



A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **BURGESS HALL, WESTWOOD ROAD, ST IVES PE27 6WU** on **WEDNESDAY, 23 FEBRUARY 2022** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

1. PRAYER

The Reverend Jon Randell, Vicar of Huntingdon will open the meeting with prayer.

APOLOGIES

2. MINUTES (Pages 7 - 16)

To approve as a correct record the Minutes of the meeting held on 7th December 2021.

Time Allocation: 2 Minutes.

3. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.

Time Allocation: 2 Minutes.

4. CHAIRMAN'S ENGAGEMENTS AND ANNOUNCEMENTS (Pages 17 - 18)

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

Time Allocation: 5 Minutes.

5. FINAL 2022/23 REVENUE BUDGET & MEDIUM TERM FINANCIAL STRATEGY (2023/24 TO 2026/27) (Pages 19 - 172)

The Executive Councillor for Strategic Finance, Councillor J A Gray to present for approval –

- ❖ The 2022/23 Budget and the Medium Term Financial Strategy (MTFS) for 2023/24 to 2026/27

- ❖ The Fees and Charges Schedule for 2022/23
- ❖ The Treasury Management Strategy, the Capital Strategy and the Investment Strategy including the annual prudential indicators for 2022/23;
- ❖ The Annual Minimum Revenue Provision (MRP) Statement 2022/23;
- ❖ The formal resolution to determine the Council Tax for 2022/23.

In accordance with Section 30 (2) of the Local Government Act 1992, the Council will be required to approve resolutions as to the levels of Council Tax in 2021/22.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, the Council will be asked to resolve that a recorded vote be taken on the conclusion of the debate on this item.

(The reports were considered by the Cabinet at their meeting on 10th February 2022 and it was agreed that they should be recommended to Council for approval).

(Leaders of Opposition Groups will have a right of reply).

*(Notes: 30 Minutes Presentation
30 Minutes for Questions)*

Time Allocation: 60 Minutes.

6. PAY POLICY STATEMENT 2022-23 (Pages 173 - 182)

In compliance with the requirements of Section 38-43 of the Localism Act 2011, the Executive Councillor for Corporate Services, Councillor D Keane to present the Pay Policy Statement to the Council for approval.

(The Statement was endorsed by the Employment Committee at their meeting on 9th February 2022).

Time Allocation: 5 Minutes.

7. MODEL COUNCILLOR CODE OF CONDUCT (Pages 183 - 256)

Councillor G J Bull, Chairman of the Corporate Governance Committee to present a report seeking the approval and adoption of the Local Government Association Model Code of Conduct for implementation from May 2022.

(The Corporate Governance Committee at their meeting on 26th January 2022 endorsed the recommendations).

Time Allocation: 10 Minutes.

8. LEAD AND DEPUTY INDEPENDENT PERSONS (Pages 257 - 260)

Councillor G J Bull, Chairman of the Corporate Governance Committee to present a report seeking the re-appointment of the Lead and Deputy Lead Independent Persons for a two-year period to 30th April 2024.

(The Corporate Governance Committee at their meeting on 26th January 2022 endorsed the recommendations).

Time Allocation: 5 Minutes.

9. INVITATION TO BECOME AN OPTED IN AUTHORITY: THE LOCAL AUDIT AND ACCOUNTABILITY ACT 2014 AND THE LOCAL AUDIT (APPOINTING PERSON) REGULATIONS 2015 (Pages 261 - 270)

Councillor G J Bull, Chairman of the Corporate Governance Committee to present a report inviting Council to opt into the national scheme by Public Sector Audit Appointments for the appointment of external auditors.

(The Corporate Governance Committee at their meeting on 26th January 2022 endorsed the recommendations).

Time Allocation: 10 Minutes.

10. PROPOSAL TO UPLIFT THE CODE OF PROCUREMENT THRESHOLDS (Pages 271 - 298)

Councillor G J Bull, Chairman of the Corporate Governance Committee to present a report seeking approval to make changes to the Council's Code of Procurement.

(The Corporate Governance Committee at their meeting on 26th January 2022 endorsed the recommendations).

Time Allocation: 10 Minutes.

11. GRAFHAM AND ELLINGTON NEIGHBOURHOOD PLAN (Pages 299 - 392)

Following the Grafham and Ellington Neighbourhood Plan Referendum held on Thursday 27th January 2022, the Deputy Leader and Executive Councillor for Strategic Planning to present a report seeking approval to make the Grafham and Ellington Neighbourhood Plan to enable it to become part of the Statutory Development Plan for Huntingdonshire.

Time Allocation: 10 Minutes.

12. 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 actions; 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.

13. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE (Pages 393 - 410)

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.

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.

14. OUTCOMES FROM COMMITTEES AND PANELS (Pages 411 - 414)

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.

15. 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.

15th day of February 2022



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

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

Please contact Mrs Lisa Jablonska, Elections and Democratic Services Manager, Tel No. 01223 739952 / e-mail Lisa.Jablonska@huntingdonshire.gov.uk 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 Council.

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

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

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

Emergency Procedure

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

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the Burgess Hall, Westwood Road, St Ives PE27 6WU on Tuesday, 7 December 2021

PRESENT: Councillor L W McGuire – Chairman.

Councillors B S Banks, Mrs M L Beuttell, G J Bull,
E R Butler, S Bywater, J R Clarke, Mrs S Conboy,
S J Corney, S J Criswell, R D'Souza, D B Dew,
Mrs A Dickinson, R Fuller, Dr P L R Gaskin, M Haines,
M J Humphrey, Mrs P A Jordan, Mrs M Kadewere,
C J Maslen, H V Masson, D J Mead, J P Morris, J Neish,
J M Palmer, B M Pitt, K I Prentice, A Roberts,
T D Sanderson, Shellens, C Smith, D Terry, R G Tuplin,
S Wakeford and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors T D Alban, S M Burton, B S Chapman, J C Cooper-Marsh, I D Gardener, D A Giles, Mrs S A Giles, J A Gray, M S Grice, K P Gulson, P Kadewere, D N Keane, Mrs S Smith, D M Tysoe and Mrs S R Wilson.

43 PRAYER

The Executive Leader opened the meeting with a prayer.

44 MINUTES

The Minutes of the meeting of the Council held on the 22nd September 2021 were approved as a correct record and signed by the Chairman.

45 MEMBERS' INTERESTS

No declarations were received.

46 BY-ELECTION HUNTINGDON EAST WARD

The Returning Officer reported that following a by-election in the Huntingdon East Ward on 4th November 2021, Councillor Mike Shellens had been elected to the District Council. The Chairman welcomed back Councillor Shellens to the meeting of the Council.

47 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 resignation of former Councillor David Wells who served as a Ward Councillor for St Neots East Ward since 2018. Members placed on record their appreciation of his valuable contribution as a Member of the District Council during his term of office. Members also noted that as this vacancy had occurred within six months of the scheduled election in May 2022 this vacancy in St Neots East Ward would be held over until then.

