to recover strongly later in the year. Inflation is forecast to increase in the near-term and while the economic outlook has improved there are downside risks to the forecast, including from unemployment which is still predicted to rise when the furlough scheme is eventually withdrawn.

The historical low level of interest rates has made it difficult to achieve a higher rates returns on investment.

### **2.2 Financial markets**

Monetary and fiscal stimulus helped provide support for equity markets which rose over the period, with the Dow Jones beating its pre-crisis peak on the back of outperformance by a small number of technology stocks. The FTSE indices performed reasonably well during the period April to November, before being buoyed in December by both the vaccine approval and Brexit deal, which helped give a boost

to both the more internationally focused FTSE 100 and the more UK-focused FTSE 250, however they remain lower than their pre-pandemic levels.

Ultra-low interest rates prevailed throughout most of the period, with yields generally falling between April and December 2020. From early in 2021 the improved economic outlook due to the new various stimulus packages (particularly in the US), together with the approval and successful rollout of vaccines, caused government bonds to sell off sharply on the back of expected higher inflation and increased uncertainty, pushing yields higher more quickly than had been anticipated.

The 5-year UK benchmark gilt yield began the financial year at 0.18% before declining to -0.03% at the end of 2020 and then rising strongly to 0.39% by the end of the financial year. Over the same period the 10-year gilt yield fell from 0.31% to 0.19% before rising to 0.84%. The 20-year declined slightly from 0.70% to 0.68% before increasing to 1.36%.

1-month, 3-month and 12-month SONIA bid rates averaged 0.01%, 0.10% and 0.23% respectively over the financial year.

The yield on 2-year US treasuries was 0.16% at the end of the period, up from 0.12% at the beginning of January but down from 0.21% at the start of the financial year. For 10-year treasuries the end of period yield was 1.75%, up from both the beginning of 2021 (0.91%) and the start of the financial year (0.58%).

German bund yields continue to remain negative across most maturities.

### 3.0 Local Context

On 31<sup>st</sup> March 2021, the Council had net borrowing of £21.37m arising from its revenue income and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

	<b>31.3.21 Actual £m</b>
General Fund CFR	74.8
Less: *Other debt liabilities	0.5
<b>Total CFR</b>	<b>75.3</b>
External borrowing	39.4

<b>Internal borrowing</b>	<b>35.9</b>
Less: Usable reserves	66.3
Less: Working capital	22.8
<b>Net (Investing) or New Borrowing</b>	<b>(53.2)</b>

The Council pursued its strategy of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, to reduce risk and keep interest costs low.

The treasury management position as at 31<sup>st</sup> March 2021 and the change during the year is shown in Table 2 below.

Table 2: Treasury Management Summary

	<b>30.9.20 Balance £m</b>	<b>Movement £m</b>	<b>31.3.21 Balance £m</b>	<b>31.3.21 Rate %</b>
Long-term borrowing	39.69	-0.26	39.43	0.65
Short-term borrowing	0.00	0	0.00	0.00
<b>Total borrowing</b>	<b>39.69</b>	<b>-0.26</b>	<b>39.43</b>	
Long-term investments	9.63	0.33	9.96	3.43
Short-term investments	4.00	-4.00	0.00	
Cash and cash equivalents	18.56	9.78	28.34	53.0
<b>Total investments</b>	<b>32.18</b>		<b>38.30</b>	
<b>Net borrowing</b>	<b>7.51</b>		<b>1.13</b>	

The movement in the cash and cash equivalent has been as result of council tax and NNDR receipts and Government cash funding for Covid 19 (temporary holding of business grants from Central Government and increased S31 Grant income); these funds were invested in bank deposits and Money Market Funds for easy access and liquidity reasons.

### 3.1 Borrowing Strategy during the period

At 31<sup>st</sup> March 2021, the Council held £39.43m of loans, a decrease of £0.26m from 30 September 2020. Outstanding loans on 31<sup>st</sup> March are summarised in Table 3 below.

