



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

## **AGENDA**

### **1. PRAYER**

The Reverend Mark Amey of All Saints Parish Church will open the meeting with prayer.

### **APOLOGIES**

### **2. MINUTES** (Pages 5 - 10)

To approve as a correct record the Minutes of the meeting held on 22nd September 2021.

**Time Allocation: 2 Minutes.**

### **3. 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.**

### **4. BY-ELECTION HUNTINGDON EAST WARD**

The Returning Officer to report that Mike Shellens was elected to the Office of District Councillor for the Huntingdon East Ward at a by-election held on 4th November 2021.

**Time Allocation: 5 Minutes.**

### **5. CHAIRMAN'S ENGAGEMENTS AND ANNOUNCEMENTS** (Pages 11 - 12)

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

**Time Allocation: 5 Minutes.**

## **6. EXECUTIVE COUNCILLOR PRESENTATION**

The Executive Councillor for Community Resilience and Well-Being, Councillor S Bywater to present on the Community Transition Strategy for Huntingdonshire.

Mrs J Farrow, Chief Executive Officer, Hunts Forum of Voluntary Organisations will also be in attendance for this item.

(Presentation: 20 Minutes / Questions: 10 Minutes)

**Time Allocation: 30 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. ENVIRONMENTAL PRINCIPLES (Pages 13 - 40)**

Councillor R Fuller, Executive Leader and Executive Councillor for Housing and Economic Growth to present a report setting out a proposal for the Council's environmental principles.

***(The report was considered by the Overview and Scrutiny Panel (Customers and Partnerships) and the Cabinet at their respective meetings on 7th and 14th October 2021).***

**Time Allocation: 15 Minutes.**

## **9. GAMBLING ACT: STATEMENT OF PRINCIPLES 2022-25 (Pages 41 - 94)**

Councillor L W McGuire, Chairman of the Licensing Committee to present a revised Statement of Principles for the period 2022 to 2025 under the Gambling Act 2005 for adoption.

***(The draft Statement was considered and endorsed by the Licensing Committee and the Cabinet at their respective meetings on 10th and 18th November 2021).***

**Time Allocation: 10 Minutes.**

**10. TREASURY MANAGEMENT SIX MONTH PERFORMANCE** (Pages 95 - 124)

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

*(The report was considered by the Overview and Scrutiny Panel (Performance and Growth) and the Cabinet at their meetings on 3rd and 18th November 2021.*

**Time Allocation: 10 Minutes.**

**11. RESOLUTION TO EXTEND 6 MONTH RULE - SECTION 85 LOCAL GOVERNMENT ACT** (Pages 125 - 128)

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.**

**12. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE** (Pages 129 - 160)

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

Councillors S J 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 attached to the Agenda for information. Decision Summaries for the November meetings 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. OUTCOMES FROM COMMITTEES AND PANELS** (Pages 161 - 164)

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 is attached for information and Members are requested to address their questions to Committee and Panel Chairmen.

**Time Allocation: 10 Minutes.**

#### **14. 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: 5 Minutes.**

29 day of November 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**

The District Council permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings.

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

**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.



## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the Burgess Hall, Westwood Road, St Ives PE27 6UW on Wednesday, 22 September 2021

PRESENT: Councillor L W McGuire – Chairman.

Councillors T D Alban, L A Besley, Mrs M L Beuttell, G J Bull, 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, J A Gray, K P Gulson, M Haines, M J Humphrey, Mrs M Kadewere, P Kadewere, D J Mead, J P Morris, J Neish, J M Palmer, K I Prentice, A Roberts, T D Sanderson, C Smith, Mrs S Smith, D Terry, D M Tysoe, S Wakeford, 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, E R Butler, D A Giles, Mrs S A Giles, M S Grice, Mrs P A Jordan, D N Keane, C J Maslen, B M Pitt and R G Tuplin.

### 33 PRAYER

Reverend Mark Amey of All Saints Parish Church, St Ives opened the meeting with a prayer.

### 34 MINUTES

The Minutes of the meeting of the Council held on the 21st July 2021 were approved as a correct record and signed by the Chairman.

### 35 MEMBERS' INTERESTS

No declarations were received.

### 36 CHAIRMAN'S ENGAGEMENTS AND ANNOUNCEMENTS

The Council noted those engagements attended by the Chairman and Vice-Chairman since the last meeting (a copy of which is appended in the Minute Book).

The Chairman referred to the recent death of Councillor Trish Shrapnel who sadly passed away in September 2021 following a short illness. Members stood and observed a minute's silence in her memory. Following which the Chairman presented to Members the details of the service that Councillor Ms Shrapnel had made to the District Council following her election in October 2009 until 2011 and re-election in 2018 as a dedicated ward member and champion for Huntingdon.

Councillor Mrs S J Conboy, Leader of the Liberal Democrat Group paid tribute to Councillor Ms Shrapnel as a passionate councillor who cared about the residents she served in Huntingdon and Godmanchester and beyond. Councillor Mrs Conboy also reported that she had managed to convey to Councillor Shrapnel that Council had unanimously agreed to the extension of six-month rule of her non-attendance at meetings that was received well.

Councillor T D Sanderson echoed the sentiments of Councillor Mrs Conboy and remembered Councillor Ms Shrapnel as a good friend and also Member of Huntingdon Town Council who was always passionate about her community she served.

The Leader, Councillor R Fuller, paid tribute to Councillor Ms Shrapnel as a member who was passionate and always engaging and courteous. She cared intensely for her area and the town she represented and would be missed very much by all those present.

In tribute to Councillor Ms Shrapnel, Councillor P Kadewere praised her role as a community person who represented the community well and as a shared ward councillor for Huntingdon.

The Chairman reported upon his chosen charities for the forthcoming year, namely East Anglia's Children's Hospices, Mind and Macmillan.

### **37 QUESTIONS TO MEMBERS OF THE CABINET**

Arising from a question from Councillor J C Cooper-Marsh on the potential water poverty for residents at St Neots Mobile Home Park with the rising water charges and whether water meters could be installed to assist with the rising costs, the Executive Leader, Councillor R Fuller, explained that he did not accept the narrative reported in the press of such issues. He further explained that there was extensive history and reasoning as to why the pitches were not metered individually and undertook to provide to Councillor Cooper-Marsh the background to this with a briefing that had been shared recently. It was further refuted that the District Council had failed to engage with the residents, with the majority of residents understanding why the option of individual water meters had not been pursued.

Councillor J P Morris referred to the intensifying and irreversible effects of climate change. He made reference to the recommendations to address climate emissions in Cambridgeshire put to the Cambridgeshire and Peterborough Combined Authority (CPCA) on 30th June 2021 by the Independent Climate Commission and questioned the Executive Leader's abstention from supporting the recommendations of the Independent Commission at the CPCA Board seeking assurance that producing a Climate Change Strategy was still an urgent priority for this Council.

In response, Councillor Fuller confirmed that although the impact of climate change had been increasing the Council had continued to address this. He referred to the production of the Environment Strategy that was approved in 2007, together with the forthcoming consideration of environmental proposals to support the renewal of Huntingdonshire's Strategy for the environment that will

be considered at the Overview and Scrutiny Panel (Customers and Partnership) and Cabinet in October 2021.

Councillor Fuller referred to his rationale for abstention from supporting the recommendations and explained that the recommendations were not feasible in the timescales suggested. The Council had already been taking action on climate change by making progress that was achievable and deliverable within appropriate timeframes.

In response to a question from Councillor T D Sanderson on progress with civil parking enforcement, Ms M L Beuttell, Executive Councillor for Operations and Environment, reported that she would updating Cabinet Members at an informal meeting the following day but it was moving forward at pace.

### **38 REORGANISATION OF COMMUNITY GOVERNANCE ORDER - HOLME**

Further to Minute Number 19/62 and following consideration of the item at the meeting of the Corporate Governance Committee held on 14th September 2021, the Vice-Chairman of the Committee, Councillor P L R Gaskin presented to the Council a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book). The report provided an update on progress with the Community Governance Review of Holme Parish Council following a request from the Parish Council to increase its size from 7 to 9 Members.

Members were advised that owing to the COVID-19 pandemic, the making of the Reorganisation of Community Governance Order would normally have taken effect from an election to be held in May 2020. Given that all polls had been postponed in May 2020, the Parish Council were consulted with regards to their preferred course of action to implement the increase in membership. Having been informed of the Parish Council's preference to hold an election in May 2022 in the normal cycle of scheduled elections, it was necessary to make a Reorganisation of Community Governance Order to reflect these changes. Whereupon, it was

RESOLVED

that a Reorganisation of Community Governance Order be made in accordance with the Local Government and Public Involvement in Health Act 2007 for Holme Parish Council to increase the size from 7 to 9 parish councillors to take effect from the scheduled elections in May 2022.

### **39 APPOINTMENT OF INTERIM CHIEF FINANCIAL OFFICER AND SECTION 151 OFFICER**

With the assistance of a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) regarding the legislative duty placed upon the Council to appoint a Section 151 Officer, the Managing Director advised Members that the designation was currently held by the Council's Finance Manager, Mrs C Edwards, who would shortly be leaving the Council's service.

The Executive Leader, Councillor R Fuller, placed on record his gratitude for Mrs Edwards expertise during her time at the Council, in particular her work over the recent difficult financial period with the impact of Covid. Councillor J A Gray, Executive Councillor for Strategic Finance echoed the sentiments expressed by the Executive Leader and thanked Mrs Edwards for her partnership and advice to the Council which had left the Council in a strong financial position. Members wished her well for the future. Whereupon, it was

RESOLVED

that Eric Symons, Interim Finance Manager, be appointed as the Council's Chief Financial Officer/Section 151 Officer on an interim basis commencing on 1st October 2021 for a period of time not exceeding 12 months.

#### **40 CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE**

Councillor J Neish, Deputy Executive Leader, presented an update of their activities Cambridgeshire and Peterborough Combined Authority (CPCA) Board at the meeting he attended on 28th July 2021. In doing so, he reported on the use of £1.88M budget for schemes within Wisbech Access Strategy, £350k of funding for a business case for the Peterborough Station Quarter and an in-principle business case for March Town Centre Regeneration Future High Streets Fund Scheme. The Council noted that work was also being undertaken within the estates of the constituent council's and other public sector bodies in the Combined Authority area to secure office space to meet the CPCA's future office needs.

Councillors and S J Corney and D B Dew provided an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee. Councillor Corney explained that little progress had been made on overview and scrutiny but the Committee had been addressing items to scrutinise and was awaiting the development of policies under the leadership of the new Mayor. Councillor Dew reported upon the findings of the scrutiny improvement review published by the Centre for Governance and Scrutiny and the resulting suggestions for a different operating model of scrutiny in the CPCA setting. It was further noted that the Mayor would be in attendance at their meeting in November 2021.

Members were provided with an update on the Cambridgeshire and Peterborough Audit and Governance Committee by Councillor G J Bull. Councillor Bull drew attention to the large turnover of new members that had joined the Committee and the focus upon the trading companies formed by the CPCA and risk management.

*(Councillor Chapman left the meeting at 7.46pm)*

#### **41 OUTCOMES FROM COMMITTEES AND PANELS**

A copy of the list of meetings held since the last meeting of the Council held on 21st July 2021 is appended in the Minute Book and Members were advised that any issues or questions could be raised in relation to these meetings.

**42 VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS**

There were no changes to report.

The meeting ended at 7.47pm.

Chairman

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## CHAIRMAN'S ENGAGEMENTS

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<b>Date</b>	<b>Venue/Event</b>
<b>October 2021</b>	
6	Ramsey 3G Artificial Pitch Official Opening, HDC Project (Chairman)
<b>November 2021</b>	
11	Remembrance Day Service and Wreath Laying, Huntingdon Town Council (Chairman)
14	Remembrance Day Service and Wreath Laying, Huntingdon Town Council (Chairman)
14	Remembrance Day Service and Wreath Laying, Yaxley Parish Council (Vice-Chairman)
20	St Ives Light Switch On (Chairman)
22	Thanksgiving Service and Pie Social, RAF Alconbury (Chairman)

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**Public**  
**Key Decision – Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Environment Principles
<b>Meeting/Date:</b>	Overview and Scrutiny (Customer and Partnerships) – 7 October 2021 Cabinet – 14 October 2021 Council – 7 December 2021
<b>Executive Portfolio:</b>	Cllr R Fuller Executive Leader and Executive Councillor for Housing and Economic Growth
<b>Report by:</b>	Joanne Lancaster, Managing Director Neil Sloper, Assistant Director (Recovery) Clara Kerr, Strategic Growth Manager
<b>Ward(s) affected:</b>	All

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### **Executive Summary:**

This report sets out a proposal for the Council's environmental principles and key considerations to support the renewal of Huntingdonshire's Strategy for Environment. These principles will also inform the delivery of the Corporate Plan and shape our ambitions for the District, informing the strategies we adopt.

The aspiration is of a net zero carbon Huntingdonshire by 2040 to be delivered through sustainable place making. This will be achieved through strong economic growth with strong environmental principles, good design of our homes and infrastructure, health and biodiversity net gain at the core of our agenda to ensure our residents thrive now, and in the future.

The principles are those developed as part of the Oxfordshire Cambridgeshire (OxCam) Arc reflecting that Huntingdonshire is well positioned with partner organisations to maximise the benefits of an environmentally positive recovery. This also links closely to the Council's Economic Growth Strategy – Ready for Recovery.

The environmental principles proposed for the District Council and its activities:

- To target net zero carbon at a district level by 2040
- To protect, enhance and restore, existing nature areas (green space) and create new ones (where it is viable to do so).

- To pursue the ambitions of ‘A green Future: Our 25 year Plan to Improve the Environment’ and that new development should be designed with a view to minimising and mitigating the effects of Climate Change.
- Ensuring existing and new communities see real benefits in their well-being from living in Huntingdonshire.
- Using natural resources wisely.

**The Cabinet is**

**RECOMMENDED**

to agree that the environmental principles form the basis upon which to inform the renewal of Huntingdonshire’s Strategy for the Environment, centred on achieving an environmentally positive recovery.

**The Council is**

**RECOMMENDED**

- a) to adopt the aspiration of a net carbon zero Huntingdonshire by 2040;  
and
- b) to adopt the OxCam Arc environmental principles.

## 1. PURPOSE OF THE REPORT

- 1.1 To adopt a set of environmental principles for Huntingdonshire District Council (HDC) and its activities that align with those developed as part of the Oxfordshire – Cambridgeshire Arc (OxCam Arc).
- 1.2 The adoption of these principles will support the renewal of Huntingdonshire's Strategy for the Environment, shaping our ambitions for the District and informing the delivery of the Corporate Plan centred on achieving an environmentally positive recovery.
- 1.3 To present the aspiration of a Net Zero Carbon Huntingdonshire by 2040 delivered through sustainable place making.

## 2. CONTEXT

### 2.1 Government Policy

The UK Government amended the **Climate Change Act 2018** in 2019 by introducing a target of at least a 100% reduction in the net UK carbon account (i.e., reduction of greenhouse gas emissions, compared to 1990 levels) by 2050. This is otherwise known as the 'Net Zero' target.

The **Government's 25 year Plan to Improve the Environment – A Green Future** published in 2018 sets out long term targets and approach to protecting and enhancing natural landscapes and habitats in England for the generation – its goals are:

- cleaner air and water
- plants and animals which are thriving
- a cleaner, greener country for us all.

The forthcoming **Environment Bill 2019-21 and 2021-22** has completed the Committee Stage, Report Stage and Third Reading in the House of Commons. The bill has now proceeded to the House of Lords and in June 2021 it was confirmed that requirements would be set for biodiversity net gain for new nationally significant infrastructure projects in England. There is no clear timescale for a bill at this stage as it is subject to mutual agreement of the House of Lords and Parliament before it can achieve Royal ascent and become law, originally it was anticipated that this would be Autumn 2021.

The main purposes of the bill are:

- Transform our environmental governance once we leave the EU by putting environmental principles into law; introducing legally binding targets; and establishing a new Office for Environmental Protection.
- Increase local powers to tackle sources of air pollution.
- Protect nature and improve biodiversity by working with developers.

- Extend producer responsibility, ensure a consistent approach to recycling, introduce deposit return schemes, and introduce charges for specified single use plastic items.
- Secure long-term, resilient water and wastewater services, including through powers to direct water companies to work together to meet current and future demand.

## 2.2 The National Planning Policy Framework (NPPF - 2021)

This included a number of amendments and updates relating to climate change mitigation for new development including reference to UK signing up to “17 Global Goals for Sustainable Development in the period to 2030. These address social progress, economic well-being and environmental protection.”

## 2.3 Oxfordshire - Cambridgeshire Arc

The OxCam Arc is a globally significant area between Oxford, Milton Keynes and Cambridge. It is formed of 5 counties: Oxfordshire, Bedfordshire, Buckinghamshire, Northamptonshire and Cambridgeshire.

Huntingdonshire District Council is a key partner in the Arc because it supports the ambition of building a better economic, social and environmental future for the area with high-quality, well-connected and sustainable communities.

In developing ambitions for the Arc HDC was involved in a working group of all partners to devise a set of Arc environmental principles. All partner agencies have been asked to adopt the principles while recognising the primacy of Council’s Development Plans:

- Targeting net zero carbon at a district level by 2040
- Protect, restore, enhance and create new nature areas and natural capital assets
- Be an exemplar for environmentally sustainable development, in line with the ambitions set out in the government’s 25-year plan. We will aim to go beyond the minimum legislated requirements for development.
- Ensure that existing and new communities see real benefit from living in the Arc.
- Using natural resources wisely.

## 2.4 Huntingdonshire’s Local Plan

In May 2019 the **Huntingdonshire Local Plan 2036** (HLP2036) was adopted setting out 8 key policies which better shape our future environment for the benefit of nature and the reduction of carbon emissions.

Climate change is recognised as a key issue for due to changing household size and the challenge of obtaining affordable properties. The development strategy aims to meet the NPPF's challenge to respond to expected climate change by concentrating most of the new development

in locations where people can choose to walk or cycle to local services, can create sufficient demand to make public transport services viable and are away from areas of greatest flood risk to protect against the increased frequency, extent and impact of flooding associated with climate change.