48 QUESTIONS BY MEMBERS OF THE PUBLIC

In accordance with the Council Procedure Rules, notification was received of a question from a member of the public and the Chairman permitted this to allow Ms L Davenport-Ray to address the Council.

Accordingly, the question addressed to the Council referred to the Environmental Principles for Huntingdonshire document (Minute No. 21/51 post refers) and whether the timescale for a draft Environmental Strategy in Autumn 2022 reflected the urgency of tackling the crisis of climate change, together with the suggestion of allowing for the implementation of high impact and low cost solutions being brought to the Council as soon as they are identified in advance of an updated Strategy to avoid further delay.

In response, the Executive Leader, Councillor R Fuller, thanked Ms Davenport-Ray for her question and provided a reply. In addressing the inaccuracies to the dates and timescales quoted, the Executive Leader reported that the timescales and targets outlined in the Environmental Principles for Huntingdonshire document were pragmatic, realistic and achievable but could not be equated to the Council response to the COVID crisis as the Government had made available £millions to respond to this crisis and the same amount of funding was not available to address the climate crisis. He further explained that the Strategy would formalise the principles behind the approach for the Council to improve and work towards climate reduction methods.

49 EXECUTIVE COUNCILLOR PRESENTATION

The Chairman invited Councillor S Bywater, Executive Councillor for Community Resilience and Well-Being to present on the Community Transition Strategy for Huntingdonshire 2021-2023. Councillor Bywater was also accompanied by Julie Farrow, Chief Executive of the Hunts Forum of Voluntary Organisations. A copy of Councillor Bywater's PowerPoint presentation is appended in the Minute Book.

By way of introduction, Councillor Bywater informed Members that the Strategy had been considered by the Overview and Scrutiny Panel (Customers and Partnerships) and approved by the Cabinet, together with an Action Plan. The full document was available on the Council's website. He reflected on the past 18 months and work that had been undertaken by the Council with the biggest change in working more with voluntary and community groups and a number of schemes coming forward to meet the needs of residents and communities.

Member's attention was drawn to the 15 local areas around the District and the COVID-19 organisations who had supported the residents of Huntingdonshire during the pandemic. Councillor Bywater further highlighted the other key support activities that had been delivered during this period that included the re-direction of £50k of Community Chest funding, direct support to over 1.5k

households and the creation of 'wearehuntingdonshire' website that assisted in providing useful information and guidance and links to local services.

Members were informed of the other key support activities that had been delivered since April 2021, that included the establishment of six community-led job clubs, creation of a new Resident Advice Team and further projects delivered with Huntingdonshire Food Network partners.

Councillor Bywater stressed that the strong coalition of the Council working with community groups and voluntary organisations had built a good foundation but did not want to become complacent about the return to business as usual and was keen to ensure that local capacity and resilience was being built and developed to ensure that a culture existed of being able to ask for help and support. In referring to an issue raised by Councillor Criswell at the meeting of the Overview and Scrutiny Panel (Customers and Partnerships), in relation to the importance of engagement with Town and Parish Councils, Councillor Bywater welcomed their support as a crucial element, as well as other external partners, with regard to leveraging funding to support community service delivery.

Councillor Bywater invited Julie Farrow to provide an independent view, whereby she provided a reflection of the amazing work that had been undertaken by the voluntary sector over the past 18 months and the impact that COVID had demonstrated what the voluntary organisations and community groups could achieve. Members were acquainted with details of the work undertaken by recognised groups, including Town and Parish Councils and community groups, in reacting to the demands of the pandemic that included the delivery of PPE, hot meals, food parcels and mental health support, as well as keeping residents connected.

Ms Farrow reflected on the positive impact of the pandemic that had improved the ownership and credibility with the District Council, County Council and NHS that some organisations had not experienced before. In supporting the Huntingdonshire Community Transition Strategy, it would also act as a mechanism to continue to work and support the community groups as well as building trust in the voluntary sector with the better connections to support and continue to learn from this experience and the impact longer term going forward.

In thanking Councillor Bywater and Ms Farrow for their presentations and work that has ensued, Councillor T D Sanderson raised an issue with regard to the difficulties with sharing of data between public bodies that had been experienced during the pandemic. In response, Councillor Bywater confirmed that historically data sharing had not been as positive as it could have been and had been working to ensure that the appropriate signposting was in place going forward to identify and encourage those individuals that may need further help and support. Ms Farrow also confirmed that difficulties that the voluntary sector had experienced in the sharing of data and the impact of the pandemic had meant that some of these barriers had been removed in the accessibility of the data, but she had already started to see the re-trenching of these barriers again.

Councillor Mrs S J Conboy asked for a message to convey and for Members not to forget in the consideration of this Strategy, whereby Ms Farrow explained that the voluntary sector was not always thought of first and encouraged Members to

spread the message to talk to them early to ensure that they are there at the start of any process as some issues could be resolved quicker.

50 QUESTIONS TO MEMBERS OF THE CABINET

In the absence of Councillor P Kadewere, Councillor Mrs M Kadewere asked a question to Councillor S Bywater, Executive Councillor for Community Resilience and Well-Being, on community work being undertaken with cross party support that included the school uniform hub, job club, Oxmoor Community Fridge and Hygiene Bank and close work with Godmanchester Foodbank and specifically whether the District Council would continue to support such initiatives. Councillor Bywater referred to the great work that had been taking place locally and confirmed that the District Council would continue to support and thanked Councillor Kadewere for highlighting these successes in his ward and around the District.

Arising from a question from Councillor S Wakeford on his disappointment with the removal of proposals not to redevelop the Huntingdon Station area into a gateway to Huntingdon and thanked the Executive Leader for lobbying Government and enquired as to further updates. In response the Executive Leader, Councillor R Fuller, reported that discussions at Government level had reached a stalemate situation and as soon as information could be shared as to discussions with the Secretary of State and Minister of State for Transport he would endeavour to do so.

In response to a question raised by Councillor Wakeford in relation to when the Council's Planning Service would be back to business as usual in terms of timelines for applicants and the return to pre-application advice in January 2022 as advertised, Councillor J Neish, Executive Councillor for Strategic Planning, explained that the service had been operating to business as usual but there still existed problems with the availability of a lack of trained Planning Officers across the country and across the public sector. Councillor Neish acquainted Members with the Quarterly Performance report latest information to date, specifically that the percentage of major planning applications processed on target had been above the overall 86% target but the percentage of household extension planning applications had been slightly higher than the 81% overall target but we could do better.

Councillor Neish confirmed that despite the staffing challenges the Council had secured a further Interim Planning Services Manager and had recruited an experienced Senior Planning Officer that was due to commence employment mid-February 2022. He further confirmed that the Council had not ceased pre-application advice, but as an additional service the concentration had been on the statutory service provision and it was hoped that the pre-application advice would resume fully in the New Year.

In response to a question from Councillor R J West on an award to the Operations Team, Councillor Ms M L Beuttell, Executive Councillor for Operations and Environment, confirmed that the Waste Team had received an APSE award and had conveyed congratulations to all involved.