Table 3: Borrowing Position

	<b>30.9.20 Balance £m</b>	<b>Net Movement £m</b>	<b>31.3.21 Balance £m</b>	<b>31.3.21 Weighted Average Rate %</b>	<b>31.3.21 Weighted Average Maturity (years)</b>
Public Works Loan Board	39.69	-0.26	39.43	2.76%	22.6
Local authorities (short-term)	0.00	0.00	0.00	0.00%	0.0
<b>Total borrowing</b>	<b>39.69</b>	<b>-0.26</b>	<b>39.69</b>		<b>22.6</b>

The Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective.

With short-term interest rates remaining much lower than long-term rates, the Council considered it to be more cost effective in the near term to use internal resources or short-term loans instead. The Council had not used short-term loans facility so far in this financial year.

Although it was anticipated that the Council's CFR would increase due to the capital programme, delays in the capital programme due to the pandemic no new loans have been taken out.

Long-dated Loans borrowed	PWLB Reference	Amount £	Rate %	Period (Years)
PWLB 1	495152	5,000,000	3.91	37.7
PWLB 2	495153	5,000,000	3.90	36.7
PWLB 3	502463	406,883	2.24	2.4
PWLB 4	504487	673,930	3.28	25.7
PWLB 5	504598	895,763	3.10	25.8
PWLB 6	504810	458,870	2.91	26.0
PWLB 7	504922	362,768	3.10	26.1
PWLB 8	504993	294,007	2.92	26.2
PWLB 9	505255	581,820	2.31	26.3
PWLB 10	505372	446,305	2.18	26.5
PWLB 11	505649	798,522	2.67	26.8
PWLB 12	506436	5,000,000	2.78	16.5
PWLB 13	508696	7,280,439	2.49	18.0
PWLB 14	508931	266,666	1.48	1.0
PWLB 15	509389	11,963,000	2.18	18.2
<b>Total borrowing</b>		<b>39,428,973</b>	<b>2.76</b>	<b>22.6</b>

The Council's borrowing decisions are not predicated on any one outcome for interest rates and a balanced portfolio of short- and long-term borrowing was maintained.

### 3.2 Treasury Investment Activity

The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

The weighted average rate for the investment portfolio up to 31.03.2021 was 0.9%.

	30.9.20 Balance £	Net Movement £m	31.3.21 Balance £m	31.3.21 Income Return %	31.3.21 Weighted Average Maturity days
Banks & building societies (unsecured)	7,355,000	7,338,000	14,693,000	0.01%	1
Government (incl. local authorities)	4,000,000	-4,000,000	0	0.00%	-
Money Market Funds	11,200,000	2,450,000	13,650,000	0.01%	1
Loans to other organisation	5,805,996	156,769	5,962,765	3.21%	>365
Other Pooled Funds. - <i>Property funds</i>	3,823,829	-27,282	3,796,547	4.25%	>365
<b>Total investments</b>	<b>32,184,825</b>	<b>5,917,487</b>	<b>38,102,312</b>		

### 3.3 Risk Management

Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

Given the increasing risk and low returns from short-term unsecured bank investments, the Council has maintained a diversified portfolio of asset classes as shown in table 4 above.

The progression of risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking in Table 5 below.

Table 5: Investment Benchmarking – Treasury investments managed in-house

	Credit Score	Credit Rating	Bail-in Exposure	Weighted Average Maturity (days)	Rate of Return
			%		%
30.09.2020	4.49	AA-	100	1	1.35
31.03.2021	4.54	A+	82	3	0.63
Similar LAs	4.15	AA-	65	51	1.83
All LAs	4.16	AA-	64	18	0.9

\*Weighted average maturity

£3.79m of the Council's investments are held in externally managed strategic pooled property funds – CCLA Property Fund where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. This fund generated an average total return of £76,422 (4.25%), for period of 1<sup>st</sup> April to 31<sup>st</sup> March which is used to support services in year.

Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rates. In light of their performance over the medium-term and the Council's latest cash flow forecasts, investment in these funds has been maintained.

### 3.4 Non-Treasury Investments

The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Authority holds primarily for financial return. This is replicated in MHCLG's Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially for financial return.