**Cambridgeshire Flood and Water Supplementary Planning Document** (2017) adopted across all Cambridgeshire Authorities details guidance for applicants on managing flood risk and the water environment in and around new developments within Cambridgeshire ensuring development appropriately located, well designed, managed and take account of the impacts of climate change.

The **Huntingdonshire Design Guide** (2017) Supplementary Planning Document addresses the need for good design and recognises landscaping is part of the solution to challenges from climate change to declining health and well-being.

## 2.5 Huntingdonshire District Council Activities

**Pride of Place** was established as a guiding principle for Huntingdonshire in 2018, with continuous development of good quality services, improving them to be more sustainable with good financial management.

HDC is guardian of 1,534 hectares of green space, 42.8 hectares of woodlands and a managed tree canopy of 400 hectares the Council protects and manages the natural environment every day. Over £2.5m of investment has been assigned to our open spaces over the next few years.

Considerable work has been undertaken in all services to deliver the activity and projects that enhance our environment and respond to the challenges presented by climate change (Appendix 1 – Executive Member Statement – Environment, Appendix 2 - Nature and Biodiversity in Huntingdonshire).

## 2.6 Key Governance Risk

HDC has consistent identified and responded to Environmental Sustainability as an Annual Governance Risk termed **Environmental Pressures and Sustainability Challenges** – *specifically based on the long-term sustainability and attraction of our area*. This is detailed in Appendix 3 – Annual Governance Statement Environmental Risk. This corporate risk has informed the work of the Council's services to ensure a sustainable and affordable approach to climate change was in place.

## 3. REPORT

### 3.1 Strategy for the Environment

The Council has long recognised the key environmental issues impacting the district, with a commitment to Pride of Place. The focus has been of actions to address the impact of our changing climate such as reducing

our own carbon emissions by over 1,000 tones between 2018 and 2022 or planting over five and a half Wembley stadiums of pictorial meadows to increase biodiversity. These are set out in Appendix 1 – Executive Member Statement – Environment, and Appendix 2 - Nature and Biodiversity in Huntingdonshire.

The Council has a duty to ensure we promote an environmentally positive recovery in Huntingdonshire following the impacts of COVID 19 and to limit the negative impacts of climate change. We also have a duty to deliver sustainable place making. This will be achieved through strong economic growth with strong environmental principles, good design of our homes and infrastructure, health and biodiversity net gain at the core to ensure our residents thrive now, and in the future.

Clear environmental principles now will support the Council to renew its Strategy for the Environment and its role in an environmentally positive recovery for Huntingdonshire as we move beyond the crisis presented to our communities through Covid-19.

HDC has direct control of only a tiny proportion of all the carbon emissions within Huntingdonshire, but we can adopt a key role to influence the district, demonstrating good practice whilst setting policies and strategies to influence businesses and communities to tackle climate change whilst enabling sustainable living and growth.

### 3.2 Environmental Principles

It is proposed that HDC adopt a core set of environmental principles as the foundation of this approach and that this is tied to those of our key partners, engaged in the delivery of the same outcomes. HDC has been a key partner in the development of the environmental principles for the OxCam Arc, it is therefore proposed that these are also adopted by the Council.

- Targeting net zero carbon at a district level by 2040
- Protect, restore, enhance and create new nature areas and natural capital assets
- Be an exemplar for environmentally sustainable development, in line with the ambitions set out in the government's 25-year plan. We will aim to go beyond the minimum legislated requirements for development.
- Ensure that existing and new communities see real benefit from living in the Arc.
- Using natural resources wisely.

The aspiration is of a net zero carbon Huntingdonshire by 2040 to be delivered through sustainable place making. This will be achieved through strong economic growth with strong environmental principles, good design of our homes and infrastructure, health and biodiversity net gain at the core of our agenda to ensure our residents thrive now, and in the future.

#### **4. OVERVIEW AND SCRUTINY COMMENTS**

- 4.1 The Overview and Scrutiny Panel (Customers and Partnerships) discussed the OxCam Environmental Principles at its meeting on 7th October 2021.
- 4.2 Councillor Alban expressed that he was thrilled and enthused that 2040 is the target end date for the implementation of these principles, this gives confidence that the Council is looking to achieve these targets with a sense of urgency and also that the Council can play a part in enabling this across the community.
- 4.3 Councillor Wilson seconded this enthusiasm and questioned where resources would be diverted from as mentioned in 7.1 of the report. Councillor Fuller assured that this would be taken from underspends from other budget areas.
- 4.4 The report was praised by Councillor Criswell who observed that it builds upon and forms a progression from previous green initiatives implemented by the Council. Councillor Criswell observed that whilst a green environment is welcomed, commuting and local transport should also be considered including an aspiration for everything to be available for residents within a 15-minute radius of their homes. A joined-up approach to development would help to achieve a sustainable future.
- 4.5 Councillor Wilson suggested that the environmental principles be included in every new policy and plan adopted across the Council to ensure targets are met.
- 4.6 Councillor D'Souza commented on an exciting and ambitious paper and endorsed that the Council should influence the local community and help to educate local groups, enabling them to implement and adopt the principles in the community.
- 4.7 The Panel welcomed the report and encouraged the Cabinet to endorse the recommendations contained therein.

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

- 5.1 The annual governance risk is highlighted in Appendix 3.
- 5.2 Agreed environmental principles will facilitate and focus the renewal of an environmental strategy. These principles will balance strong economic growth with strong environmental principles, good design of our homes and infrastructure, health and biodiversity net gain at the core of our agenda to ensure our residents thrive now, and in the future.
- 5.3 In adopting the principles co-created with the OxCam Arc, the Council will ensure maximum benefit from alignment with this globally recognised area of economic opportunity central to the UK's future economic growth and prosperity in an environmentally sustainable and enhancing way for Huntingdonshire.

## 6. WHAT ACTIONS WILL BE TAKEN

6.1 Subject to the adoption of the environmental principles, a proposal to progress a refresh of the Council's strategy for environment will be progressed.

6.2 This refresh will include:

- Establishing a new baseline of the Council's own impact on the environment through its activities including a gap analysis of where these are actively monitored.
- Clear identification of the issues impacting Huntingdonshire and actions our communities and businesses can take to achieve our aspiration of carbon zero by 2040.
- Independent and expert advice able to advise robust methodology for calculating impacts and options for monitoring these so that the Council can embed this within its activities.
- Inclusive engagement with businesses and our communities is essential, time will be taken to listen and prioritise the environmental issues of those living, working and visiting Huntingdonshire along with the changes they might most like to see. This will ensure the strategy and resulting action plan options are well informed, as well as well researched.

6.3 It is anticipated that a draft strategy will be produced within 12 months to allow the elements above to be completed with sufficient rigor.

6.4 After the adoption of the strategy, an action plan will follow to support the aspiration of net zero carbon Huntingdonshire by 2040. This will seek to demonstrate our own actions leading by example and encourage our businesses and communities to make positive choices for the environment that have been identified as those that will benefit Huntingdonshire the most.

## 7. LINK TO THE CORPORATE PLAN

7.1 The Corporate Plan sets out a vision that:

**We want to support a safe and healthy environment for the people of Huntingdonshire**

- **For people** – to make Huntingdonshire a better place to live, improve health and well-being
- **For place** – to make Huntingdonshire a better place to work and invest

The Council has strategic priorities to:

- create, protect and enhance our safe clean built and green environment



- to support infrastructure to enable growth and investment

The Council's stated ambition is to adapt to the challenges we are facing and involve our residents and local businesses.

## **8. RESOURCE IMPLICATIONS**

- 8.1 To kick start positive recovery, it is proposed that resources be diverted this year to initiate the renewal of the environment strategy, to pull the work together for maximum benefit. A strategy for the environment which re-baselines carbon impact and biodiversity will enable even more positive actions to minimise the environmental impact of our own operations, maximise our positive impact on the environment and influence our partners, businesses and communities to do more.
- 8.2 The development and co-ordination of an Environment Strategy to implementation and initial delivery of outcomes across the Council is anticipated to take 12 months. To accelerate this, subject to the adoption of the proposed environmental principles, it is proposed that resources and work is brought forward into this year, highlighting the importance of an environmentally positive recovery in Huntingdonshire.
- 8.3 The funding will support a dedicated officer with additional budget for any additional specialist research if required. This will deliver a refreshed and co-ordinated environment strategy, targeted and evidenced based, outcomes agreed with a monitoring system for carbon reduction and enhancements to nature.

## **9. HEALTH IMPLICATIONS**

- 9.1 The Council's Healthy Open Spaces Strategy and 10 year action plan established in 2020 identified:
- 90% of our community believe parks, play areas and open spaces improve their mental health and well-being
  - 78% actively visit them for this purpose
  - 64% of our community say parks and open spaces are essential to their quality of life.

The environmental principles will continue to support this commitment to encourage a healthy and active community.

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

- 10.1 It is proposed that the District Council formally adopt a simple and clear set of principles to establish a clear Climate Change Vision, Strategy and Action Plan for Huntingdonshire. An environment strategy with aspiration of a carbon neutral Huntingdonshire by 2040 will support an even more focused approach in response to the challenges Huntingdonshire faces and the aspirations of our communities and businesses in respect of climate change.

- 10.2 Adopting principles that align the Council with Arc will be beneficial in terms of supporting a green recovery and enhancing and protecting nature whilst reducing the carbon emissions of the district.
- 10.3 The Environment Strategy will accelerate progress in the green recovery engaging with our communities across the themes proposed capitalising on the opportunities presented within the forthcoming Environment Bill.

## **11. LIST OF APPENDICES INCLUDED**

- 11.1 Appendix 1 - Nature and Bio Diversity in Huntingdonshire – Summary 2021  
11.2 Appendix 2 - Portfolio Environment Statement – 2021  
11.3 Appendix 3 – Annual governance Risk - Environment

## **12. BACKGROUND PAPERS**

Huntingdonshire District Council - Healthy Open Spaces Strategy  
<https://applications.huntingdonshire.gov.uk/moderngov/documents/s111005/Appendix%20%20-%20HDC%20Healthy%20Open%20Spaces%20Strategy%20and%2010%20Year%20Action%20Plan.pdf>

CPCA Independent Climate Commission Report 2021  
[https://f.hubspotusercontent40.net/hubfs/6985942/CLIMATE%20COMMISSION%20REPORT\\_Final.pdf](https://f.hubspotusercontent40.net/hubfs/6985942/CLIMATE%20COMMISSION%20REPORT_Final.pdf)

Oxfordshire-Cambridgeshire Arc Spatial Framework  
<https://www.gov.uk/government/publications/planning-for-sustainable-growth-in-the-oxford-cambridge-arc-spatial-framework/planning-for-sustainable-growth-in-the-oxford-cambridge-arc-an-introduction-to-the-spatial-framework>

Environment Bill 2020-21 and 2021-22  
<https://www.gov.uk/government/publications/environment-bill-2020>

25 year Environment Plan for England  
<https://www.gov.uk/government/publications/25-year-environment-plan>

Climate Change Act 2008 (2050 Target Amendment) Order 2019  
[https://www.legislation.gov.uk/ukdsi/2019/9780111187654/pdfs/ukdsi\\_9780111187654\\_en.pdf](https://www.legislation.gov.uk/ukdsi/2019/9780111187654/pdfs/ukdsi_9780111187654_en.pdf)

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# How Nature and Biodiversity Is Supported in Huntingdonshire

## *The Importance of Protecting Nature*

Protecting and preserving nature and biodiversity has become a more salient issue in the minds of people all across the country, with 45% stating that green spaces have played a vital, positive impact in protecting their mental health and wellbeing during the Covid19 pandemic (Mental Health Foundation, 2021).

After a year of being at home, individuals have become more aware of the importance of access to local green and blue spaces. Studies have also suggested that this new awareness will lead to increased public support of future policy surrounding and aiming at more resilient and sustainable living environments (Rousseau, 2020).

Having access to good quality green space has been vital to our residents in this past year, with one Huntingdon resident reaching out to us to say:

*“Lockdown actually showed me how essential green spaces are for my mental health... I discovered that even a couple of days of not getting outdoors and near some grass, trees and plants led to a massive decline in my mood. Just one walk in nature helped me not just survive, but even thrive...”*

It is clear that accessibility to nature and open spaces is crucial in supporting the wellbeing of our residents, which is why Huntingdonshire District Council (HDC) has been actively taking steps to protect the nature and biodiversity we have in our District and continue to form actions and plans to build on this work.

## *An Overview of the District*

- 1,534 hectares of Green Space
- 87m<sup>2</sup> of Green Space per Resident, more than double the national average
- 14,872m<sup>2</sup> (equivalent to the size of two football pitches) of meadow seed planted in 2021 to support Wildlife across our network of parks and open spaces
- Large network of watercourses maintained to support local habitats
- HDC own and manage approximately 42.8 Ha of woodlands which is comprised of “Woodland”, “Pocket Woodland” and “Shelterbelts”
- HDC currently manages over 9000 individual trees, tree groups, shelterbelts, and woodland within the District - it has been estimated that the tree canopy managed by HDC covers 400Ha of the district (equivalent to five and a half Wembley Stadiums)

## Corporate Plan

Huntingdonshire has a strong record of protecting and maintaining a broad spectrum of open spaces, waterways, and countryside, all of which contributes to the quality of the natural environment across the district. HDC have committed to the principles and the aspirations of Doubling Nature across the district in its Corporate Plan, to protect the natural environment and in turn create a space where our residents wellbeing thrives.

Our Corporate Plan commits to protecting nature and the biodiversity in several ways...

*People: Supporting people to improve their health and well-being*

- Provide great, accessible green spaces, countryside leisure and cultural facilities and opportunities for recreation and health
- Ensuring new developments have sufficient public green open spaces
- Prioritising accessible, high quality, well maintained open space
- Facilitating and providing opportunities for positive activities that support residents' health and wellbeing needs
- Adopt a plan and deliver increases in nature, protecting and increasing biodiversity within our parks and open spaces

*What have we already achieved?*

### *Awards*

- HDC currently holds three prestigious Green Flag Awards at Priory Park (St Neots), Hinchingsbrooke Country Park (HCP) and Paxton Pits Nature Reserve. This award recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.
- 2020 Bees Needs Winner for Priory Park and HCP, recognising these parks as a haven for Bees and other pollinators due to success of our pictorial meadow planting
- 2021 Keep Britain Tidy **Love Parks** Network Award Winner recognising the actions HDC had taken to protect our parks and opens spaces during the Covid19 pandemic, including increasing litter bin capacity and improving accessibility

### *Healthy Open Spaces Strategy*

- Adopted in October 2020 our Healthy Open Spaces Strategy lays out the importance of good quality parks and open spaces and how to maximise the health benefits of the Council's Parks and Open Spaces
- 58% of residents spoken to during the stakeholder consultation period, stated that wildlife and nature was the most important aspect of parks and open spaces, cementing that wildlife and nature is at the forefront of our residents minds and we need to work to protect that
- Approximately 100m<sup>2</sup> of wildflower seed given out to residents to help create biodiverse spaces at home
- 10-year action plan includes community led approach to help educate residents on the importance nature has on wellbeing and build communities around this

### *Trees*

- Tree Strategy adopted in 2020 which contains updated policies relating to all aspects of Local Authority tree management, and incorporates national issues such as biosecurity, canopy cover management, and subsidence
- The Tree Strategy leads on the premise that trees and woodland areas play an important part in protecting the natural environment, by cleaning the air we breathe, providing habitats for plants and animal species and creating an attractive environment for people to live in
- Ensures a minimum of 2:1 ratio for tree replacement
- During winter 2020/21 HDC planted around 1500 new trees at Hinchingsbrooke Country Park and Priory Park, St Neots to both enhance the tree canopy and support nature
- Implementation of a robust Tree Management Programme: to include the adoption of a computerised tree inspection and management system to programme tree surveys and public tree works both proactively and reactively.
- As of January 2020, HDC currently administer 858 Tree Preservation Orders (TPOs); this equates to approximately 10,000 individual trees and 3000Ha of protected woodland, groups, and areas of trees

- Work in partnership with Development Management and the Huntingdonshire Local Plan to ensure that new developments protect existing trees and natural features whilst also providing new opportunities for tree planting

### *Development Management*

- Adopted May 2019, Huntingdonshire's Local Plan identifies several Green Infrastructure Priority Areas, the policy also sets out HDC's approach to protecting and enhancing Huntingdonshire's green infrastructure for the benefit of biodiversity and residents for recreation and leisure
- Green infrastructure serves to balance built development - it facilitates opportunities for people to access open space and provides habitats for wildlife. Improving the ecological, visual, heritage and recreational value of the countryside brings environmental, social and health benefits
- Proposals for facilities associated with strategic green infrastructure that, by their nature, need to be in the countryside will be supported subject to their compatibility with the green infrastructure where adverse effects are avoided

Implementation and Monitoring	
Responsible agencies	Huntingdonshire District Council, Cambridgeshire County Council, The Cambridgeshire and Peterborough Combined Authority, town and parish councils, environmental protection agencies, landowners, developers
Delivery mechanism	Through the determination of planning applications, SPDs, Neighbourhood Plans
Timescale	Throughout the plan period
Monitoring indicators	<ul style="list-style-type: none"> <li>• Losses to biodiversity habitat</li> <li>• Additions to biodiversity habitat</li> <li>• Total change in biodiversity habitat</li> </ul>

### *Championing Biodiversity*

- Beehive area in Hinchingsbrooke Country Park expanded and made wheelchair friendly, with new interpretation which helps educate park users on the importance of protecting bees
- Hosting community litter picks and having equipment available in parks for ad-hoc litter picks to help preserve the quality of our green spaces, keep them, and increase community involvement with nature and the outdoors
- Venue for three Forest Schools at Priory Park, Hill Rise Park, and HCP, including Fireflies who meet at least once a week
- The new Berman Park in St Ives, a key action in the Corporate Plan achieved in 2021, provides a home for nature and biodiversity, including areas of wildflower, trees and seasonal wetland, this area connects to existing Countryside managed woodland known as the Thicket and will create a Green Corridor for local wildlife