51 ENVIRONMENTAL PRINCIPLES

Consideration was given to a report by the Managing Director, Assistant Director (Recovery) and Strategic Growth Manager (a copy of which is appended in the Minute Book) on the Council's environmental principles and key considerations to support the renewal of Huntingdonshire's Strategy for the Environment. The Executive Leader drew Member's attention to the consideration of the item that had been discussed at the Overview and Scrutiny Panel (Customers and Partnerships) and the Cabinet, and although not required to be formally approved by the Council as the content and issues were likely to cross party lines it was hoped that a consensus could be reached.

In discussing the background and basis of the report, the Executive Leader highlighted how the Council had been forward thinking and ahead of its time following their approval of an Environment Strategy in April 2008. Over the ensuing years since the adoption of this Strategy the Council continued with a programme of projects to address climate change including taking pride in its environment, which has been reflected in communities through the cleanliness of the environment, access to parks and open spaces that has been maintained and also the building of the new Council headquarters with carbon reduction measures installed.

The Executive Leader explained that pride of place has been at the heart of the Council's ethos and the profile had been raised in 2018 through the Corporate Plan. In addressing the ongoing issues of recovery in the District, Members noted that it was incumbent upon us to deliver greener recovery measures based around the environmental principles to be adopted for the Council and its activities that have been set out in the report now submitted.

In referring to the development of these environmental principles, the Executive Leader explained that they had been developed as part of the OxCam Arc as there were a number of other local authorities coming together to agree environmental principles to ensure that the infrastructure was available to support any form of housing growth across the geography of the area.

Attention was drawn to recent press articles on the proposal of target net zero carbon at District level by 2040 against the 2050 target set by Government, with the District's target being set at a level that was achievable and realistic. The Executive Leader assured Members that the principles could be delivered alongside achieving economic growth whilst cutting carbon emissions but would be a measured approach in accordance with the budget constraints of the Council. The Executive Leader moved the recommendations which were duly seconded by Councillor Ms M L Beuttell.

In welcoming the Executive Leader's comments on the proposals, Councillor J P Morris stressed the urgency of tackling climate change and in doing so moved and it was duly seconded by Councillor Mrs S J Conboy that the following addition be made to the recommendations of the report as follows –

to accelerate the production of an HDC Climate Action Plan in 2022.

Upon being put to the vote the Motion by Councillor Morris was declared to be LOST.

Councillor T D Sanderson referred to it being an ambitious report but one that could be achieved by 2040. He highlighted his concern with the incompatibility of economic growth against the green strategy and protection of green open spaces that was already widely accessible to all residents across the District and welcomed further detail emerging on how the resources would emerge to take this forward.

Councillor M F Shellens requested further detail on a draft Action Plan with dates and timescales included.

In agreeing with the suggested OxCam Arc environmental principles, Councillor S Wakeford suggested that this should not preclude the Council from going further. Specifically, with the expected development in the District, the Council should be an exemplar for sustainable development and go beyond the legislative legal minimum and whether there was scope to go for a higher standard.

Councillor Mrs S J Conboy indicated her support for the proposals but highlighted the general issue of great angst of the impact of climate change and the speed of reaction time to address this. It was felt that the Council should be ambitious in its approach around the planning process, with a District of growth being more sustainable around planning and water management.

In supporting the principles, Councillor B Pitt questioned whether the Council was going far enough with the net carbon zero 2040 target and drew attention to lack of reference to decarbonise its own buildings further, whilst acknowledging the recent decarbonisation works that have been undertaken at One Leisure Ramsey and Pathfinder House. He further highlighted his concerns with the level of resources deployed to take the action plan forward which he considered reflected the lack of urgency or ambition to take action locally. He used the comparator of the resources deployed to address the pandemic and addressing climate change was not necessarily finance driven, but the project required the necessary resources to take the actions forward.

Councillor R J West expressed his concern with the climate change crisis and urged the Government and businesses to prioritise this to provide a clearer understanding of the subject. He further conveyed his disappointment with the debate and drew attention to the environmental principles being proposed that clearly would not solve the issues immediately but demonstrated the Council's commitment to addressing the climate change crisis.

As one of the longest serving councillors, Councillor D B Dew stressed to Members the importance of getting things right and highlighted how well the Council had succeeded so far with its parks and open spaces, schemes for retrofitting homes with energy efficiency measures, greening the vehicle fleet and encouraged Members to support the proposals.

In drawing attention to the debate and concern expressed by some Members, Councillor A Roberts indicated that he had hoped Members would be coming together, cross party, to support the environmental principles that he deemed practical and achievable, albeit ambitious, but necessary to tackle climate change.

In thanking Members for their contribution to the debate, the Executive Leader addressed the Members responses to the debate and stressed that this Council was consistently delivering action and the ambition was there to achieve this. He further referred to the publication of information that ranked Huntingdonshire as 24th out of 314 local authority areas based upon seven environmental indicators that demonstrated that the Council had scored higher than the national average in a number of areas including renewable energy, recycling rates and efficiency of homes. The Executive Leader urged Members to support the environmental principles and reiterated his commitment to deliver the proposals. It having been previously moved and seconded, upon being put to the vote it was

RESOLVED

- (a) that the aspiration of a net carbon zero Huntingdonshire by 2040 be adopted; and
- (b) that the OxCam Arc environmental principles as set out in the report now submitted be adopted.

(Councillor D J Mead left the meeting at 8.37pm)

52 GAMBLING ACT: STATEMENT OF PRINCIPLES 2022-25

In accordance with Minute No.21/10 of the meeting of the Licensing Committee and Minute No.21/38 of the Cabinet, consideration was given to a report by the Operational Manager (People) (a copy of which is appended in the Minute Book) to which was attached a revised draft Statement of Principles 2021 under the Gambling Act 2005. The Statement outlines the principles which the Council proposes to apply when exercising its functions under the Act. The Council is required to undertake a review of its Statement every three years, with the last review having taken place in 2018/19.

Councillor L W McGuire, Chairman of the Licensing Committee, explained that the revised Statement of Principles had been subject to twelve weeks' public consultation and no responses were received as part of this process. Having noted that the revised policy remained largely unchanged, it was

RESOLVED

that the Gambling Act 2005 - Statement of Principles 2022-25, as appended to the report now submitted, be approved to come into effect on 31st January 2022 for a period of three years duration.

53 TREASURY MANAGEMENT SIX MONTH PERFORMANCE

Consideration was given to a report by the Council's Chief Finance Officer (a copy of which is appended in the Minute Book) providing a six-month update in respect of treasury management activity for the period 1st April to 30th September 2021.