The Authority also held £55.04m of such investments in:

- directly owned property £54.9m
- shareholding in subsidiaries £0.1m

Table 6: Property held for investment purposes in £'000

Property	Actual	31.3.2021 actual	
	Purchase cost	Gains or (losses)	Value in accounts
Existing Portfolio	19,644	1,581	21,225
2 Stonehill	1,400	400	1,800
80 Wilbury Way	2,200	(330)	1,870
Shawlands Retail Park	6,500	(2,000)	4,500
1400 & 1500 Parkway	5,425	(1,025)	4,400
Units 21a, 21b,23a,b,c Little End Road, St Neots	3,200	(300)	2,900
Rowley Centre, St Neots	7,600	(1,850)	5,750
Tri-link, Wakefield	13,750	(1,250)	12,500
<b>TOTAL</b>	<b>59,719</b>	<b>(4,774)</b>	<b>54,945</b>

These investments generated £4.1m of investment income for the Authority for 20/21, generating a yield of 7.46%.

The Authority is dependent on profit generating investment activity to achieve a balanced revenue budget. The table below shows the extent to which the expenditure planned to meet the service delivery objectives and/or place making role of the Authority is dependent on achieving the expected net profit from investments over the lifecycle of the Medium Term Financial Plan. Current outturn is showing a

shortfall of expected net investment income of 732k due to the impact of the Covid 19 pandemic. Therefore, the Authority's contingency plans for continuing to provide these services, are to use reserves where necessary to offset any negative variances in the final outturn. Unallocated general fund balances and budget surplus reserve can be used in case of a downturn in investment income to meet any detrimental effect.

Table 7: Proportionality of Investments in £'000

	<b>2018/19 Actual</b>	<b>2019/20 Actual</b>	<b>2020/21 Actual</b>	<b>2021/22 Budget</b>	<b>2022/23 Budget</b>
Gross service expenditure	75,729	77,760	76,143	69,710	58,836
Investment income	2,753	3,283	4,125	5,290	5,345
Proportion	3.6%	4.22%	5.42%	7.59%	9.1%

#### **4.0 Compliance**

The Chief Finance Officer (s151 officer) reports that all treasury management activities undertaken during the first half year complied fully with the CIPFA Code of Practice and the Council's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 9 below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 8 below.

Table 8: Debt Limits

	<b>31.3.21 Actual £m</b>	<b>2020/21 Operational Boundary £m</b>	<b>2020/21 Authorised Limit £m</b>	<b>Complied?</b>
General	10.00	70.00	80.00	Yes
Loans	5.18	15.00	20.00	Yes
CIS	24.25	30.00	30.00	Yes
<b>Total debt</b>	<b>43</b>	<b>115.00</b>	<b>130.00</b>	

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure. Total debt was below the operational boundary all through the quarter.



Table 9: Investment Limits

	31.3.21 Actual £m	2020/21 Limit £m	Complied?
<b>Deposit Accounts</b>			
NatWest	10.7	unlimited	Yes
Debt Management Office (DMO)	-	unlimited	Yes
Barclays	4.00	4.00	Yes
<b>Money Market Funds</b>			
Aberdeen Liquidity Fund	3.00	5.00	Yes
BlackRock Institutional sterling liquidity Fund	1.10	5.00	Yes
CCLA Public Sector Deposit Fund	3.20	5.00	Yes
Federated Short Term Prime Fund	3.00	5.00	Yes
Insight Liquidity Funds	0.65	5.00	Yes
Invesco	2.00	5.00	Yes
Legal & General Sterling Liquidity Fund	0.70	5.00	Yes

## 5.0 Treasury Management Indicators

The Council measures and manages its exposures to treasury management risks using the following indicators.

### Security

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	31.3.21 Actual	2020/21 Target	Complied?
Portfolio average credit rating	A+	A-	Yes

### Liquidity

The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

	30.9.20 Actual £m	2020/21 Target £m	Complied?
Total cash available within 3 months	28.34	2	Yes

### Interest Rate Exposures

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

Interest rate risk indicator	31.3.21 Actual	2020/21 Limit	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	0*	£128,000	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	0*	£128,000	Yes

\*no impact as borrowing is fixed rate

The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at current rates.

### Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	31.3.21 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	0%	80%	0%	Yes
12 months and within 24 months	0.67%	80%	0%	Yes
24 months and within 5 years	1.03%	80%	0%	Yes
5 years and within 10 years	0%	100%	0%	Yes
10 years and above	98.3%	100%	0%	Yes

### Capital Prudential Indicators

Capital expenditure is where the Council spends money on assets, such as property or vehicles that will be used for more than one year. This includes spending on assets owned by other bodies, loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.

The summary of the capital expenditure is shown in the Table 1 below.

Table 1: Summary of Capital Expenditure in £m

	<b>2020/21 Budget</b>	<b>2020/21 Outturn</b>
General Fund Services	11.92	7.10
Capital investments	8.60	0.00
<b>Total</b>	<b>20.52</b>	<b>7.10</b>

All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing and leasing).

Table 2: The summary of Capital financing in £m

	<b>2020/21 Budget</b>	<b>2020/21 Outturn</b>
External sources	3.5	3.4
Own resources	1.0	0.2
Debt	16.02	3.5
<b>Total</b>	<b>20.52</b>	<b>7.10</b>

Debt is only temporary source of finance since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as minimum revenue provision (MRP).

Table 3: The summary of capital Financing Requirement in £m

	<b>2020/21 Budget</b>	<b>2020/21 Outturn</b>
General Fund Services	50.1	48.5
Capital investments	34.0	26.8
<b>Total CFR</b>	<b>84.1</b>	<b>75.3</b>

When a capital asset is no longer needed, it may be sold so that the proceeds known as capital receipts can be spent on new asset s or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation project until 2021/22. Repayments of capital grants, loan and investments also generate capital receipts.

The summary of the capital receipt is show in Table 4 below in £m.

	<b>2020/21 Budget</b>	<b>2020/21 Outturn</b>
Asset sales	0.50	0.18
Loans repaid	0.32	0.31
<b>Total</b>	<b>0.82</b>	<b>0.49</b>

### 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 grants 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 result 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.

### **Transactional Banking**

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

Public  
Key Decision - No

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Resolution to Extend 6 Month Rule – Section 85 Local Government Act 1972.

**Meeting/Date:** Council – 21 July 2021.

**Report by:** Managing Director.

**Ward(s) affected:** Huntingdon East.

---

### **Executive Summary:**

The purpose of this report is to consider an extension of the 6-month rule for Councillor P E Shrapnel on the grounds of ill-health.

### **RECOMMENDATION:**

**that, in accordance with Section 85 of the Local Government Act 1972, Council approves Councillor P E Shrapnel's non-attendance at meetings until the 30th November 2021 on the grounds of continued ill-health and the Council's best wishes be conveyed to her.**

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## **1. WHAT IS THIS REPORT ABOUT/PURPOSE?**

- 1.1 Section 85 of the Local Government Act 1972 states that if a member of a local authority fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall, cease to a member of the authority. The only exception is if their non-attendance has been approved by the authority before the expiry of that period. Attendance can be at any committee or sub-committee, or at any joint committee, joint board or other body where the functions of the authority are discharged or who were appointed to advise the authority on any matter relating to the discharge of their functions. Section 85 of the Act allows an authority to grant dispensation for such absence providing the dispensation is granted before the 6-month period of absence has expired.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 Councillor Patricia Shrapnel has been unable to attend meetings recently on ill-health grounds and is currently undergoing treatment. The last meeting Councillor Shrapnel attended was the Licensing and Protection Committee on 10th March 2021. Under the circumstances, it is requested that Council approve an extension of the 6-month rule for Councillor Shrapnel until the 30th November 2021 and the Council's best wishes be conveyed to her. This would not prevent Councillor Shrapnel from returning to meetings at any time, if her health allowed, but would give flexibility and prevent further recourse to the Council.

## **3. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?**

- 3.1 Councillor P E Shrapnel's District Ward duties will continue to be undertaken by her ward colleagues.