- Annual wildlife reports for Holt Island and Paxton Pits, recently showing increased sightings of otters at Paxton Pits indicating that the habitat is favorable and being managed well
- Increasing popularity of sponsored nest box at Holt Island, managed by Friends group to increase funding and awareness
- Monitoring of wildlife through use of cameras – Holt Island badger and fox footage
- The Dragonfly Society named Paxton Pits a Dragonfly Hotspot after 26 species of Dragonfly and Damselfly, nearly half of all species known in the UK, were recorded in Dragonfly Week 2020

## *Live Projects*

- Priory Park, St Neots – grant application to clear pond -we will have different levels within the pond to attract different pond species (plants and wildlife). To enhance the habitat within the park by encouraging wildlife and benefiting the knowledge of local children.
- Parklets Project – providing themed green spaces in town centres, encouraging wildlife, and including local native planting. The community engagement process has highlighted how important nature is to the public with comments such as, adding in mini herb community planters around the parklets, a nature/wildlife themed design and a popular comment of how planting was the most liked feature of the parklet. By carrying out the pilot, we will be able to see whether incorporating nature into the project's design will be a success or not.
- Launch of GoJauntly, an app with the aim of getting users actively involved in nature, including a 'Nature Notes' feature which encourages users to engage with and appreciate their surroundings
- Rolling programme to try and eradicate invasive species such as Turkey Oak and Sycamore regrowth while leaving as much standing deadwood as possible for the benefit of wildlife where it is safe to do so
- Paxton Pits Nature Reserve have an area set aside for bark chippings from HDC Arboriculture Team, this is used for paths, new tree, and hedgerow planting - it is also signposted on site to allow people to help themselves in return for a donation to our Friends group
- St Neots Riverside dredging, a partnership with the Environment Agency and St Neots Angling Society, working to support and protect fish stock and habitats
- Fish pass at Godmanchester - part of an ecological project to improve fish and eel migration along the Great Ouse

- Improving habitat at Paxton Pits Nature Reserve for nightingales after a few years of (national) decline

## In the Future

Priory Park Pond Dipping Platform	We hope to build a pond dipping platform that will encourage a wealth of wildlife and insects on the site, while also creating a community asset where residents can learn about the benefits of nature
Priory Park Bee Poles	Building off the success of Priory Parks Bees Needs Award we hope to install Bee Posts to provide a hope for solitary bees and other pollinators
Memory Trees in all parks	An initiative to provide a forum to share memories and experiences
Learn from Museum After Dark Event	Identify appropriate events and activities in appropriate sites that enable people to safely experience parks after dark
Work in Partnership with Woodland Trust	Work in partnership with the Woodland Trust and support the aspirations of the District Council's Tree Strategy through an annual big tree plant event
Parks Passport	Encourage people to visit more of our parks and open spaces. Create a passport app, where families can collect a virtual stamp for each site they visit, creating a relationship between families and nature
Adopt an open space	Establish a scheme for local groups, organisations and businesses to adopt a space. Adopters can support the space through financial or in kind contributions such as volunteering, promotion, education programmes or supporting projects within the site.

Protect and maintain trees across our network of parks and open spaces	Use the HDC Tree Strategy to shape the approach across in parks and open space
Over £2million investment in Nature	An excess of £2m already assigned for more improvements to our parks and open spaces in the next 2 years
Bringing nature back to verges	Pilot of a new management method for roadside verges that promote biodiversity and nature with the aim to roll out wider based on the learning in 2022/23

### References

Mental Health Foundation, Rowland, M., 2021. *Why Nature is the theme for Mental Health Awareness Week 2021*. [online] Mental Health Foundation. Available at: <<https://www.mentalhealth.org.uk/campaigns/mental-health-awareness-week/why-nature>> [Accessed 12 May 2021].

Rousseau, S., Deschacht, N. Public Awareness of Nature and the Environment During the COVID-19 Crisis. *Environ Resource Econ* 76, 1149–1159 (2020). <https://doi.org/10.1007/s10640-020-00445-w>

Huntingdonshire District Council Tree Strategy:

<https://www.huntingdonshire.gov.uk/media/5069/huntingdonshire-tree-strategy-2020-2030.pdf>

Huntingdonshire District Council Healthy Open Spaces Strategy:

<https://applications.huntingdonshire.gov.uk/moderngov/documents/s111005/Appendix%20%20-%20HDC%20Healthy%20Open%20Spaces%20Strategy%20and%2010%20Year%20Action%20Plan.pdf>

Huntingdonshire District Council Corporate Plan:

<https://www.huntingdonshire.gov.uk/media/1390/corporate-plan.pdf>

Huntingdonshire District Council Local Plan:

<https://www.huntingdonshire.gov.uk/media/3872/190516-final-adopted-local-plan-to-2036.pdf>

## **Executive Portfolio Statement:** **Huntingdonshire - Our Sustainable Environment**

In my portfolio of Operations and Environment I would like to set out this Council's and my own commitment to an environmentally and financially sustainable Huntingdonshire.

We **Love Huntingdonshire**. This Council has a longstanding record and commitment to the environment, enabling Huntingdonshire to be a good place to live and work, with a good start in life and a place to enjoy good health. We have shown this through action.

**Pride of Place** was established within our 2018 manifesto with continuous development of good quality services, improving them to be more sustainable with good financial management. Our aim is not just to be successful, but to be both environmentally and financially sustainable.

**Nature and Biodiversity.** Huntingdonshire District Council is the guardian of 1,534 hectares of green space, owning and managing 42.8 hectares of woodlands with a managed tree canopy of 400 hectares including over 9000 individual trees.

Let me set out what we have achieved so far in our Built and Natural Environment as well as our own operations, our immediate plans already agreed and those I have asked to be developed. I call on the Council to support Love Huntingdonshire and our commitment to doubling nature.

### **What have we already delivered?**

#### **Our Own Activities**

We have adapted our own activities as a Council so that we can continue to provide our services in an efficient manner while still being sustainable financially and environmentally.

Since 2018 CO<sub>2</sub> savings have increased to over 600 tons per annum through innovative investment in our buildings, with a further 440 tonnes per annum projected to be saved by March 2022 thanks to our planned decarbonisation project. This project

sees HDC securing £3.8M Salix funding to reduce our carbon emissions at Pathfinder House and One Leisure Ramsey.

We have introduced our first electric van and implemented fleet reduction plans as well as new monitoring equipment to reduce energy use at our buildings, while working to establish a carbon baseline management plan and looking to identify how we can move the last 20% of our energy to renewable sources.

The introduction of Council Anywhere has enabled the council to actively encourage members of staff to work flexibly, resulting in considerably reduced business travel, with the added benefits of improved efficiency and staff wellbeing.

We are piloting a community business pledge and award scheme to help recognise and celebrate the environmental focus of our businesses.

We are working with Highways England to keep our main roads clean and green and enhancing our Council wide approach to Enforcement with a strategy and shared delivery plan, across all Council services, including how we can better use enforcement to tackle environmental crime.

Our waste services are in the top quartile in the Country, with recycling contamination below 7% - which is achieved through education, communication and direct intervention with residents when required

We have funded projects to help prevent litter and increase recycling, including working alongside our Town Councils by implementing high street recycling litter bins.

## Our Natural Environment

We are all so fortunate to live in Huntingdonshire and be in such close proximity to beautiful parks, open and green spaces.

The last year has raised awareness for all about the importance of protecting these open spaces, with **95% of our residents having visited a park or open space**, and **64% say they are essential to their quality of life**. Supporting them to preserve and increase nature for our residents to enjoy is crucial.

Which is why we supported and adopted a Healthy Open Spaces Strategy that aims to get more people in our parks and open spaces, to help improve their physical and mental wellbeing, as well as creating communities within our valuable parks.

With great feedback from our residents, we have successfully planted more **pictorial meadows, the equivalent footprint of 5 and a half Wembley stadiums**, to help double nature and increase biodiversity in our open spaces. The pictorial meadows are not only a huge benefit for the wildlife, but officers have been inundated with gratitude and photos of the flowers from residents across the district.

Berman Park has been a successful addition to St Ives, a brand new natural park for residents to enjoy and for wildlife and biodiversity to thrive.

We are working towards project delivery of £2.5million investment in our open spaces and country parks over the next 3 years, including Hinchingsbrooke Country Park and Paxton Pits Nature Reserve.

Three of our parks and open spaces have been awarded a Green Flag and Hinchingsbrooke Country Park and Priory Park host a further award for protecting bee habitats.

Our Tree Strategy, adopted in 2020, will increase the tree canopy in Huntingdon planting over 3000 more trees and protecting those that we have. We have started

already with initiatives such as the recent planting of 100 saplings with the Young Farmers and the Woodland Trust planted near Hartford.

### Our Built Environment

We are also working hard to help shape our built environment for good, through planning policy, guidance, and interventions.

We want to at least double the provision for electrical charging points in our market towns and install secure cycle hubs to encourage more cycling between our car parks, parks and open spaces and leisure facilities to develop better infrastructure to encourage cycling.

Adopted May 2019, Huntingdonshire's Local Plan identifies several Green Infrastructure Priority Areas, the policy also sets out HDC's approach to protecting and enhancing Huntingdonshire's green infrastructure for the benefit of biodiversity and residents for recreation and leisure

Green infrastructure serves to balance built development - it facilitates opportunities for people to access open space and provides habitats for wildlife. Improving the ecological, visual, heritage and recreational value of the countryside while bringing environmental, social and health benefits.

Proposals for facilities associated with strategic green infrastructure that, by their nature, need to be in the countryside, will be supported subject to their compatibility with the green infrastructure where adverse effects are avoided

The new **Local Plan to 2036** includes **8 key policies** to shape Huntingdonshire's environment:

- LP2 – Strategy for Development - **minimises travel to access employment and leisure** opportunities, **promotes cycling and walking**
- LP3 - **protect and enhance green infrastructure for biodiversity** with increased green space trees to store carbon and reduce flooding impact
- LP5 – Flood risk – **minimise contribution to further flooding**, protect our vital floodplains
- LP12 – **Design for energy efficiency** to reduce energy demands, challenging but achievable zero carbon target.
- LP16 – sustainable travel, **increased opportunities for walking and cycling**
- LP30 – **Biodiversity, priority habitats**



- LP35 – **Renewable and low carbon energy**, supporting energy generation reducing fossil fuel use
- LP36 – **Air quality**, attention to impact of new developments including promotion of clean air zones

### **Future Plans**

To establish a clear Climate Strategy in 2022 with a Climate Action Plan adopted and underway by 2023, drawing all our activity together to measure and monitor our impact on CO2 and nature to ensure we continue to deliver positive change.

To identify what we can do more of through:

- better use our statutory powers to shape our built environment
- better use our enforcement powers to shape our built and natural environment
- implementing our Healthy Open Spaces Strategy
- managing our valued green open spaces and parks to positively impact nature and wildlife

### **Summary**

We have set out and followed an **environmentally sensitive manifesto that is financially sustainable**. The challenge facing all of us is significant and the pace of change is faster. We are committed to doing more.

Our single Climate Change Strategy and Action Plan will be established in 2022 and then reviewed on an annual basis to ensure continued progress.

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## Annual Governance Risk - Environment

This risk is defined within the Annual Governance Statement (AGS) as:

*The human impact on our environment and our health through litter and waste minimisation, environmental pollution (land, water and air) and energy consumption.*

The scope:

*Transport choices and congestion, use of sustainable materials, achieving high levels of recycling of high quality, development standards for new residential areas.*

Desirable outcomes:

<ul style="list-style-type: none"> <li>• <i>Use of solar and renewable energy to reduce CO2 emissions</i></li> <li>• <i>Supporting the expanding use of electric vehicles and alternative transport choices</i></li> <li>• <i>Maximise recycling and reducing contamination of that which is recycled</i></li> <li>• <i>Implementing a single use plastics policy across HDC services</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Maximising impact of green space by investing and expanding green spaces and their bio-diversity</i></li> <li>• <i>To influence Parish and Town Councils to develop sustainable neighbourhood plans</i></li> <li>• <i>Ensuring new developments are environmentally sustainable</i></li> <li>• <i>To understand community ambition for sustainability</i></li> </ul>
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**Public**  
**Key Decision - Yes**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Gambling Act 2005 – Statement of Principles 2021

**Meeting/Date:** Cabinet – 18 November 2021  
Council – 7 December 2021

**Executive Portfolio:** Executive Councillor for Leisure and Regulatory Services

**Report by:** Operational Manager (People) – Finlay Flett

**Ward(s) affected:** All

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### **Executive Summary:**

The Council is required to produce a Gambling Act 2005 Statement of Principles on which it will base its decisions. The production of the document required the Council to undertake a period of public consultation which ended on 17 October 2021. This report provides the Licensing Committee with a draft of the final revised document and seeks the recommendation for approval of the Committee on the document, followed by the approval and adoption by Full Council.

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

### **RECOMMENDATIONS:**

**The Licensing Committee is**

#### **RECOMMENDED**

- a) to note, and provide any further comments on the Gambling Act 2005 – Statement of Principles 2021 that has been produced following the required consultation;**
- b) to delegate authority to the Operational Manager (People) to make minor amendments to the policy and**
- c) recommend that the Statement of Principles be referred to Council for approval.**

**The Cabinet is**

**RECOMMENDED**

- a) to note, and provide any further comments on the Gambling Act 2005 – Statement of Principles 2021 that has been produced following the required consultation;
- b) recommend that the Statement of Principles be referred to Council for approval.

**The Council is**

**RECOMMENDED**

to approve and adopt the Gambling Act 2005 – Statement of Principles 2022-25.

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

- 1.1 The Gambling Act 2005 (the Act) requires the Council to prepare and publish a 'Statement of Principles' stating how it will exercise its statutory duties, having firstly undertaken public consultation and considered any feedback. Our current statement expires on 30 January 2022, so we must draw up, adopt and publish a further statement of principles before the 3 January 2019, four weeks before its coming into effect on 31 January 2022. If the Council fails to do this, then it will be unable to fulfil its statutory duties, with possible additional financial and legal consequences arising as a result. It is vital therefore that we progress the approval and endorsement of the revised draft document to enable us to meet the statutory timeframe.
- 1.2 The purpose of this report is to invite Members to recommend approval of the revised draft, having undertaken public consultation and considered all comments received.

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

- 2.1 The Council is the Licensing Authority for the purposes of the Act, taking over licensing responsibilities when it came into effect in September 2007. Section 349 of the Act requires the Licensing Authority to prepare and publish a 'Statement of Principles' that it proposes to apply in exercising its functions under the Act. The statement of principles must be kept under review and reviewed at least every three years.
- 2.2 The current statement was approved by the Licensing Committee on 17 October 2018 and full Council on 19th December 2018. It came into effect on 31 January 2019 and therefore expires on 30 January 2022.
- 2.3 The Council is required to undertake a review of its statement every three years. The statement must be drafted and consulted upon prior to it being adopted. All comments received must be considered.
- 2.4 The current statement of principles was drawn up from templates issued by the Local Government Association and by the Gambling Commission and took into account changes arising from the fifth edition of the Gambling Commission Guidance to Licensing Authorities, published in May 2021.
- 2.5 Attached as an appendix is a revised draft 'Statement of Principles', which has been reviewed to take into account the relevant provisions as they apply to Huntingdonshire District Council and all comments received as a result of public consultation.
- 2.6 The revised policy remains largely unchanged, changes are limited to updating email and contact details and changes to legislation for gaming machine provisions Appendix D and E of the statement of licensing principles.

### **3. CONSULTATION**

- 3.1 Section 349 of the Act requires that the Council consults with a range of persons including the police, persons representing the interests of people carrying on gambling businesses in the area and persons likely to be affected by the exercise of the authority's functions under the Act.
- 3.2 Twelve weeks' consultation took place between 29 June and 17 October 2021, in accordance with Cabinet Office guidelines. Wide consultation was undertaken in accordance with the legislation by a variety of means, including our website, known contacts and council offices.
- 3.3 Approval of the 'Statement of Principles' is reserved to Full Council. Approval by the Council at their meeting on 7 December 2021 will be in time to publish the statement four weeks before it comes into effect on 31 January 2022
- 3.4 No responses were received as part of the consultation process.
- 3.5 The statement was prepared using the most current 6<sup>th</sup> Edition of the Gambling Commission's Guidance to Licensing Authorities.

### **4. OPTIONS**

- 4.1 The Council has a statutory duty to approve and publish a Statement of Principles before 31st January 2022, four weeks before it comes into effect on 31st January 2022 in order to fulfil its legal obligations under the Act.

### **5. LEGAL IMPLICATIONS**

- 5.1 Should the Council fail to have a policy in place by 31 January 2022, then it will be unable to fulfil its licensing duties under the Act. The Gambling Act sets out key principles of:
- preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
  - ensuring that gambling is conducted in a fair and open way;
  - protecting children and other vulnerable persons from being harmed or exploited by gambling, with possible additional financial and legal consequences arising as a result.

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

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



## **6. RESOURCE IMPLICATIONS**

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

## **7. OTHER IMPLICATIONS**

- 7.1 No other implications are envisaged.

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

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

### **RECOMMENDED that**

#### **Licensing Committee**

- a) note, and provide any further comments on the Gambling Act 2005 – Statement of Principles 2021 that has been produced following the required consultation;
- b) delegate authority to the Operational Manager (People) to make minor amendments to the policy and
- c) recommend that the Statement of Principles be referred to Council for approval.

#### **Cabinet**

- a) note, and provide any further comments on the Gambling Act 2005 – Statement of Principles 2021 that has been produced following the required consultation;
- b) recommend that the Statement of Principles be referred to Council for approval.