In response to questions by Councillor M F Shellens on the status of the empty units at the Rowley Arts Centre, St Neots, the implications of the asset sales under non-treasury investments and volatility in the market with interest rates uncertainty, Councillor R Fuller, Executive Leader, reassured Councillor Shellens in relation to non-treasury investments that the Council had adopted a more robust approach to these assets through the Treasury and Capital Management Group ensuring more control. He further confirmed that there were advanced discussions with the hospitality group in relation to taking on the lease at the Rowley Arts Centre and also drew attention to any sale of assets being placed into reserves and encouraged Councillor Shellens to see the further detail in consideration of the budget at their next meeting. The Executive Leader undertook to ensure that Councillor J A Gray, Executive Councillor for Strategic Finance, provided a response to his further question.

54 RESOLUTION TO EXTEND 6 MONTH RULE - SECTION 85 LOCAL GOVERNMENT ACT

The Managing Director presented a report (a copy of which is appended in the Minute Book) detailing a request to consider the extension of the six-month rule of non-attendance at meetings in relation to Councillor D A Giles on the grounds of his ill-health. Following an update provided by Councillor M F Shellens, the Council

RESOLVED

- (a) that Councillor D A Giles's non-attendance at meetings be approved until the 9th May 2022 in accordance with Section 85 of the Local Government Act 1972; and
- (b) that the Council's best wishes be conveyed to Councillor Giles for continued improvement to his health.

55 CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE

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

The Executive Leader drew attention to the current items for discussion, specifically the budget setting and many different proposals with the new Mayor that were being considered alongside those that had been carried over from the previous administration. The focus has also been on climate change and whether the existing transport projects aligned with these priorities and it was anticipated that the budget proposals would be rolled over and given further consideration once the strategic direction of the new administration was determined.

Further attention was drawn to the Local Transport and Connectivity (LTCP) programme with the cancellation of proposals for the CAM and proposals for a refresh focussing on cycling and walking which was likely to be a challenge from Huntingdonshire's perspective and other rural districts, with particular concern around rural communities accessing the bus networks. Members noted the soft

launch consultation in November 2021, followed by further consultation in January 2022 on the LTCP programme.

In response to a question raised by Councillor S Wakeford on the Combined Authority's approach to climate change and assurance that the District Council would be working as constructively as possible with the Climate Working Group, the Executive Leader explained that he had written to the mayor recently highlighting the concerns with the timescales proposed but the Council was clearly committed to addressing the issues of climate change through working together, but also expressed his disappointment with the Combined Authority's lack of consultation and questioned their rationale for the very short notice period of four days to Council's to respond to the Climate Change report.

Councillors S Corney and D B Dew provided an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee and Councillor Corney reported upon the attendance of the Mayor at two of their meetings, but he had not provided any further direction as well as not providing detail on why the £100k homes project was pulled. He further highlighted his concern at the new approach to questions at the Overview and Scrutiny Committee, whereby questions were being requested in advance with no ability to ask supplementary questions. This issue was further supported by Councillor Dew and highlighted his concern that the questions were heavily edited before being asked at the meeting. He further updated that he was hopeful with the transport agenda moving forward and fully supported the cycling and walking agendas being discussed.

56 OUTCOMES FROM COMMITTEES AND PANELS

A copy of the list of meetings held since the last meeting of the Council held on 22nd September 2021 is appended in the Minute Book and Members were advised that any issues or questions could be raised in relation to these meetings.

57 VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS

On the recommendation of Councillors R Fuller and Mrs S J Conboy, it was

RESOLVED

- (a) that Councillor M F Shellens be appointed to the membership of the Overview and Scrutiny Panel (Performance and Growth) in place of Councillor M S Grice;
- (b) that Councillor M S Grice be appointed to the membership of the Licensing and Protection Committee/Licensing Committee;
- (c) that Councillor A Roberts be appointed to the membership of the Employment Committee;
- (d) that Councillor I D Gardener be appointed to the membership of the Overview and Scrutiny Panel (Performance and Growth);

- (e) that Councillor R J West be appointed to the membership of the Overview and Scrutiny Panel (Customers and Partnerships) in place of Councillor S Criswell following his appointment to the Cabinet; and
- (f) that Councillor M Haines be appointed to the membership of the Licensing and Protection Committee/Licensing Committee in place of in place of Councillor S Criswell following his appointment to the Cabinet.

The meeting ended at 9.06pm.

Chairman

CHAIRMAN'S ENGAGEMENTS

Date	Venue/Event
December 2021	
9	Winter Reception RAF Alconbury (Chairman)
13	Best Dressed Shop Window Competition HDC Event (Chairman)

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Final 2022/23 Revenue Budget & Medium Term Financial Strategy (2023/24 to 2026/27)

Meeting/Date: Council – 23 February 2022

Executive Portfolio: Strategic Finance: Councillor J A Gray

Report by: Chief Financial Officer

Ward(s) affected: All

Executive Summary:

The Council is required to consider and approve:

- The 2022/23 Budget and the Medium Term Financial Strategy (MTFS) for the period 2023/24 to 2026/27.
- The Fees and Charges schedule for 2022/23.
- The Treasury Management Strategy, the Capital Strategy, and the Investment Strategy including the annual prudential indicators, for 2022/23.
- The Annual Minimum Revenue Provision (MRP) Statement 2022/23.
- The formal resolution to determine the Council Tax for 2022/23.

Recommendation(s):

The Council is RECOMMENDED to approve

- Overall Budget 2022/23 and MTFS 2023/24 to 2026/27, and **Appendix 1 includes the Revenue Budgets at Section 2; the Capital Programme at Section 3 and the 2022/23 Fees and Charges at Section 7, Annex A.**
- Increase of 3.43% Council Tax for 2022/23 i.e. the Band D charge will increase to £150.86 (£145.86 2021/22), and **Appendix 1, the formal resolution on the Council Tax, Section 6, Item (a) to (e).**
- Future savings targets of £1.8m of Net Expenditure by 2026/27, and **Appendix 2, Revised Plan on a Page.**
- 2022/23 Treasury Management, Capital, and Investment Strategies, MRP Statement and Flexible Use of Capital Receipts Strategy. **Appendix 3.**

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report are to allow Council to consider and decide upon the recommendations made by Cabinet in relation to the 2022/23 Budget, the Medium Term Financial Strategy (MTFS), the Treasury Management, Capital and Investment Strategies, MRP Statement and Use of Capital Receipts Strategy and other associated matters and seek Council's formal determination of the Council Tax for 2022/23.

2. BACKGROUND

- 2.1 During February 2022, the Overview and Scrutiny (Performance & Growth) Panel and Cabinet received the final budget proposals that:
- 2.1.1 detailed the savings and growth proposals for 2022/23 and the MTFS (2023/24 to 2026/27),
 - 2.1.2 proposed a Council Tax increase of 3.43% in 2022/23 and £5 annual increase for the duration of the MTFS,
 - 2.1.3 presented the Final capital Programme 2022/23 to 2026/27, and,
 - 2.1.4 presented the 2022/23 Budget and MTFS (2023/24 to 2026/27).
- 2.2 Since 2015/16 the Council has adopted a strategy known as 'Plan on a Page' which sets out the Council's financial strategy. The Council continues to face challenges over the medium term in its obligations to provide cost effective services. The updated Plan on a Page at **Appendix 2** shows that the Budget gap is now £1.8m by 2026/27.