## **4. LEGAL IMPLICATIONS**

- 4.1 None

## **5. RESOURCE IMPLICATIONS**

- 5.1 None

## **6 REASONS FOR THE RECOMMENDED DECISIONS**

- 6.1 Owing to the continued ill-health of Councillor P E Shrapnel, it is requested that her non-attendance at meetings be approved until 30th November 2021.

## **BACKGROUND PAPERS**

Local Government Act 1972  
Attendance Records – Huntingdonshire District Council

## **CONTACT OFFICER**

Lisa Jablonska, Elections and Democratic Services Manager  
Tel No. (01480) 388004

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

JUNE 2021

### 2. OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ East West Rail – Making Meaningful Connections Non-Statutory Consultation
- ❖ A428 Development Consent Order Update and Delegated Authority
- ❖ Treasury Management 6 Month Performance
- ❖ Corporate Performance Report 2020/21 (Quarter 4)
- ❖ Financial Performance Report 2020/21 (Quarter 4)
- ❖ Work Programme

### 3. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ New Neighbourhood Policing Model
- ❖ Work Programme
- ❖ Cambridgeshire County Council Health Committee

### 9. CORPORATE GOVERNANCE COMMITTEE

- ❖ Code of Conduct Complaints – Update
- ❖ Update on Code of Conduct and Register of Disclosable Pecuniary Interests
- ❖ Review of Fraud Investigation Activity 2020/21
- ❖ Implementation of Internal Audit Actions
- ❖ Progress on Annual Governance Statement 2019/20 – Significant issues
- ❖ Whistleblowing (Policy, Guidance and Concerns Received).
- ❖ Annual Report of the Committee
- ❖ Corporate Governance Progress Report

### 17. CABINET

*(This item is for Questions for the Chairman of the Cabinet on matters which were discussed at this Cabinet Meeting. Questions to Cabinet Members should be raised under the previous item – Questions to Members of the Cabinet.)*

- ❖ A428 Black Cat to Caxton Gibbet Improvements Scheme.
- ❖ East West Rail – Making Meaningful Connections Non-Statutory Consultation
- ❖ Corporate Performance Report 2020/21 (Quarter 4)
- ❖ Financial Performance Report 2020/21 (Quarter 4)
- ❖ Treasury Management 6 Month Performance
- ❖ Hinchingbrooke Country Park Joint Group

### 21. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 1 other Application
- ❖ 1 deferred Application
- ❖ 1 Section 106 Agreement

- ❖ 4 Applications requiring reference to Development Management Committee
- ❖ Appeal Decisions

### **30. LICENSING AND PROTECTION COMMITTEE**

- ❖ Monitoring Report on the Delivery of the Food Law Enforcement and Health and Safety Service Plans
- ❖ Hackney Carriage and Private Hire Licensing Policy
- ❖ Licensing: Penalty Points Scheme
- ❖ Hackney Carriage and Private Hire Licences – Decisions under Delegated Authority
- ❖ Representation on External Organisations

### **30. LICENSING COMMITTEE**

- ❖ Gambling Act 2005 – Statement of Principles

## **JULY 2021**

### **7. OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)**

- ❖ Consultation on the Draft Cambridgeshire Local Cycling and Walking Infrastructure Plan
- ❖ Review of Parliamentary Constituency Boundaries
- ❖ Corporate Plan Refresh 2021/22
- ❖ 3C Legal, ICT and Building Control Shared Services Annual Reports 2020/21
- ❖ Work Programme

### **8. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)**

- ❖ Homelessness & Rough Sleeping – Review and Strategy
- ❖ Overview and Scrutiny Flooding Task and Finish Study
- ❖ Work Programme

### **15. CABINET**

***(This item is for Questions for the Chairman of the Cabinet on matters which were discussed at this Cabinet Meeting. Questions to Cabinet Members should be raised under the previous item – Questions to Members of the Cabinet).***

- ❖ Consultation on the Draft Cambridgeshire Local Cycling and Walking Infrastructure Plan
- ❖ Homelessness & Rough Sleeping – Review and Strategy 2021
- ❖ Corporate Plan Refresh 2021/22
- ❖ Review of Parliamentary Constituency Boundaries
- ❖ 3C Legal, ICT and Building Control Shared Services Annual Reports 2020/21
- ❖ Overview and Scrutiny Flooding Task and Finish Study

**19. DEVELOPMENT MANAGEMENT COMMITTEE**

- ❖ 2 Applications Requiring Reference to Development Management Committee
- ❖ Appeal Decisions

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**Public  
Key Decision - No**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Representation of Political Groups on District Council Committees and Panels.