#### **Council**

approve and adopt the Gambling Act 2005 – Statement of Principles 2022-25

## **9. LIST OF APPENDICES INCLUDED**

Appendix 1 – Draft Gambling Act 2005 – Statement of Principles 2022

## **10. BACKGROUND PAPERS**

LGA Licensing Authority Statement of Principles  
Gambling Commission Guidance to Licensing Authorities – 6th Edition – May 2021  
Gambling Commission – Statement of Principles for Licensing Authorities

## **CONTACT OFFICER**

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# **Gambling Act 2005**

## **Statement of Principles**

**2022 - 2025**

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## **PREFACE**

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

Huntingdonshire District Council, along with other licensing authorities, is responsible under the Act for the licensing of premises where gambling and betting is taking place, the issue of various permits and certain other activities such as the registration of small lotteries. This document explains how the District Council, as the licensing authority for Huntingdonshire, intends to approach its responsibilities under the Act. It comes into effect on 31 January 2022 and replaces the Statement of Principles adopted by the Council in 2018

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

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*This Statement of Principles has had regard to the Gambling Commission's Guidance to Licensing Authorities published May 1<sup>st</sup> 2021. [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk). The Licensing objectives contained within the Act and responses received as part of a public consultation.*

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

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**PART A**  
**GENERAL**

**1. INTRODUCTION**

- 1.1 The licensing authority is required by the Act to publish a statement of the principles which it proposes to apply when exercising its functions. This Statement of Licensing Principles was approved by the licensing authority at a meeting of Huntingdonshire District Council held on 10 December 2021 in accordance with section 349 of the Gambling Act 2005 ('the Act').
- 1.2 This Statement of Principles will not override the right of any person to make an application, make representations about an application or apply for a review of a licence. Each will be considered on its own merits and in accordance with the statutory requirements of the Act.

**2. HUNTINGDONSHIRE**

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

- 2.5 The licensing authority is aware that there is no mandatory requirement to have a local area profile, but recognises that one could offer a number of benefits. Should evidence be obtained to identify local risk areas, then these will be subject to a separate document.
- 2.6 Enquiries with relevant organisations during the previous consultation of this document did not reveal any data to suggest that there are any areas within the District that could be identified as an area at risk from gambling activities.

### **3. GAMBLING COMMISSION**

- 3.1 The Gambling Commission was established by the Gambling Act 2005 to regulate all commercial gambling. It has an overriding obligation to pursue and have regard to the licensing objectives described in section 5 below and to permit gambling so far as it thinks it reasonably consistent with them. The Commission has published a Statement of Principles on how it will approach its regulatory and other functions. The Commission also provides independent advice to the government about the incidence of gambling, the manner in which gambling is carried out, the effects of gambling and the regulation of gambling generally.
- 3.2 The Commission is required to provide licensing authorities with guidance under section 25 of the Act about the manner in which they should exercise their licensing functions and the principles which should be applied. The licensing authority is required to take account of such guidance in producing this statement of principles and in undertaking its responsibilities under the Act.
- 3.3 The Commission also has issued codes of practice under section 24 of the Act about the way in which facilities for gambling are provided.
- 3.4 The Gambling Commission can be contacted at -

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

Website: [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)  
e-mail: [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

### **4. LICENSABLE ACTIVITIES**

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

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

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



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

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

4.3 Further advice is available on what is licensable, permissible or exempt from the licensing authority's licensing section at the above address or by telephoning 01480 387075 or via email at [licensing@huntingdonshire.gov.uk](mailto:licensing@huntingdonshire.gov.uk).

## 5. THE LICENSING OBJECTIVES

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

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

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

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

## 6. LICENSING AUTHORITY FUNCTIONS

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

6.2 The licensing authority is responsible for -

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

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

6.4 The Licensing Authority in exercising their functions will have regard to any code of practice issued by the Gambling Commission under S.153

## **7. STATEMENT OF PRINCIPLES**

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

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

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

the factors taken into account have included –

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

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

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

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

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

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

Article 6 – right to a fair hearing

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

Article 10 – right to freedom of expression.

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

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

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

7.8 The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling or being associated with providing such facilities.

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

#### **Ensuring gambling is conducted in a fair and open way**

- 7.14 The Gambling Commission does not expect licensing authorities to find themselves dealing with issues of fairness and openness frequently. Fairness and openness is likely to be a matter for either the way specific gambling products are provided, or will be in relation to the suitability and actions of an individual and therefore subject to the personal licence. These issues will be addressed by the Commission through the operating and personal licensing regimes respectively. However if the licensing authority suspects that gambling is not being conducted in a fair and open way, this will be brought to the attention of the Commission so that it can consider the continuing suitability of the operator to hold an operating licence or of an individual to hold a personal licence.
- 7.15 Because track betting operators do not require an operating licence from the Commission, the licensing authority may require conditions to be attached to the licence, in certain circumstances, relating to the suitability of the environment in which betting takes place.

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

- 7.16 With limited exceptions, the intention of the Act is that children and young persons should not be allowed to gamble and should therefore be prevented from entering gambling premises which are adult-only environments.
- 7.17 Applicants seeking premises licences are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate.
- 7.18 In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may also be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children, excepting category D gaming machines.
- 7.19 Where children, young persons and other vulnerable people are allowed access to premises where gambling takes place, the licensing authority may take whatever steps are considered necessary to either limit access generally or by introducing measures to prevent under-age gambling where it believes it is right to do so for the prevention of their physical, moral or psychological harm, especially where it receives representations to that effect.
- 7.20 In exercising its powers under S153 the licensing authority will consider whether any measures are necessary to protect children, such as whether staff will be able to adequately supervise the gambling premises. Supervision also applies to premises that are themselves not age-restricted, but which make gambling products and facilities available.
- 7.21 Where the structure or layout of the premises is considered to be an inhibition or potential inhibition to satisfying the licensing objective, the licensee should consider what changes are required to ensure the risk is mitigated. Such changes might include the positioning of staff or CCTV, the use of floor-walkers and the relocation of the staff counter to enable direct line of sight.
- 7.22 If the operator fails to satisfy the licensing authority that the risks are sufficiently mitigated, it may be appropriate to conduct a review of the premises licence.
- 7.23 In seeking to protect vulnerable persons, the licensing authority will regard them as people who gamble more than they want to, people who gamble beyond their means, and people who may not be able to make informed or balanced decisions about gambling, perhaps due to mental health needs, a learning disability or substance misuse relating to alcohol or drugs.
- 7.24 Children (defined in the Act as under 16s) and young persons (16 and 17 year olds) may take part in private and non-commercial betting and gaming but the Act contains a number of restrictions on the circumstances in which they may

participate in gambling or be on premises where gambling is taking place. An adult is defined as a person aged 18 or over. In summary –

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

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

## **8. RESPONSIBLE AUTHORITIES**

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

- ◆ a licensing authority in whose area the premises are situated in whole or in part (i.e. Huntingdonshire District Council and any neighbouring authority where a premise straddles the district boundary);
- ◆ the Gambling Commission;
- ◆ the chief officer of police (i.e. Cambridgeshire Constabulary);
- ◆ the fire and rescue authority (i.e. Cambridgeshire Fire and Rescue Service);
- ◆ the local planning authority (i.e. Huntingdonshire District Council);
- ◆ the local environmental health authority (i.e. Huntingdonshire District Council);
- ◆ HM Revenues and Customs; and
- ◆ a body designated by the licensing authority to advise about the protection of children from harm (see below).

8.2 The Secretary of State may also prescribe any other person as a responsible authority.

In relation to a vessel, the following are also responsible authorities -

- ◆ the Environment Agency
- ◆ the British Waterways Board

8.3 The licensing authority is required by regulations to state the principles it will apply in exercising its duty to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. Those principles are -

- ◆ the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
- ◆ the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

8.4 The licensing authority has designated the Office of Children and Young People's Services of Cambridgeshire County Council for this purpose.

8.5 The contact details of all the responsible authorities are set out in Appendix B and available on the licensing authority's website at [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk).

8.6 Any representations by a responsible body in relation to their own functions cannot be taken into account unless they are relevant to an application itself and the licensing objectives. In this regard, the licensing authority generally will not take into account representations which are not deemed to be relevant, such as -

- ◆ the premises are likely to be a fire risk (because public safety is not a licensing objective);
- ◆ the location of the premises is likely to lead to traffic congestion (because this does not relate to the licensing objectives);
- ◆ the premises will cause crowds to congregate in one area causing noise and nuisance (because this can be dealt with under other legislative powers and public nuisance is not a licensing objective).

8.7 Each representation will be considered on its own individual merits.

## 9. INTERESTED PARTIES

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

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

- (a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;
  - (b) has business interests that might be affected by the authorised activities;
- or

(c) represents persons who satisfy paragraph (a) or (b)".

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

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

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

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

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

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

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

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

- ◆ the size of the premises;
- ◆ the 'catchment' area of the premises (i.e. how far people travel to



- visit); and
  - ◆ whether the person making the representation has business interests in that catchment area that might be affected.
- 9.5 The licensing authority will give the terminology 'has business interests' the widest possible interpretation and include partnerships, charities, faith groups and medical practices in that category.
- 9.6 Interested parties can include trade associations and trade unions, and residents' and tenants' associations. The licensing authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Act, i.e. lives sufficiently close to the premises to be likely to be affected by the activities being applied for.
- 9.7 Interested parties can be persons who are democratically elected such as councillors and Members of Parliament. No specific evidence of being asked to represent an interested person will be required as long as the councillor or MP represents the ward or constituency likely to be affected. Likewise town and parish councils likely to be affected will be considered to be interested parties. Other than these, the licensing authority will generally require written evidence that a person or body (e.g. an advocate/relative) represents someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities or has business interests that might be affected by the authorised activities. A letter from one of those persons requesting the representation will be sufficient.
- 9.8 If an interested party wishes to approach a councillor to ask him/her to represent their views then care should be taken that the councillor is not part of the Licensing Sub Committee dealing with the licence application. The licensing authority has adopted a Members' Licensing Code of Good Practice which forms part of its constitution which is available on the authority's website at [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk). If in doubt, an interested party should contact the licensing section for further information.
- 9.9 The licensing authority will not consider representations that are frivolous or vexatious or which relate to demand or need for gambling facilities. A decision on whether representations are frivolous or vexatious will be made objectively and if a representation is rejected, the interested party making the representation will be informed of the reason in writing. A vexatious representation is generally one that is repetitive, without foundation or made for some other reason such as malice. A frivolous representation is generally one that is lacking in seriousness or is unrelated to the licensing objectives, Gambling Commission guidance or this statement of licensing principles.
- 9.10 In the absence of regulations to the contrary, representations should in general -
- ◆ be made in writing (including by electronic communication);
  - ◆ indicate the name and address of the person or organisation making the

- representation;
- ◆ indicate the premises to which the representation relates;
- ◆ indicate the proximity of the premises to the person making the representation. A sketch map or plan would be helpful; and
- ◆ clearly set out the reason(s) for making the representation.

## **10. EXCHANGE OF INFORMATION**

- 10.1 The licensing authority is required to include in its statement the principles to be applied by the authority in exercising its functions under sections 29 and 30 of the Act with regard to the exchange of information between it and the Gambling Commission and its functions under section 350 of the Act with regard to the exchange of information between it and the other bodies listed in Schedule 6 to the Act.
- 10.2 The principle that the licensing authority will apply is that it will act in accordance with relevant legislation, guidance from the Commission and will adopt the principles of better regulation. The licensing authority will also have regard to the Commission's Guidance to Licensing Authorities (Part 13) which contains information about the protocols by which the information exchange is managed.
- 10.3 Any exchange of information will be in accordance with the relevant Data Protection requirements.
- 10.4 S.350 of the Act allows licensing authorities to exchange information with the following bodies in the exercise of the functions of the Act, namely:-
- A constable or police force
  - An enforcement officer
  - A licensing authority
  - HMRC
  - The first Tier Tribunal (Gambling Commission disputes)
  - The Secretary of State

## **11. INSPECTION AND CRIMINAL PROCEEDINGS**

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

In terms of compliance and enforcement activity, the Commission and the licensing authority are required to act in a proportionate manner to reflect the statutory principles of good regulation and the Regulators Code which is a central part of the Government's better regulation agenda. The code is available at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/300126/14-705-regulators-code.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300126/14-705-regulators-code.pdf).

- 11.2 The licensing authority's principles are that it will be guided by the Gambling Commission's Guidance to Licensing Authorities, will have regard to the

Commission's approach to compliance in the document '*Compliance and Enforcement Policy Statement*' and will endeavour to be -

- ◆ proportionate: the authority will only intervene when necessary, remedies will be appropriate to the risk posed, and costs identified and minimised;
- ◆ accountable: the authority will justify its decisions and be subject to public scrutiny;
- ◆ consistent: rules and standards will be joined up and implemented fairly
- ◆ transparent and open: licence conditions will be simple and user friendly; and
- ◆ targeted: regulation will be focused on the problem and side effects minimised.

11.3 The licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

11.4 The licensing authority will adopt a risk-based approach to inspection programmes and enforcement. In so doing, it will review existing records and risk assessments, including those supplied by the Commission and other responsible authorities. This will guide the pattern of visits to premises and the reaction to complaints. The risk assessment will be reviewed in the light of visits undertaken. Complaints, information and intelligence received by the licensing authority relating to gambling premises will also inform the general risk rating of premises. Such an approach could include targeting high-risk premises which require greater attention, whilst operating a lighter touch in respect of low-risk premises, so that resources are more effectively concentrated on potential problem premises.

11.5 The main enforcement and compliance role for the licensing authority in terms of the Act will be to ensure compliance with the premises licences and other permissions which it has authorised. The Gambling Commission will be the enforcement body for operating and personal licences and concerns about manufacture, supply or repair of gaming machines will be referred by the authority to the Commission. The licensing authority will work with the Commission to identify and investigate organised or persistent illegal activity.

11.6 Having regard to the principle of transparency, the licensing authority's enforcement and prosecution policies are available upon request from the authority's licensing section.

## **12. CONSULTATION**

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

- ◆ the Chief Officer of Police;
- ◆ one or more persons who appear to the authority to represent the interests

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

12.2 The consultation took place between XXXXX, following Cabinet Office guidelines. A full list of comments made and their consideration by the authority is available on request to the licensing section on 01480 387075 and via the Council's website at [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk).

12.3 The policy was approved at a meeting of the Council held on 10 December 2021 and will be published via the authority's website. Copies available at the authority's offices at Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN.

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

### **13. REVIEWING AND UPDATING THE POLICY STATEMENT**

13.1 The statement will have effect for a maximum of three years and must be reviewed thereafter, but the licensing authority may review and alter the policy at any time during the three year period. The first statement came into effect in January 2007 and there have been revisions every three years with this fifth statement coming into effect on 31 January 2022. Where the statement is reviewed and changes proposed, the licensing authority will consult on any revision for those parts that are revised and the statement then will be re-published and advertised in the same way as a new statement.

### **14. DECLARATION**

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

## PART B

### PREMISES LICENCES

#### 15. GENERAL PRINCIPLES

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

#### 16. DEFINITION OF "PREMISES"

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

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

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

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

### **Provisional Statements**

16.3 An applicant cannot obtain a full premises licence until the premises in which it is proposed to offer the gambling are constructed. The Gambling Commission has advised that a reference to "the premises" are to the premises in which gambling may now take place. Thus a licence to use premises for gambling will only be issued in relation to premises that are ready to be used for gambling. It will be a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence. Requiring a building to be complete also ensures that the authority can inspect it fully, if necessary, as can other responsible authorities with inspection rights.

16.4 A person therefore may make an application to the authority for a provisional statement in respect of premise that he/she expects to be constructed, expects to be altered or expects to acquire a right to occupy. It should be noted that, following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account in the grant of a premises licence unless they concern matters which could not have been addressed at the provisional statement stage or they reflect a change in the

applicant's circumstances. The authority may refuse the premises licence (or grant it on terms different from those attached to the provisional statement) only by reference to matters -

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

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

### **Location**

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

### **Duplication with other regulatory regimes**

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

### **Licensing objectives**

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

## Conditions

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

The following mandatory conditions will apply to all premises licences -

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

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

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

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

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

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

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

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

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



objectives.

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

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

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

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

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

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

### **Door Supervisors**

16.14 If the licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children or young persons) then it may require that the entrances to the premises are controlled by a door supervisor and is entitled to impose a premises licence to this effect. This authority is aware of requirements for door supervisors in other legislation ( Licensing Act 2003) and will not duplicate requirements for door supervisors unless necessary.

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

## **17. ADULT GAMING CENTRES**

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

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

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

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

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

## **18. LICENSED FAMILY ENTERTAINMENT CENTRES**

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

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

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

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

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

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

## **19. CASINOS**

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

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

## **20. BINGO PREMISES**

20.1 Bingo is a class of equal chance gaming that will be permitted on premises licensed for the supply of alcohol and in clubs, provided that it does not exceed certain thresholds. Rules are laid down in the Act about the playing of bingo in those premises within exempt gaming allowances but where these are exceeded, a bingo operating licence will be required from the Gambling Commission. The holder of a licence can provide any type of bingo game, including both cash and prize bingo.

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

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

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

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

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

## **21. BETTING PREMISES**

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

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

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

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

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

## 22. TRACKS

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

This list is not mandatory, nor exhaustive, and is merely indicative of possible

example of the measures that may be taken.

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

### **Gaming machines**

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

### **Betting machines**

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

### **Applications and plans**

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

## **23. TRAVELLING FAIRS**

- 23.1 Category D machines and equal chance prize gaming may be provided at travelling fairs without a permit, provided that the facilities for gambling amount to no more than an ancillary amusement at the fair. The licensing authority will monitor the activities at travelling fairs to ensure that such gambling does not exceed the level at which a permit is required.
- 23.2 The authority will also monitor whether a fair falls within the statutory definition of a travelling fair by not exceeding the 27 days statutory maximum for land to be used as a fair in each calendar year. This applies to a piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The authority will work with its neighbouring authorities to ensure that land which crosses the District boundaries is monitored so that the statutory limits are not exceeded.

## **24. REVIEWS OF PREMISES LICENCES**

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

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

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

## PART C

### PERMITS AND TEMPORARY & OCCASIONAL USE NOTICES

#### 25. UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

25.1 If a premises does not hold a premises licence but wishes to provide category D gaming machines, application be made to the licensing authority for a gaming machine permit. However the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

25.2 The Act states that a licensing authority may prepare a statement of principles that it proposes to consider in determining an application for a permit, including the suitability of an applicant for a permit. A statement has not been prepared but in considering applications, the authority need not (but may) have regard to the licensing objectives, and shall have regard to any relevant guidance issued by the Commission.