3. ANALYSIS

- 3.1 The detailed 2022/23 Budget & MTFS (2022/23 to 2025/26) is shown in **Appendix 1**. The key elements that members should note are as follows:
- 3.1.1 Paragraph 1.3.1 of Appendix 1 shows:
 - 3.1.1.1 Net expenditure for the Council is £21.51 m.
 - 3.1.1.2 The budget requirement for the Council is £21.76m.
 - 3.1.1.3 A budgeted contribution to reserves of £250k.
 - 3.1.1.4 Council Tax requirement for the Council is £9.7m.
 - 3.1.1.5 Council Tax base is 64,501 (analysed paragraph 6.2)
 - 3.1.1.6 Council Tax per band D property is £150.86.
 - 3.1.1.7 Council Tax increase of 3.43% equating to £5 for 2022/23.
 - 3.1.2 Paragraph 1.4.1 of Appendix 1 shows that the estimated General Fund reserves on 31 March 2023 will be £2.175m.
 - 3.1.3 Paragraph 2.1 shows the overall spend and income by subjective analysis (i.e. employees, buildings etc.) for all Council services; with Paragraph 2.2 showing, for each service, the spend and income by subjective analysis.

- 3.1.4 Paragraph 3.1 details the proposed Capital Programme for 2022/23 at £5.4m and the details for the period 2023/24 to 2026/27.
- 3.1.5 Paragraphs 4.0 and 5.0 indicate the main budgetary issues relating to Treasury Management and the Capital Financing Requirement (CFR). The CFR is reducing from an opening balance of £76.6m in 2022/23 to a closing balance of £71.0m in 2026/27 as a result of MRP that is being set aside and takes into account the future financing for the CIS and the Capital Programme.
- 3.1.6 Paragraph 6.1 is the Formal 2022/23 Council Tax Resolution, and Paragraph 6.2 illustrates the Council Tax Base. Paragraphs 6.3 and 6.4 will show the:
 - 3.1.6.1 2022/23 Council Tax by Property Band for each Precepting Authority, and the Billing Authority, and the
 - 3.1.6.2 Total 2022/23 Council Tax by Property Band for each Precepting Authority and the Billing Authority.

The Resolution and accompanying tables assume that the Council will support the proposals in the Budget report for Huntingdonshire District Councils' Council Tax for 2022/23.

- 3.1.7 Paragraph 7.0 and Annex A details the Fees and Charges Schedule for 2022/23. Where the Council has discretion to increase fees and charges, and it has been considered appropriate to do so, relevant fees and charges have been increased. Members should note that some fees and charges will be increased during the financial year.
- 3.1.8 Paragraph 8.0 is the statutory Robustness Report required by the Responsible Financial Officer (Section 151 officer). In summary, the budget proposed for 2022/23 should not give Members any significant concerns over the Council's financial position. In respect of the MTFS 2023/24 to 2026/27; there will inevitably be an increased funding risk to the provision of services due to the pressures on central Government resources in recovering from the Covid 19 Pandemic and other economic influences. However, as the Council continually reviews and manages budgets, it is fair to conclude that the Council is taking proactive action to manage its budgetary position.
- 3.1.9 Treasury Management, Capital and Investment Strategies, the Annual Minimum Revenue Provision Statement, and the Flexible Use of Capital Receipts Strategy for 2021/22 are summarised and detailed in Appendix 3.

4. COMMENTS OF OVERVIEW & SCRUTINY

- 4.1 The Panel discussed the Final 2022/23 Revenue Budget and Medium-Term Financial Strategy (2023/24 to 2026/27); including the Capital Programme at its meeting on 2nd February 2022.
- 4.2 Following a question from Councillor Chapman, the Panel heard that the New Homes Bonus was as a result of an annual report being submitted rather than a trigger point to achieve.
- 4.3 Councillor Chapman additionally commented that detail in relation to projects would be helpful in enabling the Panel to make informed observations and discussions. Historically commercial sensitivity had been cited as a reason for less detailed information than desired. This point was noted.
- 4.4 The report was praised by Councillor Roberts, who felt that the emphasis was just right. He also observed that with a strong local economy and a plethora of new business creation within the district, would there be any scope to be more optimistic in the figures. The Panel heard that whilst inspiration could be drawn from the inspirational local businesses and their creative ways of working, the budget has been set with realistic aims in mind.
- 4.5 Councillor Roberts additionally queried the consistency of the amends made to the pre application fees in Annex A. The finance team will investigate this question and respond to the Panel at a later date.
- 4.6 The proposed increase in Council Tax was queried by Councillor Wakeford, who also questioned the rationale for not having done so in the previous financial year and how this had impacted upon the current finances. The Panel heard that last years Council Tax freeze was the right thing to do for the residents of Huntingdonshire and the importance of striking a balance between spend and funds raised was emphasised. Councillor Wakeford was satisfied that this increase had been included into the budget across the medium term period, however he questioned the stability for the remaining years of the medium term and particularly what position could be expected in the next financial year. The Panel were reassured that the facts had been presented to allow for informed debate and that the budget was as conservative and realistic as possible to allow for strong progress in the coming municipal year.
- 4.7 Councillor Dew observed that the New Homes Bonus had been utilised to good effect over past years, and that having expressed initial doubts over the Commercial Investment Strategy (CIS), this had been well implemented to the benefit of the Council. He queried whether there had been any indication on the future travel of funding and the Panel were informed that advice had been taken from Pixar to allow for the most accurate estimate in this matter.
- 4.8 In response to questions from Councillor Shellens and amiable debate, it was confirmed that the underspend had had a positive impact on the

reserves. The Panel also heard that since 2014, the New Homes Bonus had been used in line with the CIS projects, however given the economic climate in the current financial year, it had been returned to the budget to strengthen the Council's financial position.

- 4.9 Councillor Shellens further questioned the substantial degree of risk associated with income forecast from traded services. The Panel were reassured that the legacy commercial estate held by the Council had formed the development of the CIS. Complete transparency is given through CIS reporting and this strategy has brought much needed income into the Council's budget. It was also noted that CIS acquisitions are currently at 97% occupancy.
- 4.10 Following a question from Councillor Sanderson, the Panel heard that leisure centre figures showed the predicted return of customers to centres but that these were also realistic numbers. It was further confirmed that leisure services had undergone additional scrutiny and work had been undertaken to restructure leisure costs. It was noted that the Panel would like to see a breakdown of costs by centre in the future.
- 4.11 The Panel welcomed the report and encourage the Cabinet to endorse the recommendations contained within the report.

5. KEY IMPACTS / RISKS

- 5.1 The delivery of the 2022/23 budget will be managed via the Council's budget monitoring processes throughout the year.
- 5.2 Throughout, the MTFS 2023/24 to 2026/27, there are a number of key savings initiatives or additional income generation schemes that must be delivered in a timely fashion to secure savings required to ensure that the Council has a balanced budget.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 The 2022/23 Budget forms an integral part of the service planning process for 2022/23. Consequently, actions and timescales required to ensure savings are achieved and service spending is in line with the approved budget will be contained within the final service plans and monitored through normal processes.