**Meeting/Date:** Council – 21st July 2021.

**Executive Portfolio:** Councillor R Fuller, Executive Leader.

**Report by:** Elections and Democratic Services Manager.

**Ward(s) affected:** All.

---

### **Executive Summary:**

The Council is required to review regularly the political composition of the Council and to determine the size and constitution of its committees and panels that have been established for the purposes of discharging its functions. This is to ensure that the political balance is reflected and maintained in those committees and panels by allocating seats on each committee and panel to each group in direct proportion to each group's overall representation on the Council.

The report reflects the recent change in political representation of the Council following the recent by-election in the St Neots East Ward.

**The Council is**

### **RECOMMENDED**

- (a) to determine the allocation of seats on District Council Committees and Panels to political groups and to the non-aligned Members in accordance with the distribution illustrated at Appendix A; and**
- (b) to note the requirements for appointments to advisory/sub-groups in paragraph 5.3.**

The proportionality requirements do not apply to the Cabinet and its membership will be determined by the Executive Leader.

## **1. PURPOSE OF THE REPORT**

- 1.1 Members may recall that the Local Government and Housing Act 1989 and associated Regulations describe arrangements for achieving a balance on Committees and Panels, to reflect the representation of political groups and independent Members on the District Council. The Act requires the District Council to review the representation of different political groups at the time when the Authority holds its Annual Meeting and as soon as practicable and over one month after the last review if the Proper Officer receives a request to undertake a further review of the allocation of seats given a change to membership of a political group.
- 1.2 Following the by-election in the St Neots East Ward on 8th July 2021, the constitution of political groups on the Council has changed.

## **2. PRINCIPLES OF PROPORTIONALITY**

- 2.1 Members are reminded that in performing the duty to review representation, the Council must, so far as reasonably practicable, only determine the allocation of seats having regard to the following principles –
- ◆ that not all the seats are allocated to the same political group;
  - ◆ that the majority of seats are allocated to the political group which forms a majority of the Council's membership; and
  - ◆ that the number of seats allocated is in the same proportion as is borne by the number of Members of a political group to the membership of the Council.
- 2.2 Currently it is open to the Council to approve alternative arrangements otherwise than in accordance with the principles of proportionality providing that the alternative arrangements are approved without any Member voting against them.

## **3. CONSTITUTION OF POLITICAL GROUPS**

- 3.1 After the by-elections, the constitution of political groups on the Council is as follows:-

<b>Name of Group</b>	<b>No. of Members</b>
Conservative	30
HDC Independent Group	10
Liberal Democrat	7
Labour	3

There are now 2 Members of the Council who are not aligned to a political group.



3.2 The membership of groups in proportion to the total membership of the Council is therefore as follows:-

	%
Conservative	57.69
HDC Independent Group	19.23
Liberal Democrat	13.46
Labour	5.77

The Independent Members represent 3.85 % of the membership of the Council.

3.3 As the former incumbent of the office of Councillor for the St Neots East Ward was a member of the Labour Group, this has resulted in a change of the proportion of groups to the total members of the Council since it was last reported to the meeting in May 2021.

#### **4. LOCAL GOVERNMENT ACT 2000**

4.1 Under the Local Government Act 2000, the proportionality requirements do not apply to the Cabinet or to any Sub-Groups or Sub-Committees, which the Cabinet may appoint. Appointment of the Cabinet also lies with the Executive Leader of the Council. The number of seats to which the Council can appoint to is 72

4.2 The following requirements of the Act also need to be adhered to by the Council in determining the membership of Panels, etc. –

- ◆ the Cabinet may not include either the Chairman or Vice-Chairman of the Council;
- ◆ Overview and Scrutiny Panels may not comprise any Member of the Cabinet;
- ◆ the Executive Leader, Deputy Executive Leader and any Member of the Cabinet shall not be elected as Chairman of any Committee or Panel other than any that may be appointed by the Cabinet.