25.3 An application for a permit may be granted only if the authority is satisfied that the premises will be used as an unlicensed family entertainment centre and the chief officer of police has been consulted on the application. As an unlicensed family entertainment centre will not require an operating licence or be subject to scrutiny by the Commission, the authority will wish to be satisfied as the applicant's suitability before granting a permit. In so doing, the authority will require an applicant to demonstrate -

- ◆ a full understanding of the maximum stakes and prizes of the gambling that is permissible in an unlicensed family entertainment centre;
- ◆ that the applicant has no relevant convictions;
- ◆ that employees are trained to have a full understanding of the maximum permissible stakes and prizes; and
- ◆ that there are policies and procedures in place to protect children and vulnerable persons from harm.

The authority cannot attach conditions to this type of permit.

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

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



## **26. (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS**

- 26.1 Provision is made in the Act for premises licensed to sell alcohol for consumption on the premises to be entitled to have 2 gaming machines of categories C and/or D on the premises. The licence holder needs to give notice to the licensing authority of his intention to make gaming machines available for use and pay the prescribed fee. However the authority can remove the automatic authorisation in respect of any particular premises if -
- ◆ provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
  - ◆ gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that the gaming machines have been made available in a way that does not comply with the requirements as to the location and operation of gaming machines);
  - ◆ the premises are mainly used for gaming; or
  - ◆ an offence under the Gambling Act has been committed on the premises.
  - ◆ A review takes place under the Licensing Act 2003
- 26.2 If more than 2 machines are required, application must be made to the licensing authority for a licensed premises gaming machine permit. The authority must consider the application based upon the licensing objectives, the guidance issued by the Commission and such matters as it thinks relevant. The authority will determine such matters on a case by case basis but generally it will have regard to the need to protect children and vulnerable persons from being harmed or exploited by gambling. An applicant will be expected to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Such measures could include the adult only machines being in sight of the bar or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signs may also be of help. With regard to the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.
- 26.3 Some licence holders with alcohol licensed premises may wish to apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for and dealt with as an adult gaming centre premises licence.
- 26.4 It should be noted that the authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions other than these cannot be attached to a permit.

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

## **27. PRIZE GAMING PERMITS**

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

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

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

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

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

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

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

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

- ◆ the limits on participation fees, as set out in regulations, must be complied

with;

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

## **28. CLUBS**

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

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

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

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

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

follows -

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

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

## **29. TEMPORARY USE NOTICES**

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

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

## **30. OCCASIONAL USE NOTICES**

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

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

**PART D**  
**LOTTERIES**

**31. GENERAL**

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

31.7 There are a number of offences in relation to lotteries. If a society running small lotteries fails to comply with any of the conditions of running such lotteries, it will be operating in an illegal manner, irrespective of whether it is registered with the licensing authority or not. Although small society lottery operators may be prosecuted by the Commission, the police or the licensing authority, it is likely that alleged offences will be investigated by the authority. The authority will take a risk based approach towards its enforcement responsibilities but the following criteria is likely to affect the risk status of an operator –

- ◆ submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held);
- ◆ submission of incomplete or incorrect returns; and
- ◆ breaches of the limits for small society lotteries.

31.8 The licensing authority considers that the following scenarios will give reason or the investigation of the particular circumstances of a society –

- ◆ making a late return of a statement;
- ◆ making no returns at all within a year of registration;
- ◆ failure to pay the annual fee when it becomes due;
- ◆ reports of sales of lottery tickets to persons under the age of sixteen;
- ◆ reports of sales of lottery tickets by persons under the age of sixteen;
- ◆ reports of societies running lotteries without being registered;
- ◆ reports of tickets being sold in a street;
- ◆ indications that a society has breached permissible limits; and
- ◆ reports of a misappropriation of funds.

### **EXEMPT LOTTERIES ORDER 2015**

## **32. INCIDENTAL AND NON-COMMERCIAL LOTTERIES**

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

## **33. PRIVATE LOTTERIES**

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

#### **34. WORK LOTTERIES**

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

#### **35. RESIDENTS' LOTTERIES**

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

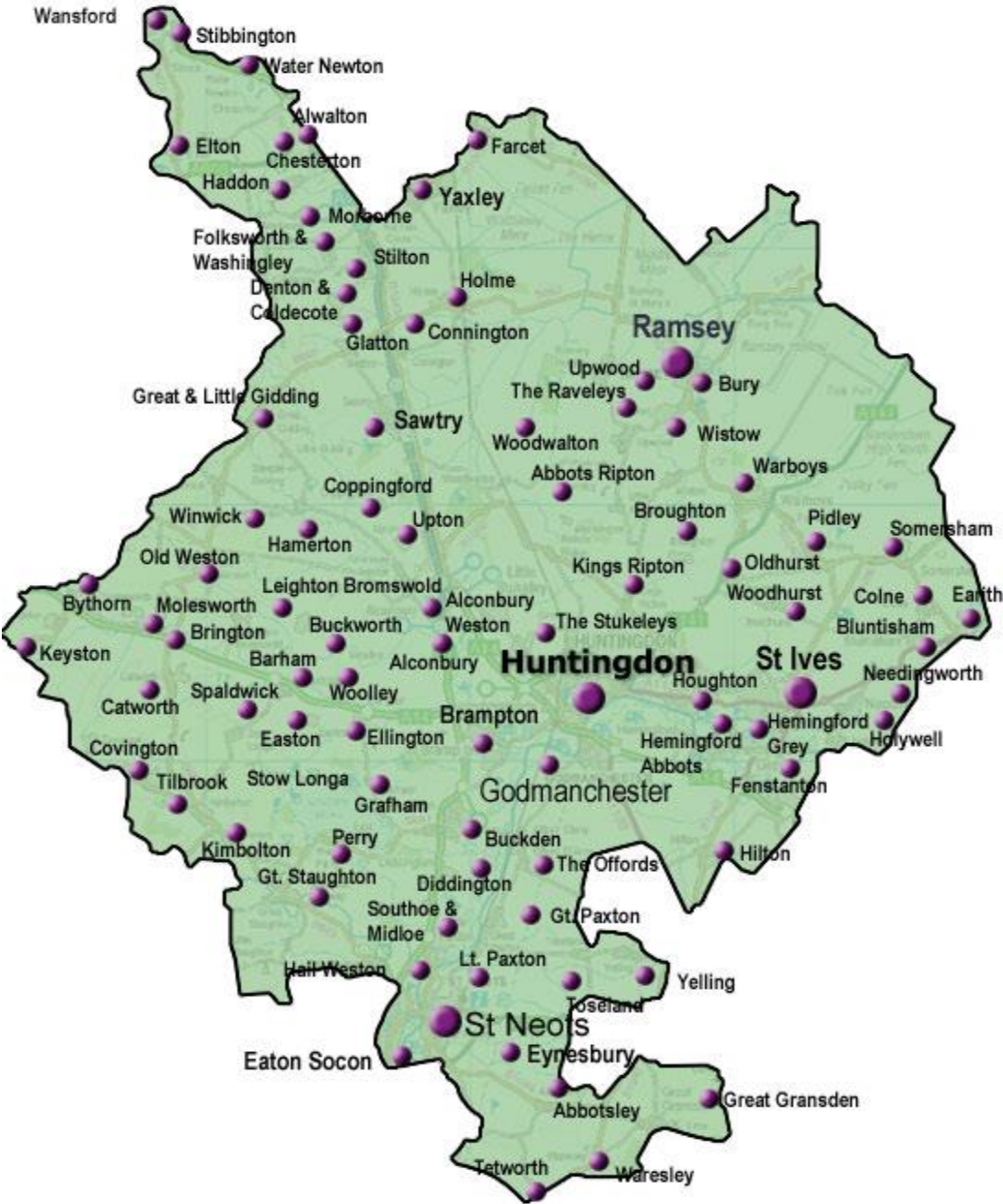
**35.2** Private lotteries must comply with conditions set out in Schedule 11 of the Gambling Act 2005 relating to tickets. In summary, these are:

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

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

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

DISTRICT OF HUNTINGDONSHIRE



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## RESPONSIBLE AUTHORITIES

### The Licensing Authority

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

☎ 01480 387075  
Fax 01480 388361  
E-mail [Licensing@huntingdonshire.gov.uk](mailto:Licensing@huntingdonshire.gov.uk)

### The Gambling Commission

4<sup>th</sup> Floor,  
Victoria Square House  
Victoria Square  
Birmingham  
B2 4BP

☎ 0121 230 6500  
Fax 0121 237 2236  
[info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

### The Chief Officer of Police

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

☎ 01354 606504

### Cambridgeshire Fire and Rescue Service

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

☎ 01480 433297

### Local Planning Authority

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

☎ 01480 388423/  
01480 388424

### **Local Environmental Health Authority**

Chief Operating officer  
Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon  
PE29 3TN



01480 388302

### **HM Revenues and Customs**

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



0845 302 1448

Text

0845 302 1452

### **Child Protection Services**

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



01480 372439

## LIST OF CONSULTEES

### Responsible Authorities:

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

### Persons representing interests of persons affected in the area:

Association of British Bookmakers Ltd  
BACTA  
The Bingo Association  
British Beer and Pub Association

British Holiday and Home Parks Association  
Business in Sport and Leisure  
GAMCARE

Huntingdon Community Safety Partnership  
Huntingdonshire Business Against Crime  
Huntingdonshire Business Network  
Huntingdonshire Chamber of Commerce and Industry  
Huntingdonshire Citizens Advice Bureau  
Huntingdonshire Primary Care Trust

#### Neighbouring Councils:

- Cambridge City Council
- South Cambridgeshire district Council
- Fenland District Council
- Peterborough Council

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

- St Ives Town Initiative
- BID, Huntingdon

- St Neots Town Council Initiative
- Ramsey Initiative

**Persons representing interests of businesses in the area:**

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

- St Ives
- Huntingdon
- St Neots
- Ramsey

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

**The public via:**

Huntingdonshire District Council website  
Huntingdonshire District Council Offices

## SUMMARY OF MACHINE PROVISIONS BY PREMISES

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

							category D machines
	<b>A</b>	<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B4</b>	<b>C</b>	<b>D</b>

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

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

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## SUMMARY OF GAMING MACHINE CATEGORIES AND ENTITLEMENTS

Category of Machine	Maximum stake (from Jan 2014)	Maximum prize (from Jan 2014)
A	Unlimited	Unlimited
B1	£5	£10,000*
B2	£2	£500
B3A	£2	£500
B3	£2	£500
B4	£2	£400
C	£1	£100
D – non-money prize (other than a crane grab machine or a coin pusher or penny falls machine)	30p	£8
D – non-money prize (crane grab machine)	£1	£50
D -money prize (other than a coin pusher or penny falls machine)	10p	£5
D – Combined money and non-money prize	10p	£8 (of which no more than £5 may be a money prize)

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

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



## SUMMARY OF GAMING ENTITLEMENTS FOR CLUBS AND ALCOHOL LICENSED PREMISES

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

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

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**Public  
Key Decision - No**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

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

**Meeting/Date:** Cabinet – 7th December 2021

**Executive Portfolio:** Executive Councillor for Strategic Finance

**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 2021/22 Treasury Management Strategy was approved by the Council on the 24<sup>th</sup> February 2021 and this report sets out the Treasury Performance for period between 1<sup>st</sup> April 2021 and 30<sup>th</sup> September 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 first half of 2021/22 influencing the Council's decision-making were.**

- GDP was up by 5.5% quarter to quarter, household consumption was the largest factor. Annual CPI rose to 3.2% in August, with unemployment rates falling to 4.6% (July). It is forecast that CPI might rise slightly above 4% by the last 3 months of 2021.

- The Bank of England (BoE) held Bank Rate at 0.1% throughout the period
- 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 0.02% (excluding loans to organisations and the property fund).

**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 3.5**.

These investments generated £2.4m of investment income for the Council in 2021/22 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**.

**Recommendations:**

The Council is **RECOMMENDED** to

**consider the contents of the report.**

## 1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to update Members on the Council's treasury management activity for the first 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 2021/22 Treasury Management Strategy at its meeting on 24<sup>th</sup> February 2021.
- 2.3 All treasury management activity undertaken during the first half of 2021/22 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 first 6 months of 2021/22 financial year and the details of the investments and loans held as at 30<sup>th</sup> September 2021 are shown in detail in **Appendix A section 3.0 to 3.3**.

### 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 3.4**.

## **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 3.5 of Appendix A.**

## **Compliance**

4. **COMPLIANCE WITH SPECIFIC INVESTMENT AND DEBT LIMITS ARE INDICATED IN TABLES 8 AND 9 OF APPENDIX A.**

## **Treasury Management Indicators**

5. The Council measures and manages its exposure to treasury management risks using indicators which are details in the **Appendix A section 5.**

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

- 6.1 The Panel discussed the Treasury Management - Six Month Review at its meeting on 3rd November 2021.
- 6.2 In response to a question from Councillor Chapman regarding empty units at the Rowley Arts Centre, the Panel heard that the CIS was exceeding its budgeted income targets and that the team were working hard to fill vacant units with sustainable options which would benefit the local community and local economy.
- 6.3 Following a question from Councillor Wakeford, the Panel heard that environmental impact is very much considered as part of the Councils work and future planning.
- 6.4 The Panel welcomed the report and encourage the Cabinet to endorse the recommendations contained within the report.

## **List of Appendices;**

### **Appendix A**

- Economic review (source: Arlingclose)
- Borrowing and Investment as at 30<sup>th</sup> September 2021
- Risk Management
- Non-treasury Investments
- Treasury Management Indicators
- Outlook for the remainder of 2021/22
- Revisions to CIPFA Codes

**Appendix B**


- Capital Prudential Indicators

**Appendix C**

- Glossary

**CONTACT OFFICER**

Eric Symons, Chief Finance Officer

 07736 630057

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## 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 2021/22 was approved at a meeting on 24<sup>th</sup> February 2021. 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 24<sup>th</sup> February 2021.

### 2.0 External Context

#### 2.1 Economic background

The economic recovery from coronavirus pandemic continued to dominate the first half of the financial year. By the end of the period over 48 million people in the UK had received their first dose of a COVID-19 vaccine and almost 45 million their second dose.

The Bank of England (BoE) held Bank Rate at 0.1% throughout the period and maintained its Quantitative Easing programme at £895 billion, unchanged since the November 2020 meeting. In its September 2021 policy announcement, the BoE noted it now expected the UK economy to grow at a slower pace than was predicted in August, as the pace of the global recovery had shown signs of slowing and there were concerns inflationary pressures may be more persistent. Within the announcement, Bank expectations for GDP growth for the third (calendar) quarter were revised down to 2.1% (from 2.9%), in part reflecting tighter supply conditions. The path of CPI inflation is now expected to rise slightly above 4% in the last three months of 2021, due to higher energy prices and core goods inflation. While the

Monetary Policy Committee meeting ended with policy rates unchanged, the tone was more hawkish.

Government initiatives continued to support the economy over the quarter but came to an end on 30th September 2021, with businesses required to either take back the 1.6 million workers on the furlough scheme or make them redundant.

The latest labour market data showed that in the three months to July 2021 the unemployment rate fell to 4.6%. The employment rate increased, and economic activity rates decreased, suggesting an improving labour market picture. Latest data showed growth in average total pay (including bonuses) and regular pay (excluding bonuses) among employees was 8.3% and 6.3% respectively over the period. However, part of the robust growth figures is due to a base effect from a decline in average pay in the spring of last year associated with the furlough scheme.

Annual CPI inflation rose to 3.2% in August, exceeding expectations for 2.9%, with the largest upward contribution coming from restaurants and hotels. The Bank of England now expects inflation to exceed 4% by the end of the calendar year owing largely to developments in energy and goods prices. The Office of National Statistics' (ONS) preferred measure of CPIH which includes owner-occupied housing was 3.0% year/year, marginally higher than expectations for 2.7%.

The easing of restrictions boosted activity in the second quarter of calendar year, helping push GDP up by 5.5% q/q (final estimate vs 4.8% q/q initial estimate). Household consumption was the largest contributor. Within the sector breakdown production contributed 1.0% q/q, construction 3.8% q/q and services 6.5% q/q, taking all of these close to their pre-pandemic levels.

## **2.2 Financial markets**

Monetary and fiscal stimulus together with rising economic growth and the ongoing vaccine rollout programmes continued to support equity markets over most of the period, albeit with a bumpy ride towards the end. The Dow Jones hit another record high while the UK-focused FTSE 250 index continued making gains over pre-pandemic levels. The more internationally focused FTSE 100 saw more modest gains over the period and remains below its pre-crisis peak.

Inflation worries continued during the period. Declines in bond yields in the first quarter of the financial year suggested bond markets were expecting any general price increases to be less severe, or more transitory, that was previously thought. However, an increase in gas prices in the UK and EU, supply shortages and a dearth of HGV and lorry drivers with companies willing to pay more to secure their services, has caused problems for a range of industries and, in some instance, lead to higher prices.

The 5-year UK benchmark gilt yield began the financial year at 0.36% before declining to 0.33% by the end of June 2021 and then climbing to 0.64% on 30th September. Over the same period the 10-year gilt yield fell from 0.80% to 0.71% before rising to 1.03% and the 20-year yield declined from 1.31% to 1.21% and then increased to 1.37%.

### **2.3 Credit review**

Credit default swap spreads were flat over most of period and are broadly in line with their pre-pandemic levels. In late September spreads rose by a few basis points due to concerns around Chinese property developer Evergrande defaulting but are now falling back. The gap in spreads between UK ringfenced and non-ringfenced entities continued to narrow, but Santander UK remained an outlier compared to the other ringfenced/retail banks. At the end of the period Santander UK was trading the highest at 53bps and Lloyds Banks Plc the lowest at 32bps. The other ringfenced banks were trading between 37-39bps and Nationwide Building Society was 39bps.

Over the period Fitch and Moody's upwardly revised to stable the outlook on a number of UK banks and building societies on our counterparty list, recognising their improved capital positions compared to last year and better economic growth prospects in the UK.

Fitch also revised the outlooks for Nordea, Svenska Handelsbanken and Handelsbanken plc to stable from negative. The rating agency considered the improved economic prospects in the Nordic region to have reduced the baseline downside risks it previously assigned to the lenders.

The successful vaccine rollout programme is credit positive for the financial services sector in general and the improved economic outlook has meant some institutions have been able to reduce provisions for bad loans. While there is still uncertainty around the full extent of the losses banks and building societies will suffer due to the pandemic-related economic slowdown, the sector is in a generally better position now compared to earlier this year and 2020.