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

- 7.1 The budget is the financial interpretation of the Council's strategic and operational priorities that are included within the Corporate Plan.

8. CONSULTATION

- 8.1 Internal Consultation. Over the Summer and Autumn of 2021 senior officers, along with their respective Executive Councillors undertook a

review of their budgets, including the development of savings and investment proposals; all of which were then reviewed by all Executive Councillors during November and December 2021 into early January 2022.

9. LEGAL IMPLICATIONS

- 9.1 As per Sections 31A and 42A of the Local Government Finance Act 1992, the Council is required to set a balanced budget. This is achieved for 2022/23 so the setting of the Council Tax at the level mentioned within the report is appropriate.

10. RESOURCE IMPLICATIONS

- 10.1 The Council is required to set a balanced budget for 2022/23 and over the MTFS. Appendix 1 includes a report from the Chief Finance Officer (as the Responsible Financial Officer) confirming that he considers the budget is sufficiently robust and that there are adequate reserves.

11. REASONS FOR THE RECOMMENDED DECISIONS

- 11.1 To enable members of the Council to consider:
- 11.1.1 the 2022/23 Budget and for the Council Tax to be set, and
 - 11.1.2 the implications for the Council in respect of the MTFS for the period 2023/24 to 2026/27.

12. LIST OF APPENDICES INCLUDED

Appendix 1 – 2022/23 Budget & Medium Term Financial Strategy 2023/24 to 2026/27

Appendix 2 – Plan on a Page

Appendix 3 – 2022/23 Treasury Management, Capital, and Investment Strategies, MRP Statement and Flexible Use of Capital Receipts Strategy

Annex A – Fees and Charges

13. BACKGROUND PAPERS

None

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FINAL
2022/23 Budget
&
Medium Term Financial
Strategy
2023/24
To
2026/27

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1.0 STRATEGIC BUDGET SUMMARY

1.1 Savings, Income Generation, Growth and Revenue Implications of Capital

- 1.1.1 The financial climate has been unusual during the Covid 19 pandemic and it has made considerable changes to what we spend and how that spending is funded. Over the Autumn of 2021, Portfolio holders were challenged to review their budgets with respective senior officers in understanding the impact of the Covid 19 Pandemic on the forthcoming financial year (2022/23) and the MTFS period (2023/24 to 2026/27) and how any impact could be mitigated by any potential savings or efficiencies in delivery of services. Furthermore, the financial settlement for government is only for the next financial year rather than a longer period, so there remains some uncertainty for future years.
- 1.1.2 The Council generates a considerable proportion of its own funding from the various services it provides. These range from income from One Leisure and Car Parking through to charging for Licensing and Planning Services. Service specific income is shown later in this report within the service budget pages.
- 1.1.3 In addition the Council also generates income from corporate activity; this mainly focuses on:
- Treasury Management; which has been considerably less than in recent years because of the current extremely low interest rate environment.
 - Commercial Estates; whereby the Council is proactively developing its commercial estate activity to develop for the Council a medium to long term revenue stream to fund services and acting as a hedge against inflation.
- 1.1.4 However, the challenge for this budget was to understand the continued, unavoidable pressures that the Council will continue to face, as we emerge from the social and economic fallout the pandemic has caused. Therefore, previous assumptions have been reviewed and challenged considering the uncertainty around the Local Government Financial settlement beyond 22/23.
- 1.1.5 Growth has appeared within the budget from four main sources:
- Inflation on employee costs and business rate changes
 - Employees increment related growth
 - Non-employee budgets non-controllable growth (unavoidable)
 - Controllable growth
- 1.1.6 All of the savings, income generation and growth are summarised in the service budget pages later in this report. The total Service Proposals for 2022/23 are £778k and **Table 1** below shows how this is allocated by service.
- 1.1.7 The 2022/23 budget, as shown in table 5, is set to make a positive contribution to general reserves of £249k. When the 2021/22 budget was set it intended to make a contribution to reserves of £776k. Quarter 2 (Q2) forecast outturn indicates a £973k contribution to reserves for 2021/22.

Table 1	Service Savings and Growth Proposals		
Service	Budget Savings	Budget Growth	Total
	£000	£000	£000
Chief Operating Officer	(398)	470	72
Assistant Director Transformation	0	25	25
Assistant Director Corporate Resources	(357)	66	(291)
Head of Leisure & Health	0	0	0
Head of Operations	(45)	175	130
Head of 3C's ICT Shared Service	(551)	243	(308)
Corporate Leadership Team	(5)	0	(5)
Programmes Delivery Manager	0	0	0
Housing Manager	0	0	0
Planning Manager	(401)	0	(401)
Total	(1,757)	979	(778)

- Commercial Investment Strategy**

- 1.1.8 A key part of the Council's previous Budget strategy has been the Commercial Investment Strategy (CIS), as approved by the Council in 2015. The Council's Commercial Investments contribute a significant proportion of income to our budgets, and income has remained extremely strong throughout the pandemic. Investing in the property market remains challenging, never more so in the current climate. Even before the start of COVID19, the Cabinet signalled a change in investment emphasis towards acquisitions/investments that are more likely to be focused on the redevelopment of Market Towns and housing related propositions. Due to the impact on the property market of Covid 19, particularly on retail and office space, it is difficult to predict how the market will emerge from this pandemic, although it should be stressed that HDC's portfolio is built around investments we plan to hold for the medium to long term. The table below illustrates the contribution that the Commercial Investment Strategy makes to the council's finances.

Actual 20/21	Budget 21/22	Forecast 21/22	Budget 22/23	Budget 23/24	Budget 24/25	Budget 25/26	Budget 26/27
£m	£m	£m	£m	£m	£m	£m	£m
3.3	2.7	3.3	3.0	2.8	3.2	3.4	3.4

- Capital – Revenue Implications**

- 1.1.9 The revenue budget contains any implications from the proposed capital programme for 2022/23 and the MTFs, whether that will be savings because of investment, additional running costs or the cost of borrowing (Minimum Revenue Provision).

- **Summary Impact of all budget changes – comparing Final Budget 2021/22 to Final Budget 2022/23**

1.1.10 Overall, the revenue changes to the budget in respect of Savings & Additional Income, Service Growth and Capital have resulted in a net increase in the Council's budget of £0.828m (4%) when compared to the 2021/22 Original Budget and an increase of £0.394m (2%) when compared to the 2020/21 Forecast Outturn. A service-by-service summary is shown in **Table 2** below.