4.3 The Constitution also provides for the Development Management Committee, Licensing and Protection Committee, the Employment Committee and the Licensing Committee to include the relevant Executive Councillor within their respective membership.

**The Constitution provides that every Member of the Council shall be appointed to serve on a minimum of one Overview and Scrutiny Panel, or Committee of the Council or the Cabinet.**

#### **5. PROPORTIONALITY**

5.1 Excluding the Cabinet, the aggregate number of seats on Committees is now 72. Using the proportionality percentage referred to in paragraph 3.2

and rounding up or down as appropriate, produces the following entitlement –

	<b>Seats</b>
Conservative Group	42
HDC Independent Group	14
Liberal Democrat Group	10
Labour	4
Independent Members	2

- 5.2 Applying the principles of the Act and, similarly, rounding the figures as necessary, gives the distribution as set out in the Appendix.
- 5.3 The principles of proportionality apply similarly to advisory/sub-groups appointed or nominated by committees and regard must be given to the following examples of entitlements to seats:-

No. of Members on Sub-Group, etc	Proportion of Members from Political Groups				
	Cons	HDC Ind Group	Lib Dem	Labour	Ind
3	2	1	0	0	0
4	2	1	1	0	0
5	3	1	1	0	0
6	3	1	1	1	0
7	4	1	1	1	0
8	5	2	1	0	0
9	5	2	1	1	0
10	6	2	1	1	0

## 6. REASONS FOR THE RECOMMENDED DECISIONS

- 6.1 The Council is invited to determine the allocation of seats on District Council Committees to political groups and to the non-aligned Members in accordance with the distribution illustrated in the attached Appendix and to note the requirements for appointments to advisory/sub groups etc, in paragraph 5.3. The proportionality requirements do not apply to the Cabinet and its membership will be determined by the Executive Leader
- 6.2 The opportunity otherwise is available currently to allocate seats in accordance with an alternative arrangement, with the exception of the Cabinet, provided this arrangement is approved by the Council with no Member voting against.

- 6.3 As a consequence of the review, it is necessary to consider variations to the membership of Committees and Panels under Agenda Item No. 16.

## **7. LIST OF APPENDICES INCLUDED**

Appendix A - Allocation of seats on District Council Committees and Panels to political groups

### **BACKGROUND PAPERS**

Local Government and Housing Act 1989

Local Government Act 2000

Localism Act 2011

District Council Constitution

### **CONTACT OFFICER**

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Elections and Democratic Services Manager

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**APPENDIX A – SCHEDULE OF ALLOCATIONS**

Committee / Panel	No. of Seats*	No. of Ex-officio	Title of Ex-officio	Cons	HDC Ind Group	Lib Dem	Lab	Inds	Cons	HDC Ind Group	Lib Dem	Lab	Inds
Corporate Governance Committee	12	0		6.92	2.31	1.62	0.69	0.46	7	2	2	1	0
Development Management Committee	16	1	Not defined	9.23	3.08	2.15	0.92	0.62	9	3	2	1	1
Employment Committee	8	1	Not defined	4.62	1.54	1.08	0.46	0.31	5	2	1	0	0
Licensing & Protection Committee / Committee	12	1	Not defined	6.92	2.31	1.62	0.69	0.46	7	2	2	0	1
Overview & Scrutiny Panel (Performance and Growth)	12	0		6.92	2.31	1.62	0.69	0.46	7	2	2	1	0
Overview & Scrutiny Panel (Customers and Partnerships)	12	0		6.92	2.31	1.62	0.69	0.46	7	3	1	1	0
<b>TOTAL</b>	<b>72</b>	<b>3</b>							<b>42</b>	<b>14</b>	<b>10</b>	<b>4</b>	<b>2</b>

*\* The allocation of these seats must be balanced so that the total entitlement to seats on each group is not exceeded.*

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