At the end of the period Arlingclose had completed its full review of its credit advice on unsecured deposits. The outcome of this review included the addition of NatWest Markets plc to the counterparty list together with the removal of the suspension of Handelsbanken plc. In addition, the maximum duration for all recommended counterparties was extended to 100 days.

As ever, the institutions and durations on the Authority's counterparty list recommended by treasury management advisors Arlingclose remain under constant review.

### 3.0 Local Context

On 31<sup>st</sup> March 2021, the Council had theoretical net investments of £66.3m (this level may not be reached due to daily cashflows) 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	71.4
Less: *Other debt liabilities	0.6
<b>Total CFR</b>	<b>70.8</b>
External borrowing	39.6
<b>Internal borrowing</b>	<b>31.2</b>
Less: Usable reserves	72.4
Less: Working capital	25.1
<b>Net (Investing) or New Borrowing</b>	<b>(66.3)</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 30<sup>th</sup> September 2021 and the change during the year is shown in Table 2 below.

Table 2: Treasury Management Summary

	31.3.21 Balance £m	Movement £m	30.9.21 Balance £m	30.9.21 Rate %
Long-term borrowing	39.60	(0.50)	39.10	2.82
Short-term borrowing	0.00	0.00	0.00	0.00
<b>Total borrowing</b>	<b>39.60</b>	<b>(0.50)</b>	<b>39.10</b>	
Long-term investments	4.00	0.00	4.00	3.60
Short-term investments	0.00	0.00	0.00	
Cash and cash equivalents	28.08	25.59	53.67	0.10
<b>Total investments</b>	<b>32.08</b>	<b>25.59</b>	<b>57.67</b>	
<b>Net borrowing/Investing ( )</b>	<b>7.52</b>	<b>26.09</b>	<b>(18.57)</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 (reduction of payments to 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 30<sup>th</sup> September 2021, the Council held £39.10m of loans, a decrease of £0.5m from 31<sup>st</sup> March 2021. Outstanding loans on 30<sup>th</sup> September are summarised in Table 3 below.

Table 3: Borrowing Position

	31.3.21 Balance £m	Net Movement £m	30.9.21 Balance £m	30.9.21 Weighted Average Rate %	30.9.21 Weighted Average Maturity (years)
Public Works Loan Board	39.60	(0.50)	39.10	2.82%	23
Local authorities (short-term)	0.00	0.00	0.00	0.00%	0
<b>Total borrowing</b>	<b>39.60</b>	<b>(0.50)</b>	<b>39.10</b>	<b>2.82%</b>	<b>23</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
PWLB 2	495153	5,000,000	3.90	36
PWLB 3	502463	327,308	2.24	2
PWLB 4	504487	665,620	3.28	25
PWLB 5	504598	884,429	3.10	25
PWLB 6	504810	383,842	2.91	25
PWLB 7	504922	358,305	3.10	26
PWLB 8	504993	290,191	2.92	26
PWLB 9	505255	573,800	2.31	26
PWLB 10	505372	440,567	2.18	26
PWLB 11	505649	788,039	2.67	26
PWLB 12	506436	5,000,000	2.78	16
PWLB 13	508696	7,291,685	2.49	17
PWLB 14	508931	133,333	1.48	1
PWLB 15	509389	11,963,000	2.18	18
<b>Total borrowing</b>		<b>39,100,120</b>	<b>2.82</b>	<b>23</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 PWLB guidance and terms and conditions changes

HM Treasury published further guidance on PWLB borrowing in August 2021 providing additional detail and clarifications predominantly around the definition of an 'investment asset primarily for yield'. The principal aspects of the new guidance are:

- Capital expenditure incurred or committed to before 26th November 2020 is allowable even for an 'investment asset primarily for yield'.

- Capital plans should be submitted by local authorities via a DELTA return. These open for the new financial year on 1st March and remain open all year. Returns must be updated if there is a change of more than 10%.
- An asset held primarily to generate yield that serves no direct policy purpose should not be categorised as service delivery.
- Further detail on how local authorities purchasing investment assets primarily for yield can access the PWLB for the purposes of refinancing existing loans or externalising internal borrowing.
- Additional detail on the sanctions which can be imposed for inappropriate use of the PWLB loan. These can include a request to cancel projects, restrictions to accessing the PLWB and requests for information on further plans.

The PWLB has made changes to its terms and conditions from 8<sup>th</sup> September 2021. The settlement time for a PWLB loan has been extended from two working days (T+2) to five working days (T+5). In a move to protect the PWLB against negative interest rates, the minimum interest rate for PWLB loans has also been set at 0.01% and the interest charged on late repayments will be the higher of Bank of England Base Rate or 0.1%.

The Municipal Bonds Agency (MBA) is working to deliver a new short-term loan solution, available in the first instance to principal local authorities in England, allowing them access to short-dated, low rate, flexible debt. The minimum loan size is expected to be £25 million. Importantly, local authorities will borrow in their own name and will not cross guarantee any other authorities. If the Authority intends future borrowing through the MBA, it will first ensure that it has thoroughly scrutinised the legal terms and conditions of the arrangement and is satisfied with them.

£4bn has been earmarked for of lending to local authorities by the UK Infrastructure Bank which is wholly owned and backed by HM Treasury. The availability of this lending to local authorities, for which there will be a bidding process, is yet to commence. Loans will be available for qualifying projects at gilt yields plus 0.6%, which is 0.2% lower than the PWLB certainty rate.

### **3.3 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 30.09.2021 was 0.62%.

	<b>31.3.21</b>	<b>Net</b>	<b>30.9.21</b>	<b>30.9.21</b>	<b>30.9.21</b>
	<b>Balance</b>	<b>Movement</b>	<b>Balance</b>	<b>Income Return</b>	<b>Weighted Average Maturity</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>%</b>	<b>Days</b>
Banks & building societies (unsecured)	14.693	6.974	21.667	0.01	1
Government (incl. local authorities)	0.000	2.000	2.000	0.40	53
Money Market Funds	13.650	16.350	30.000	0.01	1
Loans to other organisation	5.963	(0.751)	5.212	4.24	>365
Other Pooled Funds.					
- Property fund (CCLA)	4.000	0.00	4.000	3.60	>365
<b>Total investments</b>	<b>38.306</b>	<b>24.573</b>	<b>62.879</b>	<b>0.62</b>	

Deposit rates with the Debt Management Account Deposit Facility (DMADF) are also largely around zero, and so this facility has not been used.

### **3.4 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
			%		%
31.03.2021	4.90	A+	96	18	0.42
30.09.2021	5.04	A+	96	3	0.32
Similar LAs	4.66	A+	69	32	1.20
All LAs	4.69	A+	69	10	0.78

The weighted average maturity includes the CCLA Property Fund, average maturity of investments is 1 day.

£4m 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 a total return of £72,000 (3.60%), for period of 1<sup>st</sup> April to 30<sup>th</sup> September 2021 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. The council’s bail in exposure is higher than average however this is mitigated by the much shorter than average days to maturity (days to when funds can be withdrawn).

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.

### **3.5 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 DLUHC’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 £57.0m of such investments in:

- directly owned property £56.9m
- shareholding in subsidiaries £0.1m

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

Property	31.3.2020	31.3.2021 Actual*	
	Value in accounts	Gains or (losses)	Value in accounts
Existing Portfolio	21,225		21,225
2 Stonehill	1,800		1,800
80 Wilbury Way	1,870		1,870
Shawlands Retail Park	4,500		4,500
1400 & 1500 Parkway	4,400		4,400
Units 21a, 21b,23a,b,c Little End Road, St Neots	2,900		2,900
Rowley Centre, St Neots	5,750		5,750
Tri-link, Wakefield	12,500		12,500
Alms Close (construction costs)		1,959	1,959
<b>TOTAL</b>	<b>54,945</b>	<b>1,959</b>	<b>56,904</b>

\*The properties are in the process of being valued, the valuations as at 31/03/2021 are not available yet, but will be available in the statement of accounts 2020/21 when published.

These investments generated £2.4m of investment income for the Authority from April to September 2021 after taking account of direct costs.

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. The current forecast is showing an increase in expected net investment income of £331,000 due to tenants not breaking leases.

Table 7: Proportionality of Investments in £'000

	<b>2019/20 Actual</b>	<b>2020/21 Actual</b>	<b>2021/22 Budget</b>	<b>2022/23 Budget</b>	<b>2023/24 Budget</b>
Gross service expenditure	77,704	71,928*	71,922	60,923	61,511
Investment income	5,469	5,575	5,336	5,293	5,380
Proportion	7.04%	7.75%	7.42%	8.69%	8.75%

\*This figure has been adjusted to remove expenditure on covid related grants in order to preserve comparability across years. The grant payments were funded by grants received from government.

#### **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>30.9.21 Actual £m</b>	<b>2021/22 Operational Boundary £m</b>	<b>2021/22 Authorised Limit £m</b>	<b>Complied?</b>
General	10.00	70.00	80.00	Yes
Loans	4.85	15.00	20.00	Yes
CIS	24.25	30.00	35.00	Yes
<b>Total debt</b>	<b>39.10</b>	<b>115.00</b>	<b>135.00</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 half year.

Table 9: Investment Limits

	30.9.21 Actual £m	2021/22 Limit £m	Complied?
<b>Deposit Accounts</b>			
NatWest	18.17	Unlimited*	Yes
Debt Management Office (DMO)	0.00	unlimited	Yes
Barclays	3.50	4.00	Yes
Thurrock Council	2.00	4.00	Yes
<b>Money Market Funds</b>			
Aberdeen Liquidity Fund	5.00	5.00	Yes
BlackRock Institutional sterling liquidity Fund	5.00	5.00	Yes
CCLA Public Sector Deposit Fund	5.00	5.00	Yes
Federated Short Term Prime Fund	5.00	5.00	Yes
Insight Liquidity Funds	2.50	5.00	Yes
Invesco	5.00	5.00	Yes
Legal & General Sterling Liquidity Fund	2.50	5.00	Yes
<b>Total</b>	<b>53.67</b>		

\*NatWest is the council's transactional bank, the balance held is sufficient for operational needs.

## 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.

	30.9.21 Actual	2021/22 Target	Complied?
Portfolio average credit rating	AA	A-	Yes

This excludes the investment with Thurrock Council that does not have a credit rating.

## 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.

	30.9.21 Actual £m	2021/22 Target £m	Complied?
Total cash available within 3 months	53.67	2	Yes

## Interest Rate Exposures (Discretionary local measure)

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	30.9.21 Actual	30.9.21 Theoretical	2021/22 Limit	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£0	£391,000	£128,000	No*
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£0	£391,000	£128,000	No*

\*In reality all borrowing is at a fixed interest rate (with PWLB) and so changes in rates will only be relevant when and if the loans need to be refinanced. The loans that may need refinancing (i.e., those linked to asset purchases) have a weighted average years to maturity of 20 years. CIPFA no longer recommends setting limits for interest rate exposure, this is a locally adopted indicator.

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:

	30.9.21 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	0.3%	80%	0%	Yes
12 months and within 24 months	0.8%	80%	0%	Yes
24 months and within 5 years	0.0%	80%	0%	Yes
5 years and within 10 years	0.0%	100%	0%	Yes
10 years and above	98.8%	100%	0%	Yes

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

## Principal Sums Invested for Periods Longer than a Year

	2021/22	2022/23	2023/24
Actual principal invested beyond year end	0	0	0
Limit on principal invested beyond year end	£10.00m	£10.00m	£10.00m
Complied?	Yes	Yes	Yes

## 6.0 Outlook for 2021/22 (Provided by Arlingclose)

	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24
Official Bank Rate													
Upside risk	0.00	0.15	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Arlingclose Central Case	0.10	0.10	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk	0.00	0.00	0.15	0.15	0.15	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40

Arlingclose expects Bank Rate to rise in Q2 2022. We believe this is driven as much by the Bank of England's desire to move from emergency levels as by fears of inflationary pressure.

Investors have priced in multiple rises in Bank Rate to 1% by 2024. While Arlingclose believes Bank Rate will rise, it is by a lesser extent than expected by markets. The global economy continues to recover from the pandemic but has entered a more challenging phase. The resurgence of demand has led to the expected rise in inflationary pressure, but disrupted factors of supply are amplifying the effects, increasing the likelihood of lower growth rates ahead.

While Q2 UK GDP expanded more quickly than initially thought, the 'pingdemic' and more latterly supply disruption will leave Q3 GDP broadly stagnant. The outlook also appears weaker. Household spending, the driver of the recovery to date, is under pressure from a combination of retail energy price rises, the end of government support programmes and soon, tax rises. Government spending, the other driver of recovery, will slow considerably as the economy is taken off fiscal support.

Inflation rose to 3.2% in August. A combination of factors will drive this to over 4% in the near term. While the transitory factors affecting inflation, including the low base effect of 2020, are expected to unwind over time, the MPC has recently communicated fears that these transitory factors will feed longer-term inflation expectations that require tighter monetary policy to control. This has driven interest rate expectations substantially higher.

The supply imbalances are apparent in the labour market. While wage growth is currently elevated due to compositional and base factors, stories abound of higher wages for certain sectors, driving inflation expectations. It is uncertain whether a broad-based increase in wages is possible given the pressures on businesses.

Government bond yields increased sharply following the September FOMC and MPC minutes, in which both central banks communicated a lower tolerance for higher inflation than previously thought. The MPC in particular has doubled down on these signals in spite of softer economic data. Bond investors expect higher near-term interest rates but are also clearly uncertain about central bank policy.

The MPC appears to be playing both sides, but has made clear its intentions to tighten policy, possibly driven by a desire to move away from emergency levels. While the economic outlook will be challenging, the signals from policymakers suggest Bank Rate will rise unless data indicates a more severe slowdown.

## **7.0 Revisions to CIPFA Codes**

In February 2021 CIPFA launched two consultations on changes to its Prudential Code and Treasury Management Code of Practice. These followed the Public Accounts Committee's recommendation that the prudential framework should be further tightened following continued borrowing by some authorities for investment purposes. In June, CIPFA provided feedback from this consultation.

In September CIPFA issued the revised Codes and Guidance Notes in draft form and opened the latest consultation process on their proposed changes. The changes include:

- Clarification that (a) local authorities must not borrow to invest primarily for financial return (b) it is not prudent for authorities to make any investment or spending decision that will increase the Capital Financing Requirement, and so may lead to new borrowing, unless directly and primarily related to the functions of the authority.
- Categorising investments as those (a) for treasury management purposes, (b) for service purposes and (c) for commercial purposes.
- Defining acceptable reasons to borrow money: (i) financing capital expenditure primarily related to delivering a local authority's functions, (ii) temporary management of cash flow within the context of a balanced budget, (iii) securing affordability by removing exposure to future interest rate rises and (iv) refinancing current borrowing, including replacing internal borrowing.
- For service and commercial investments, in addition to assessments of affordability and prudence, an assessment of proportionality in respect of the authority's overall financial capacity (i.e. whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services).
- Prudential Indicators
  - New indicator for net income from commercial and service investments to the budgeted net revenue stream.
  - Inclusion of the liability benchmark as a mandatory treasury management prudential indicator. CIPFA recommends this is presented as a chart of four balances – existing loan debt outstanding; loans CFR, net loans requirement, liability benchmark – over at least 10 years and ideally cover the authority's full debt maturity profile.
  - Excluding investment income from the definition of financing costs.
  - Incorporating ESG issues as a consideration within TMP 1 Risk Management.
  - Additional focus on the knowledge and skills of officers and elected members involved in decision making

Improvements to the Capital Finance Framework: DLUHC published a brief policy paper in July outlining the ways it feels that the current framework is failing and potential changes that could be made. The paper found that “while many authorities are compliant with the framework, there remain some authorities that continue to engage in practices that push the bounds of compliance and expose themselves to excessive risk”.



The actions announced include greater scrutiny of local authorities and particularly those engaged in commercial practices; an assessment of governance and training; a consideration of statutory caps on borrowing; further regulations around Minimum Revenue Provision (MRP) and ensuring that DLUHC regulations enforce guidance from CIPFA and the new PWLB lending arrangements. A further consultation on these matters is expected soon.

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## 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. The updated budget includes rephased schemes from 2020/21, in addition to the schemes included in the original budget.

Table 1: Summary of Capital Expenditure in £m

	2021/22 Budget	2021/22 Updated Budget	2021/22 Forecast
General Fund Services	18.20	45.27	34.59
<b>Total</b>	<b>18.20</b>	<b>45.27</b>	<b>34.59</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

	2021/22 Budget	2021/22 Updated Budget	2021/22 Forecast
External sources	14.14	27.25	25.15
Own resources	0.00	0.16	0.16
Capital Receipts	1.06	1.06	1.06
Internal Borrowing or Debt	3.00	16.80	8.22
<b>Total</b>	<b>18.20</b>	<b>45.27</b>	<b>34.59</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>2021/22 Budget</b>	<b>2021/22 Updated Budget</b>	<b>2021/22 Forecast</b>
General Fund Services	60.35	80.71	81.95
Capital investments	29.28	28.68	28.68
<b>Total</b>	<b>89.63</b>	<b>109.39</b>	<b>110.63</b>

The opening CFR for 2021/22 GF Services £42.75m Capital Investments £28.68m.

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 assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2022/23. Repayments of capital grants, loan and investments also generate capital receipts.

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

	<b>2021/22 Budget</b>	<b>2021/22 Updated Budget</b>	<b>2021/22 Forecast</b>
Asset sales	1.06	1.06	1.06
Loans repaid	0.00	0.00	0.28
<b>Total</b>	<b>1.06</b>	<b>1.06</b>	<b>1.34</b>

### GLOSSARY

#### **Arlingclose**

The council's treasury management advisors.

#### **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 Expenditure**

Expenditure on assets (tangible or intangible) that will be used for longer than one year e.g., property, vehicles, software (intangible assets).

#### **Capital Financing Requirement (CFR)**

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

#### **Capital Receipt**

The cash received from the sale of a non-current asset e.g. sale of property or land.