Table 2		Summary of Total Budget Movements (Original Budget for 2021/22 to Base Budget 2022/23)											
Service	2021/22		2022/23								Variance		
	Forecast Outturn	Original Budget	Previously Approved	Growth Bids				Inflation	Other Operational Adjustments	Proposed Budget	To 2021/22 Forecast	To 2021/22 Budget	
				Growth	Savings	Increased Income	Linked to Capital						
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	%	%	
Chief Operating Officer	4,771	4,350	4,530	470	(61)	(337)	0	290	28	4,920	3%	13%	
Assistant Director Transformation	408	298	277	25	0	0	0	(4)	0	298	(27%)	0%	
Assistant Director Corporate Resources	6,464	6,896	7,040	66	(241)	(116)	0	144	(15)	6,878	6%	0%	
Head of Leisure & Health	515	522	(30)	0	0	0	0	5	0	(25)	(105%)	(105%)	
Head of Operations	4,458	4,621	3,996	175	(45)	0	0	20	336	4,482	1%	(3%)	
Head of 3C's ICT Shared Service	2,363	2,338	2,286	243	0	(551)	0	480	146	2,604	10%	11%	
Corporate Leadership Team	658	619	631	0	(5)	0	0	6	569	1,201	83%	94%	
Programmes Delivery Manager	71	71	72	0	0	0	0	1	0	73	3%	3%	
Housing Manager	178	180	183	0	0	0	0	4	0	187	5%	4%	
Planning Manager	1,234	791	858	0	0	(401)	0	20	419	896	(27%)	13%	
Net Expenditure	21,120	20,686	19,843	979	(352)	(1,405)	0	966	1,483	21,514			
Forecast Outturn	21,120	→				394	←				21,514	2%	
Budget		20,686	→				828	←				21,514	4%

1.2 Corporate and Government Funding

- **Government Grant**

1.2.1 The government provides a fair proportion of the core funding of the Council. Some of this funding is in relation to specific services e.g. Housing Benefit, but some of the funding is in support of general activity; with regard to:

- New Homes Bonus (NHB), on the 16 December 2021 the Government provisionally made an announcement in respect of New Homes Bonus and that the 2022/23 settlement is expected be £2.12m, this is £1.7m more than expected in the 2021/22 MTFS. The Government's intention is to phase out the grant gradually being reduced to zero by 2023/24.
- On the 16 December 2021, the Government provisionally confirmed that the Revenue Support Grant (RSG) 2022/23 would be zero, this was in line with what was expected. In the 2020/21 MTFS it was expected that the council would be in a negative RSG position from 2020/21 onwards. As the Fair Funding Review continues to be delayed, the 2022/23 MTFS provides for prudent RSG payments for the MTFS 2023/2024 to 2026/2027 in accordance with expert advice.

Council Tax and Business Rates

- 1.2.2 There is an assumption within the 2022/23 Budget that there will be a Council Tax increase of 3.43% (equating to £5) for a Band D property. The Local Government Financial Settlement 22/23 confirmed the referendum principle for Council Tax increases of up to 2 per cent or £5, whichever is higher, for shire district councils. From 23/24 over the remaining term of the MTFS Council Tax will be increased by £5 per annum. Therefore, the Council Tax for 2022/23 will be £150.86 per Band D equivalent property.

Council Tax					
	2018/19	2019/20	2020/21	2021/22	2022/23
	£138.56	£142.16	145.86	£145.86	£150.86
% increase on previous		2.6%	2.6%	0%	3.43%
Cumulative % increase		2.6%	5.3%	5.3%	8.9%

- 1.2.3 The Council receives 40% of the Business rates collected and, after allowing for the tariff payment, it estimates this to be £6.48m in 2022/23, this is an increase of 6.7% from the previous year. The increase assumes growth in 2022/23 and 2.5% has been allowed year on year over the MTFS period to reflect the annual inflation increases to the business rates multiplier.

Collection Fund (Surplus)/Deficit

- 1.2.4 The Collection Fund is the statutory account for the Council Tax and Business Rates income and the payments to preceptors of their respective shares. Any surplus or deficit on the Collection Fund at year end is distributed to the preceptors, as per legislation. The Council is required to make an estimate of the projected surplus or deficit of each component of the Collection Fund at year end in order for the preceptors to bring their share of the surplus or deficit into the budget setting process.
- 1.2.5 For the purposes of budget setting the Council Tax element of the estimated year end position of the Collection Fund is shown in **Table 3** below along with the share that is apportioned to the Council.

Table 3	Collection Fund Estimated Deficit 2021/22	
	Deficit £000	HDC Share £000
Council Tax	778	104
Total	778	104

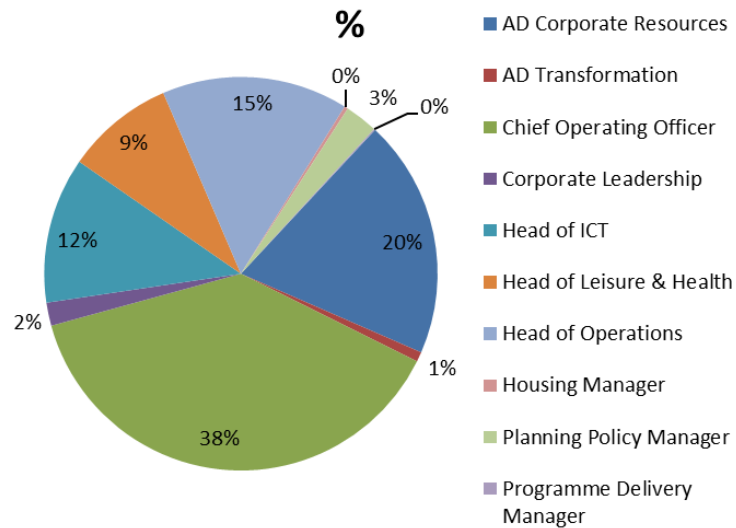
1.3 Summary Budget

- 1.3.1 Considering the 3.43% increase in Council Tax for 2022/23 and the lower than 3.43% annual increase over the MTFS period, this results in the funding statement shown in **Table 4** and **Table 5** below.

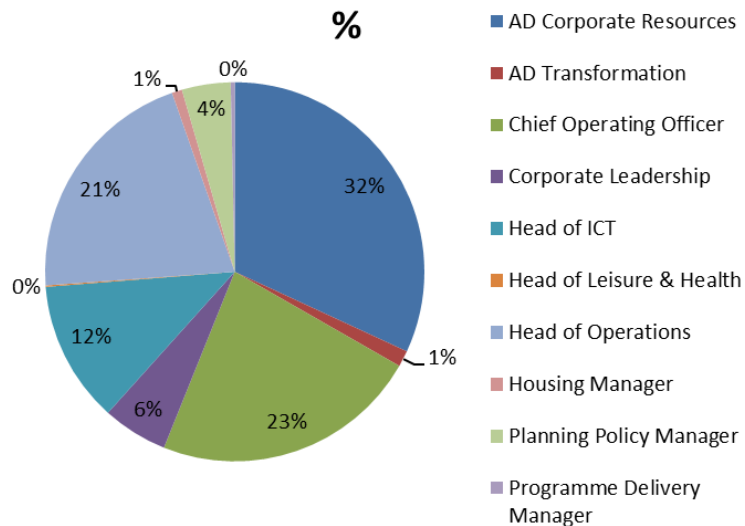
Table 4	Council Services Net Expenditure Budget (2022/23) and MTFS						
	2021/22		2022/23	Medium Term Financial Strategy			
	Budget	Forecast	Budget	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000	£000	£000	£000
Chief Operating Officer	4,350	4,771	4,919	4,782	4,929	5,082	5,239
Assistant Director Transformation	298	408	298	304	381	420	514
Assistant Director Corporate Resources	6,896	6,464	6,878	7,058	6,917	6,653	6,705
Head of Leisure & Health	522	515	(25)	(104)	(206)	(105)	(4)
Head of Operations	4,621	4,458	4,483	4,002	4,107	4,207	4,376
Head of 3C's ICT Shared Service	2,338	2,363	2,604	2,731	2,835	2,928	2,936
Corporate Leadership Team	619	658	1,201	710	725	739	753
Programmes Delivery Manager	71	71	73	74	76	77	79
Housing Manager	180	178	187	191	194	198	202
Planning Manager	791	1,234	896	961	1,010	1,028	1,047
Net Expenditure	20,686	21,120	21,514	20,709	20,968	21,227	21,847