#### **CIPFA**

The Chartered Institute of Public Finance and Accountancy (CIPFA) is a professional institute for accountants working in the public services, national audit agencies, in major accountancy firms, and in other bodies where public money needs to be managed. It is the only UK professional accountancy body to specialise in public services.

### **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.

### **CPI**

The Consumer Price Index is a price index, it is the price of a weighted average market basket of consumer goods and services purchased by households. Changes in CPI track changes in process over time. CPIH includes housing costs.

### **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 +/- . Fitch, Moody's and Standard and Poor's provide credit ratings.

### **DLUHC**

The Department for Levelling Up, Housing and Communities (DLUHC), formerly the Ministry for Housing, Communities and Local Government (MHCLG), is the UK Government department for housing, communities and local government in England.

### **Federal Open Market Committee (FOMC)**

The Federal Open Market Committee (FOMC), a committee within the Federal Reserve System, is charged with overseeing the USA's open market operations (e.g., the Fed's buying and selling of United States Treasury securities). This Federal Reserve committee makes key decisions about interest rates and the growth of the United States money supply.

### **FTSE**

A UK provider of stock market indices, it is owned by the London Stock Exchange.

### **GDP**

Gross Domestic Product is a monetary measure of the market value of all the final goods and services produced by a country in a particular time period.

### **Gilts**

Bonds issued by the Government.

**Internal Borrowing**

The use of the council's own cash balances to finance expenditure. As opposed to external borrowing e.g. from PWLB.

**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.

**Monetary Policy Committee (MPC)**

The Monetary Policy Committee (MPC) is a committee of the Bank of England, which meets eight times a year, to decide the official interest rate in the United Kingdom (the Bank of England Base Rate).

**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.

**Prudential Code (CIPFA)**

The framework established by the Prudential Code supports local strategic planning, local asset management planning and proper option appraisal. The objective of the Prudential Code is to ensure, within this clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable.

**S31 Grants**

Grants issued by central government to local authorities, relating to a specific purpose.

**Transactional Banking**

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

**Treasury Management Code (CIPFA)**

This code was developed to meet the needs of local authorities (including PCCs and fire authorities), registered social landlords, further and higher education institutions, and NHS trusts. In order to provide a clear definition of treasury management activities.



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

## HUNTINGDONSHIRE DISTRICT COUNCIL

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

**Meeting/Date:** Council – 7 December 2021.

**Report by:** Managing Director.

**Ward affected:** St Neots Eatons.

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### **Executive Summary:**

The purpose of this report is to consider an extension of the six-month rule for Councillor D A Giles on the grounds of ill-health.

The Council is

### **RECOMMENDED**

**that, in accordance with Section 85 of the Local Government Act 1972, Council approves Councillor D A Giles non-attendance at meetings until the 9th May 2022 on the grounds of continued ill-health and the Council's best wishes be conveyed to him.**

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

- 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.
- 1.2 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**

- 2.1 Councillor Derek Giles has been unable to attend meetings recently on ill-health grounds and is currently undergoing treatment. The last meeting Councillor Giles attended was the Council on 21 July 2021. Under the circumstances, it is requested that Council approve an extension of the six-month rule for Councillor Giles until the 9th May 2022 and the Council's best wishes be conveyed to him. This would not prevent Councillor Giles from returning to meetings at any time, if his health allowed, but would give flexibility and prevent further recourse to the Council.
- 2.2 District Council Elections are scheduled to be held on 5 May 2022. If Councillor Giles chose not to re-stand for re-election, he would cease to be a Councillor with effect from 9 May 2022, which the end of his current term of office.

## **3. KEY IMPACTS / RISKS**

- 3.1 Councillor Giles' District Ward duties will continue to be undertaken by his ward colleagues.

## **4. LEGAL IMPLICATIONS**

- 4.1 If an elected member fails to attend any meetings of the authority for a period of six months without the authority resolving during the period to excuse a particular member from missing a meeting in accordance with Section 85(1) of the Local Government Act 1972, the Council must formally declare the seat to be vacant.

## **5. RESOURCE IMPLICATIONS**

- 5.1 None.

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

- 6.1 Owing to the continued ill-health of Councillor D A Giles it is requested that his non-attendance at meetings be approved until 9 May 2022.
- 6.2 District Council Elections are scheduled to be held on 5 May 2022. If Councillor Giles chose not to re-stand for re-election, he would cease to be a Councillor with effect from 9 May 2022.

## **7. BACKGROUND PAPERS**

Local Government Act 1972

Councillor Attendance Records – Huntingdonshire District Council

### **CONTACT OFFICER**

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**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## **Cambridgeshire & Peterborough Combined Authority Reports from Constituent Council Representatives on the Combined Authority**

### **Audit and Governance Committee**

24 September 2021  
Councillor G J Bull

### **Overview and Scrutiny Committee**

27 September and 25 October 2021  
Councillor S J Corney  
Councillor D B Dew

### **Combined Authority Board**

29 September and 27 October 2021.  
Councillor R Fuller

The above meetings have taken place in September / October 2021.

### **Audit and Governance Committee – 24th September 2021**

The Audit and Governance Committee met on 24th September 2021; the decision summary is attached as Appendix 1.

### **Overview and Scrutiny Committee – 27th September and 25th October 2021**

The Overview and Scrutiny Committee met on 27th September and 25th October 2021; the decision summaries are attached as Appendix 2 and 3.

### **Combined Authority Board – 29th September and 27th October 2021**

The Combined Authority Board met on 29th September and 27th October 2021; the decision summaries are attached as Appendices 4 and 5.

The agendas and minutes of the meetings are on the Combined Authority's website.

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## Audit and Governance Committee Decision Summary

Meeting: 24th September 2021

Agenda/Minutes: [Audit and Governance Committee – 24th September 2021](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1	<b>Apologies and Declarations of Interests</b>	<p>No apologies received.</p> <p>There were no declarations of interest.</p>
2	<b>Chair's Announcements</b>	<p>The Chair made the following announcements:</p> <p>1) Annual Accounts and AGS</p> <p>We were expecting to bring the final version of the 2020/21 financial statements and Annual Governance Statement to this Committee meeting for final approval, along with the external auditors' Audit Results Report. Members will recall from the last meeting that we were waiting to receive the actuary's IAS19 report on the final pension balances to complete the final version of the accounts and for EY to complete their audit.</p> <p>We have recently been informed by EY that as a result of "commentary by regulatory bodies" to other audit firms, EY needed to update their procedures around verification of data. Mark Hodgson, the EY partner responsible for the CPCA audit advised us that due to their requirement for additional audit evidence, they could not provide assurance that they</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>would be able to issue and sign the audit opinion by the date of this Committee meeting.</p> <p>Given the uncertainty of the audit position, I have taken the decision to withdraw the financial statements and external audit papers from the agenda, and to reschedule them for the November meeting.</p> <p>The auditors also have a requirement to review the Annual Governance Statement for completeness, compliance and consistency with the financial statements, so the final approval of the Annual Governance Statement will also be deferred until the November Committee meeting.</p> <p>2) Informal Session to review the Constitution prior to the Committee's next meeting to be scheduled.</p>
3	<b>Minutes of the Previous Meeting and Action Notes</b>	<p>The minutes from the meeting held on the 30<sup>th</sup> July 2021 were agreed as a correct record.</p> <p>The Actions from the previous meeting were noted.</p>
4	<b>Combined Authority Update</b>	<p>The Chair advised that the Chief Executive was unable to attend the meeting but had advised the Chair that there was nothing to report in addition to the information contained within the reports going to the Combined Authority Board on the 29<sup>th</sup> September 2021.</p>
5	<b>Internal Audit Progress &amp; Annual Report</b>	<p>The Committee:</p> <p>a) Received and noted the annual internal audit report for 2020/21 as provided by the Combined Authority's internal auditors, RSM Risk</p>



Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>Assurance Services LLP (RSM).</p> <p>b) Received and noted the internal audit progress report for 2021/22 as provided by RSM</p> <p>c) The Committee requested that feedback on how the Internal Auditors could become involved in the development of policies and project management at the CPCA be provided within the next Internal Audit update.</p>
6	<b>Combined Authority Trading Companies</b>	<p>The Committee received the report from the Monitoring Officer which provided the Committee with a draft terms of reference in relation to the review and assessment of the Combined Authority's trading companies in line with the statutory powers invested in the Committee.</p> <p>The Committee RESOLVED not to accept the terms of reference of the Committee in relation to the Combined Authority trading companies as they had been presented but to request that:</p> <ol style="list-style-type: none"> <li>1) Officers consider the wording of the Terms of reference to reflect the position and role of the committee at the CPCA in relation to the trading companies.</li> <li>2) Officers reach out to other combined authorities and councils to seek others experiences of how A&amp;G Committee were managing this area and report back any findings to the committee.</li> <li>3) That Internal Audit be approached to discuss their involvement with the trading companies and to provide an insight into where this should begin.</li> </ol>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		4) An update on these above actions should be provided at the next meeting.
7	<b>One CAM Referral</b>	<p>The Committee received the report which provided the Committee with a potential scope for an internal audit review of a Mayoral decision.</p> <p>The Committee requested that scope be amended to:</p> <ul style="list-style-type: none"> <li>a) remove the third bullet point stating: ‘is there any spend/spending commitment from the Combined Authority itself on the CAM programme or has it all been directed through One CAM Ltd’ be removed from the scope as it was not relevant.</li> <li>b) amend the outside of scope to reflect that it was the nature of the decisions made by the CA Board and Executives of One CAM that would be outside of the scope.</li> </ul> <p>The Committee AGREED subject to the above amendments to approve the scope for an internal audit review of a Mayoral decision.</p>
8	<b>Business Board – Format of Meetings</b>	<p>Following a vote with 6 votes FOR and 1 AGAINST the Committee AGREED to:</p> <ul style="list-style-type: none"> <li>a) Note that the Business Board were asked to reconsider the recommendation from the Audit and Governance Committee, ‘that there should be a presumption that meetings of the Business Board are carried out in public (unless otherwise determined by the Chair)’.</li> <li>b) Note that the Business Board agreed the proposed change in meetings format on 14th September 2021.</li> </ul>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		c) Recommend the Combined Authority approve the proposed format change for future Business Board meetings.
9	<b>Work Programme and Updated Terms of Reference</b>	<p>The Committee received the report which provided the Committee with the draft work programme for Audit and Governance Committee to note and requested that the Committee consider and review the updated terms of reference at Appendix 1, which deals with the referral of matters to the Committee to consider under their work programme.</p> <p>The Committee AGREED:</p> <ul style="list-style-type: none"> <li>a) the updated terms of reference for the committee.</li> <li>b) to note the current work programme for the committee.</li> <li>c) to hold an informal session to receive a Horizon Scanning update from Directors.</li> <li>d) to hold an informal session the week commencing the 25<sup>th</sup> October to consider the constitution review.</li> </ul>
10	<b>Corporate Risk Register</b>	<p>The Committee received the report which provided an update on the Corporate Risk Register.</p> <p>The Committee requested that the CA Board consider whether they were satisfied that officers had considered the effect of increasing energy prices and the impact on supply chains when factoring the scores for the risks.</p> <p>The Committee noted the Corporate Risk Register.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
11	<b>Information Governance Update</b>	<p>The Committee received the report which updated the Audit and Governance Committee on the current position with regards to the GDPR Policy and Information Governance Policy as recommend by the Information Governance Report prepared in October 2020 and put before the Audit and Governance Committee on the 5 March 2021 and provided data related to the number of corporate complaints and Freedom of Information requests for the period of 1 June 2021 to 31 August 2021.</p> <p>The Committee AGREED to:</p> <ul style="list-style-type: none"> <li>a) Note the Information Governance Update</li> <li>b) Note the data on corporate complaints and freedom of information requests for June 2021 to August 2021</li> <li>c) Note the new GDPR Policies for the Combined Authority set out at Appendix 1 to 7.</li> <li>d) Recommend to the Combined Authority board that it approves and adopt the GDPR policies</li> <li>e) Recommend the Combined Authority delegated authority to the Monitoring Officer to make consequential amendments to those Policies as required.</li> </ul>
12	<b>Date of next meeting</b>	<p>The next meeting would be held on the 26<sup>th</sup> November 2021</p> <p>Venue: New Shire Hall Alconbury</p>

## Overview and Scrutiny Committee Decision Summary

Meeting: 27 September 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 27 September 2021](#)

Chair: Cllr Lorna Dupré

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies received from Cllr S. Nawaz substituted by Cllr D. Jones
2.	<b>Declarations of Interest</b>	There were no declarations of interest.
3.	<b>Minutes of the Previous Meeting</b>	The minutes of the last meeting were agreed as an accurate record.
4.	<b>Public Questions</b>	There were no public questions received.
5.	<b>Transport Update</b>	This item was deferred to the October meeting of the Committee.
6.	<b>Overview and Scrutiny Work Programme</b>	<p>The scoping document presented to the Committee was agreed, in principle, noting it is an iterative document.</p> <p>The Committee <b>agreed</b> a review of the Combined Authority accommodation strategy be undertaken in response to an invite from the Combined Authority Board.</p> <p>The Committee <b>agreed</b>, following the deferral of the Transport Update, that any further questions be forwarded to Cllr's Baigent, Davey and Hay for collation prior to the October meeting.</p> <p>Future potential items to add to the work programme were <b>agreed</b> as:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <li>• Climate change</li> <li>• Skills including the University of Peterborough, apprenticeships and iMET</li> <li>• Finance items including underspend on skills training resulting from Covid-19 and other activities not delivered</li> <li>• The annual budget</li> </ul>
7.	<b>Overview &amp; Scrutiny Committee Arrangements - Update</b>	<p>The Committee noted the Action Log; and agreed the Scrutiny Protocol and Rapporteur role description unanimously with a single abstention in all cases. The Mayor's Question Time format proposal was agreed by a majority. Members raised the following points on the Mayor's Question Time format:</p> <ul style="list-style-type: none"> <li>• There will need to be technical solutions in place for the public</li> <li>• The venue for the MQT involving the public will need to have a sufficient capacity</li> <li>• The proposal needs to clarify that it is one supplementary question per question <u>not</u> per meeting</li> <li>• The format should be reviewed at the end of the municipal year</li> </ul> <p>Members raised the following points on the Scrutiny Protocol:</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<ul style="list-style-type: none"> <li>• The protocol should be amended to state scrutiny should be non-partisan <u>not</u> non-political</li> </ul> <p>Members raised the following points on the Rapporteur role description:</p> <ul style="list-style-type: none"> <li>• Finance topics are generally cross-cutting and are ideal for the Rapporteur role</li> <li>• There will need to be an element of officer support for the role</li> </ul>
8.	<b>Combined Authority Board Agenda</b>	There were no questions from the Committee to the Combined Authority Board.
9.	<b>Combined Authority Forward Plan</b>	The Forward Plan was noted, and Members will report back to the Committee on a variety of issues.
10.	<b>Date and Time of Next Meeting</b>	The next meeting would be held on the 25 October 2021 at Fenland Hall, March.

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## Overview and Scrutiny Committee Decision Summary

Meeting: Monday, 25 October 2021

[AGENDA](#)

Chair: Cllr Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	<b>Apologies</b>	Apologies were received from Cllr Rippeth, substituted by Cllr Fane.  Apologies were received from Cllr Coles, Cllr Dew and Cllr Goldsack.
2.	<b>Declarations of Interest</b>	There were no declarations of interest.
3.	<b>Minutes of the Previous Meeting</b>	The minutes of the last meeting were agreed as an accurate record.
4.	<b>Public Questions</b>	There were no public questions received.
5.	<b>Transport Update</b>	The Mayor in his role as the Chair for Transport and Infrastructure Committee and the Transport Manager, provided the Overview and Scrutiny Committee with an update on the work being carried out by officers across the transport schemes requested by the committee.
6.	<b>Confirmation of Lead Member</b>	The Committee received the report which requested they confirm the appointment of the Lead

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	<b>Appointments</b>	<p>Members for Housing, Skills and the Transport &amp; Infrastructure Committees, the Business Board and Climate Change &amp; Environment.</p> <p>The Committee agreed to;</p> <p>a) Confirm the appointments of members to the roles of Lead Members for the Housing, Skills and the Transport &amp; Infrastructure Committees, the Business Board and Climate Change &amp; Environment</p> <p>b) Appoint Cllr Hay as the Rapporteur for the Bus Reform Review and Cllr Davey as the Rapporteur for the CAM.</p>
7.	<b>Overview and Scrutiny Arrangements Update</b>	<p>The Committee received the report, which provided the Overview and Scrutiny Committee with an update on the work being carried out by officers in relation to the actions recommended by the Centre for Governance and Scrutiny.</p> <p>The Committee agreed to;</p> <p>a) Note the Action Log from officers.</p> <p>b) Approve the Information Sharing Protocol.</p> <p>c) Note the feedback from the Combined Authority Board meeting.</p>
8.	<b>O&amp;S Trading Companies – Terms of Reference</b>	<p>The Committee received the draft terms of reference report in relation to the Committee's role in scrutinising the Combined Authority's trading companies, and highlighted the main points raised and issues identified in the report.</p> <p>The Committee agreed to;</p> <p>a) Approve the terms of reference of the Committee in relation to the Combined Authority trading companies subject to the removal of part A as they found this sat within A&amp;G Committee's terms of reference, and that part C be amended to state 'Review any matter within the Committee's power, pertaining to the Combined Authority's trading companies and any future activities of those trading companies.'</p>
9.	<b>Topics for Mayor's Question Time</b>	<p>The Committee received the report, which requested the Overview and Scrutiny Committee</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>discuss and agree the topic of questions for the Mayor's Question Time scheduled for the 22nd November 2021.</p> <p>The Committee agreed the topics would be affordable housing and the Mayor's priorities.</p>
10.	<b>Combined Authority Forward Plan</b>	The Committee received and noted the Forward Plan.
11.	<b>Overview and Scrutiny Work Programme</b>	<p>The Committee received the report which requested the Committee discuss and make suggestions on the suggested work programme and review any scoping reviews that have been received by the Scrutiny Officer.</p> <p>The Committee agreed to;</p> <p>a) approve the work programme.</p> <p>b) note the additional date in March to accommodate the second Mayor's Question Time.</p> <p>c) approved the scoping report for the Accommodation Strategy to be taken forward.</p>
12.	<b>Combined Authority Board Agenda</b>	The Committee agreed that no questions should be asked at the CA Board meeting.
13.	<b>Date and Time of Next Meeting</b>	The next meeting of the Committee would be on Monday, 22 November 2021 11:00am at Sand Martin House, Peterborough.

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## Combined Authority Board Decision Summary

Agenda/Minutes: [Combined Authority Board 29 September 2021](#)

Meeting: Wednesday 29 September 2021

### Part 1 - Governance Items

#### 1.1 Announcements, Apologies and Declarations of Interest

Apologies were received from Councillor Edna Murphy.

Declarations of interest were made by Councillors Bailey and Herbert in relation to Item 3.1 and 5.1, in that Councillor Bailey was a trustee of East Cambridgeshire Community Land Trust, and Councillor Herbert's partner was a Director of Cross Keys Homes Limited.

#### 1.2 Minutes of the Combined Authority Board meeting on 25th August 2021

The minutes of the meeting on 25th August 2021 were approved as an accurate record and signed by the Mayor.

#### 1.3 Petitions

No petitions were received.

#### 1.4 Public Questions

No public questions were received.

#### 1.5 Annotated Forward Plan – 19 September 2021

It was resolved to approve the Forward Plan.

## 1.6 Combined Authority Board and Committee Appointments September 2021

It was resolved to:

- a) Note the appointment by South Cambridgeshire District Council of Councillor John Williams as its substitute member on the Combined Authority Board for the remainder of the municipal year 2021/2022.
- b) Note the appointment by Cambridge City Council of Councillor Simon Smith as its substitute member on the Overview and Scrutiny Committee for the remainder of the municipal year 2021/2022.
- c) Note the appointment by Cambridgeshire County Council of Councillor Michael Atkins as one of its members on the Overview and Scrutiny Committee for the remainder of the municipal year 2021/2022.
- d) Ratify the appointment by Cambridgeshire County Council of Councillor Lucy Nethsingha as its substitute member on the Housing Committee for the remainder of the municipal year 2021/2022.

## 1.7 Appointment of Independent Remuneration Panel to review Members' Allowance Scheme

It was resolved to:

- a) Agree that ~~the an~~ Independent Remuneration Panel of **Cambridgeshire County Council and Peterborough City Council** ~~made up of the Chairs of the Independent Remuneration Panels of the Constituent Councils be~~ **approached** ~~constituted~~ to review the Members' Allowance Scheme for the Combined Authority in relation to the Mayor's allowance.
- b) ~~Discuss whether officers engage South East Employers or~~ invite an officer from a constituent council to manage the Independent Remuneration Panel.

## 1.8 Overview and Scrutiny Committee Arrangements - Review of Recommendations from the Centre for Governance and Scrutiny

It was resolved to:

Note the recommendations from the Centre for Governance and Scrutiny and provide any comments or feedback to the Overview and Scrutiny Committee.

**Note the importance of Overview and Scrutiny Committee scrutinising Mayoral Decision Notices, as those Notices bypass the normal checks and balances of the Combined Authority.**

## 1.9 Corporate Risk Management Strategy and Risk Register

It was resolved to:

- a) Consider, in the light of a request by the Combined Authority Audit and Governance Committee, whether the significance of the residual risk for Climate Change had been properly calibrated.
- b) Provide any comments arising to the Audit and Governance Committee.

## 1.10 Business Plan 2021-22 Mid-Year Refresh

It was resolved to:

Approve the 2021/22 Business Plan Mid-Year Refresh.

## 1.11 Local Assurance Framework Annual Review

It was resolved to:

Approve the revised Assurance Framework.

## Part 2 – Finance

### 2.1 Budget Monitor Update

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Note the award of an additional £424,116 to the Combined Authority by the Department for Transport
- c) Note the increase in the Growth Hub Funding of £290.5k.
- d) Approve the Recommendation from the Business Board to increase the Growth Hub budget in accordance with the additional funding and for the requirements of the award to be delivered via the Cambridgeshire & Peterborough Business Growth Company (Growth Co.)

## Part 3 – Combined Authority Decisions

### 3.1 Implementation of the revised Affordable Housing Programme

It was resolved to:

Note the outcome of the Ministers decision for the CPCA 2021/22 Affordable Housing Programme and the implications for any CPCA aspiration for an affordable housing programme beyond March 2022.

### 3.2 Consultancy Cost Review

It was resolved to:

- a) Note the contents of this report and appendix.



- b) Note that the procurement manager would include the External Consultancy Need Assessment form as part of the procurement process.

### 3.3 Intra Group agreement between the Combined Authority and Cambridgeshire and Peterborough Business Growth Company Limited (Growth Co)

It was resolved to:

Approve the draft intra group agreement included as Appendix 1.

### 3.4 March Area Transport Study - September 2021

It was resolved to:

- a) Note the progress of the March Area Transport Study;
- b) Approve the use of £180,000 from the existing approved budget agreed previously by the Combined Authority Board in August 2020 to be used to commence detailed design for Broad Street.

By recommendation to the Combined Authority Board

Part 4 – Transport and Infrastructure Committee recommendations to the Combined Authority Board

### 4.1 Zero Emission Bus Regional Area (Zebra) Phase 2

It was resolved to:

- a) Recommend the CA Board approve allocation of £1.963m for the delivery of ZEBRA buses, subject to funds being available following a review of existing Transforming Cities Fund commitments.

- b) Recommend the CA Board delegate authority to the Head of Transport, in consultation of the Mayor, authority to deliver the ZEBRA buses. This is subject to the DfT application being approved.

## 4.2 Cambridge South Station

It was resolved to:

Approve the retention by Network Rail of the retention of the underspend on the previous planning phase in order to support future work **subject to funds being available following a review of existing Transforming Cities Fund commitments.**

## 4.3 Transforming Cities Fund

It was resolved to:

Note the contents of the report to the Transport and Infrastructure Committee on 8 September 2021.

## 4.4 E-Scooter and E-Bike Update

It was resolved to:

- a) Approve the extension of the e-scooter trial from October 2021 to March 2022 to continue our learning.
- b) Approve the expansion of the current E-bike network region wide and to work with officers in constituent authorities and cycle groups to agree the exact location for the installation of the electric bike sites.

## Part 5 – Housing and Communities Committee recommendations to the Combined Authority Board

### 5.1 £100k Homes Policy Closure

It was resolved to:

- a) Approve the cessation of promotion of the £100k Homes policy, and implement its closure.
- b) Communicate with all those who had registered an interest in the £100k Homes scheme and advise of the affordable housing schemes already being supported by the CPCA with contact details.

## Part 6 – Skills Committee recommendations to the Combined Authority

### 6.1 Adult Education Budget Reserve Fund and Innovation Fund for 2021-22

It was resolved to:

- a) Approve funding to be allocated from the Adult Education Budget (AEB) Reserve Fund for the 2021/22 academic year to the thematic programmes as set out below:

<b>TABLEA: Reserve Fund Thematic Programme</b>	<b>Allocation</b>
1. Commissioning carry-forward for 2022/23	£ 500,000
2. Provider Capacity Building	£ 250,000
3. Strategic Partnership Development	£ 250,000
4. Reserve for over-delivery of Level 3 Adult Offer	£ 250,000
5. Unlock with Level 3 Marketing Campaign and Publications	£ 30,000
6. Contingency (for unforeseen programme expenditure)	£ 220,000
<b>TOTAL</b>	<b>£ 1,500,000</b>

- b) Delegate authority to the Director of Business and Skills in consultation with the Chief Finance Officer and Monitoring Officer, to enter into grant funding agreements with providers on behalf of the Combined Authority, for projects under the themes;
- c) Delegate authority to the Director of Business and Skills, in consultation with the Chief Finance Officer and Monitoring Officer to enter into grant funding agreements for the Innovation Fund, with existing AEB providers, as required;

- d) To note the approach to the Innovation Fund for 2021/22.

## Part 7 – Business Board recommendations to the Combined Authority

### 7.1 Format of Business Board Meetings

It was resolved to:

Approve the proposed format change for future Business Board meetings and to ask the Monitoring Officer to make the changes to the constitution described in this report **at paragraph 1.6**.

### 7.2 iMET Investment Update and Recovery Recommendations

It was resolved to:

- a) Accept the offer of £3.15m from a local private company and delegate authority to the Director of Business and Skills, in consultation with the Section 73 Officer, the Monitoring Officer and the Mayor, to finalise the completion of all legal and financial aspects of the sale.
- b) Release Cambridge Regional College from the original Grant Funding obligations in return for foregoing any income from the sale in favour of the Combined Authority.
- c) Agree that the Combined Authority should enter into a new agreement with Cambridge Regional College in relation to the equipment to continue delivery of learner and apprenticeship outcomes to the relative value of the equipment being retained by them.



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

## Combined Authority Board Decision Summary

Meeting: Wednesday 27 October 2021

Published: Monday 1 November 2021

Decision Review deadline: Monday 8 November 2021

Each decision set out below will come into force and may then be implemented at 5.00pm on the fifth full working day after the publication date, unless it is subject of a decision review. [see note on call in below].

### Part 1 - Governance Items

#### 1.1 Announcements, Apologies for Absence and Declarations of Interest

**Apologies were received from Councillor Lewis Herbert, substituted by Councillor Martin Smart, and Councillor Chis Boden, substituted by Councillor Jan French.**

**There were no declarations of interest.**

## 1.2 Minutes of the Combined Authority Board meeting on 29th September 2021

**The minutes of the meeting on 29 September 2021 were approved as an accurate record, subject to some factual corrections in relation to comments attributed to Councillor Bailey.**

## 1.3 Petitions

No petitions were received.

## 1.4 Public Questions

**One public question was received. The question and written response (once published) can be viewed [here](#).**

## Part 2 – Combined Authority Decisions

### 2.1 Future Proposals for One CAM Ltd and Local Transport Plan Refresh

It was resolved to:

- a) Note progress on the Local Transport Plan (LTP) refresh;
- b) Provide feedback on the development of the Local Transport and Connectivity (LTCP) programme, outlining key areas to be addressed within the Soft Launch engagement, in relation to the overarching vision, aims and objectives as well as key challenges and opportunities;
- c) Note that the Transport and Infrastructure Committee has invited officers to review the relevance of the LTP CAM Sub-Strategy following a decision on the ONECAM SPV, and to report back to a future Transport and Infrastructure Committee;
- d) Permanently stop the development of the CAM programme and agree that One CAM Limited can permanently cease work; and

- e) Agree to a programme of initial public engagement for four weeks in November 2021, followed by a six-week consultation in January 2022 of the framework document, with the Final Plan delivered to Board March 2022 meeting.

In respect of One CAM LTD, to:

- a) Agree that the company be placed into dormancy, **followed by strike off from the register of companies**;
- b) Approve that the costs associated with the closure of One CAM Limited (as set out in this report) be met;
- c) Agree the remaining shareholders' funds repaid by One CAM Limited be returned to the Recycled Growth Fund as partial reimbursement for the Business Board's £995k investment in the project; and
- d) Agree to transfer funds from the Combined Authority's Capital Single Pot to the Recycled Growth Funds to reimburse any shortfall between the £995k invested by the Business Board and the shareholder's funds received by the Combined Authority from One CAM Limited.

## 2.2 Bus Service Reform

It was resolved to:

- a) Delegate authority to the Head of Transport, in consultation with the Chair of the Transport and Infrastructure Committee, the Monitoring Officer and the Chief Finance Officer, to submit the Authority's Bus Service Improvement Plan to the Department for Transport no later than 29th October 2021;
- b) Delegate authority to the Head of Transport, in consultation with the Chair of the Transport and Infrastructure Committee, the Monitoring Officer and the Chief Finance Officer, to progress at the earliest opportunity the designated BSIP activities should the funding from Department for Transport (DfT) be approved; and
- c) Approve public engagement on the Bus Reform proposals following completion of the independent audit of the Outline Business Case.

## 2.3 OxCam Arc Spatial Framework Position Statement

It was resolved to:

- a) Note the response to the government's consultation attached at Appendix 1;
- b) Note the issues raised by constituent authorities, parish councils and other respondents to the consultation in Cambridgeshire and Peterborough; and
- c) Mandate the Mayor, Lead Members and officers to engage proactively in discussions with government as it enters the next phase of developing its proposed spatial framework.

## 2.4 Strategic Water Issues

It was resolved to:

- a) Agree that the Combined Authority should send a senior representative to the Sponsor Group of the Future Fens Integrated Adaptation Initiative, and approve a financial contribution of £40,000 in 2021-22 from the Non-Strategic Spatial Framework budget line to support the initiative in developing a business case for investment in water management and climate change adaptation in the Fens;
- b) Agree that the Combined Authority should join the Water Resources East (WRE) Board and approve the expenditure of £7,500 in 2021-22 from the Non-Statutory Spatial Framework budget as a subscription to WRE membership; and
- c) Subject to recommendation (b) being approved, delegate authority to the Chief Executive to nominate a senior officer to represent the Combined Authority on the Water Resources East Board.



## 2.5 Net Zero Compliant Policies: Making an Immediate Difference

It was resolved to:

- a) **Endorse the proposed framework for an Action Plan as set out at Appendix 1, and ask the Climate Working Group to prepare by 28 February 2022, for subsequent consideration by the Board on 30 March 2022, a more ambitious, comprehensive and public friendly Action Plan setting out how the Combined Authority will take action to implement the recommendations of the Cambridgeshire and Peterborough Independent Commission on Climate, or if agreement cannot be reached among partners by that time, to report on the outstanding issues; and thereafter, ensure an updated Action Plan is brought to the Board before the end of March each year.**
- b) Note the setting up of the Climate Working Group to bring partners together to provide system-wide leadership in implementing the wider elements of the Commission's recommendations;
- c) Mandate officers to take forward actions with CPCA budget implications through the Medium-Term Financial Plan refresh process and in line with the Assurance Framework requirements for expenditure decisions;
- d) Mandate officers to review the Assurance Framework and project management guidance to ensure that future Board decisions at project gateways can take into account evidence of their climate impact; and
- e) Mandate officers to prepare a procurement policy for consideration by the Board that would set out criteria for applying climate change considerations to the procurement of goods, services, and to future funding agreements with delivery partners. This policy to include:
  - a. appropriate scoring criteria for climate change in tendered goods and services;
  - b. any minimum standards to be applied for suppliers;
  - c. an assessment of impacts on supply chain.

## 2.6 OxCam Arc Environment Principles

It was resolved to:

Endorse the OxCam Arc Environment Principles.

## Part 3 – Combined Authority Governance Reports

### 3.1 Annotated Forward Plan

It was resolved to:

**Approve the annotated Forward Plan.**

### 3.2 Appointment of Independent Persons

It was resolved to:

- a) Approve the appointment of David Pearl as the Independent Person for the Combined Authority for a four-year term; and
- b) Approve the appointment of Gillian Holmes as the reserve Independent Person for the Combined Authority for a four-year term.

### 3.2 Information Governance: Updated GDPR Policies

It was resolved to:

- a) Approve and adopt the new GDPR policies set out at Appendix 1 to 7; and
- b) Delegate authority to the Monitoring Officer to make consequential amendments to the GDPR policies as required.

**Notes:**

- a) Statements in **bold type** indicate additional resolutions made at the meeting.
- b) Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer.

For more information contact: Richenda Greenhill at [Richenda.Greenhill@cambridgeshire.gov.uk](mailto:Richenda.Greenhill@cambridgeshire.gov.uk) or on 01223 699171.

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

### OCTOBER 2021

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

- ❖ Landscape and Townscape Supplementary Planning Document: Consultation Draft 2021.
- ❖ Work Programme

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

- ❖ Environment Principles
- ❖ Community Transition Strategy 2021-21
- ❖ Cabinet Feedback: Overview and Scrutiny Flooding Task and Finish Study
- ❖ Work Programme

#### 14. 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).***

- ❖ Landscape and Townscape Supplementary Planning Document: Consultation Document
- ❖ Environment Principles
- ❖ Community Transition Strategy 2021/23

#### 18. DEVELOPMENT MANAGEMENT COMMITTEE

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

## NOVEMBER 2021

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

- ❖ Housing Strategy Action Plan Update
- ❖ Grafham and Ellington Neighbourhood Plan Examination Outcome and Progression to Referendum
- ❖ Community Infrastructure Levy Spend Allocation
- ❖ Financial Performance Report (Quarter 2)
- ❖ Treasury Management 6 Month Performance Review
- ❖ Integrated Performance Report 2020/21, Quarter 2
- ❖ Work Programme

### 10. LICENSING AND PROTECTION COMMITTEE

- ❖ Monitoring Report on the Delivery of the Food Law and Health and Safety Service Plans
- ❖ Taxi Licensing Policy – Penalty Points Scheme
- ❖ Taxi Licensing Policy
- ❖ Suspension and Revocation of Hackney Carriage and Private Hire Licences

### 10. LICENSING COMMITTEE

- ❖ Gambling Act – Statement of Principles 2021

### 18. 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).***

- ❖ Community Infrastructure Spend Allocation
- ❖ Grafham and Ellington Neighbourhood Plan Examination Outcome and Progression to Referendum
- ❖ Gambling Act – Statement of Principles 2021
- ❖ Corporate Performance Report 2021/22, Quarter 2
- ❖ Financial Performance Report 2021/2, Quarter 2
- ❖ Treasury Management – Six Month Review
- ❖ Hinchingsbrooke Country Park Joint Group.

### 22. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 1 Other Application
- ❖ 9 Applications requiring Reference to Development Management Committee
- ❖ Appeal Decisions

## **24. EMPLOYMENT COMMITTEE**

- ❖ Workforce Report Quarter Two 2021-22
- ❖ IR35 Status Determination Disagreement Process
- ❖ Employment References Policy
- ❖ Employee Representatives Group

## **DECEMBER 2021**

### **1. OVERVIEW AND SCRUTINY PERFORMANCE AND GROWTH)**

- ❖ Housing Strategy One Year On
- ❖ Infrastructure Funding Statement (IFS)
- ❖ Work Programme

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

- ❖ Litter Minimisation Strategy 2021- 2025
- ❖ COVID 19 District Impact Assessment
- ❖ Work Programme

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