Table 5	Council Funding Statement Budget (2022/23) and MTFS						
	2021/22		Funding Streams and Council Tax Requirement				
	Budget	Forecast	2022/23	Medium Term Financial Strategy			
			Budget	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000	£000	£000	£000
Net Expenditure	20,686	21,120	21,514	20,709	20,968	21,227	21,847
Contribution to/(from) Earmarked Reserves:	-	(1,430)					
Budget Surplus	-					-	-
General Reserves	776	973	249	(2,480)	(2,212)	(1,797)	(1,822)
Budget Requirement	21,462	20,663	21,763	18,229	18,756	19,430	20,025
Non-Domestic Rates	(6,080)	(6,080)	(6,485)	(5,595)	(5,725)	(5,855)	(5,900)
Non-Domestic Rates (Growth Pilot)	-		-	-	-	-	-
S31 Grant	(2,176)	(2,176)	(2,472)	(1,624)	(1,628)	(1,633)	(1,633)
Revenue Support Grant (RSG)	-	-	-	(235)	(109)	(115)	(115)
Fair Funding Review Adjustment	82	-	-	-	-	-	-
New Homes Bonus	(2,014)	(2,014)	(2,116)	-	-	-	-
Collection Fund (Surplus) / Deficit	(296)	(296)	104	-	-	-	-
Council Tax Support Funding	(189)	-	(126)	(126)	(126)	(126)	(126)
22/23 Service Grant			(316)	-	-	-	-
HB Admin Support Grant			(370)	(370)	(370)	(370)	(370)
Income Compensation Scheme (Q1)	(595)	(595)	-	-	-	-	-
Covid 19 Funding (tranche 5)	(758)	-	-	-	-	-	-
Rural Services Grant			(45)	(45)	(45)	(45)	(45)
Local Tier Service Grant	(195)	(261)	(206)	-	-	-	-
Council Tax Requirement	9,241	9,241	9,731	10,234	10,753	11,286	11,836
- Base (*)	63,355	63,355	64,501	65,662	66,844	68,047	69,272
- Per Band D (£)	145.86	145.86	150.86	155.86	160.86	165.86	170.86
- Increase (£)			5.00	5.00	5.00	5.00	5.00
- Increase %			3.43%	3.31%	3.21%	3.11%	3.01%

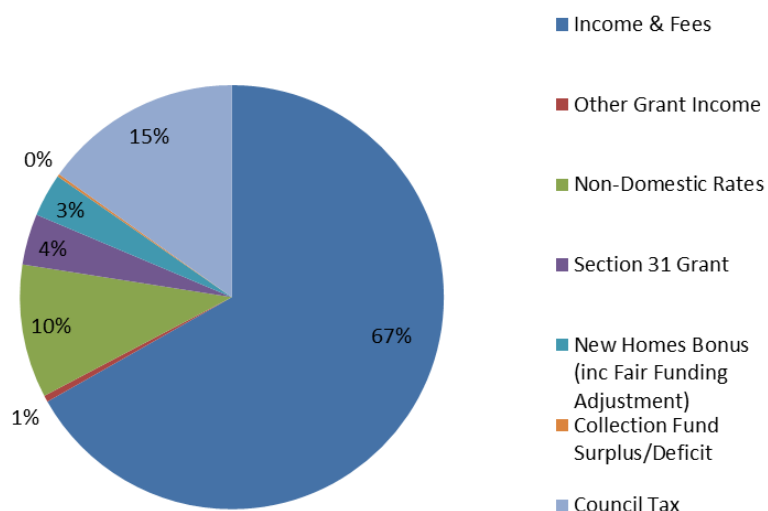
Gross Expenditure by Service 2022/23



Net Expenditure by Service 2022/23



How Services are Paid for in 2022/23



1.4 Revenue Reserves

1.4.1 The impact on the **General Fund Reserve** of the grant settlement from Government, the Council's policy to increase Council Tax and the savings, income and growth built into the budget 2022/23 and MTFS is shown in **Table 6** below.

GENERAL RESERVES MOVEMENT							
Table 6	Reserves and MTFS						
	2021/22		2022/23	Medium Term Financial Strategy			
	Budget £000	Forecast £000	Budget £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000
BUDGET SURPLUS RESERVE							
b/f	3,031	3,250	4,223	4,472	1,992	-	-
Contribution from (to) General Fund	776	973	249	(2,480)	(2,212)	(1,797)	(1,822)
Contribution from (to) CIS Reserve			-	-	220	1,797	1,822
Contribution from (to) Earmarked Reserves	(58)						
c/f	3,749	4,223	4,472	1,992	-	-	-

COMMERCIAL INVESTMENT RESERVE							
b/f	3,536	5,595	5,399	5,399	5,399	5,179	3,382
Contribution to Reserve (former NHB)		-	-	-	-	-	-
Contribution from Reserve	(38)	(196)	-	-	-	-	-
Contribution from (to) General Fund	-	-	-	-	-	-	-
Contribution from (to) Budget Surplus Reserve	-	-	-	-	(220)	(1,797)	(1,822)
c/f	3,498	5,399	5,399	5,399	5,179	3,382	1,559

GENERAL FUND (Unallocated) RESERVE							
b/f	2,175	2,175	2,175	2,175	2,175	2,175	2,175
Contribution to/(from) Reserve	776	973	249	(2,480)	(2,212)	(1,797)	(1,822)
Contribution from(to) Budget Surplus	(776)	(973)	(249)	2,480	2,212	1,797	1,822
c/f	2,175	2,175	2,175	2,175	2,175	2,175	2,175
Net Expenditure	20,686	21,120	21,514	20,709	20,968	21,227	21,847
Minimum Level of Reserves	2,175	2,175	2,175	2,175	2,175	2,175	2,175

1.4.2 Contributions to Earmarked Reserves occur when budget is identified for specific purposes and will only be available for those specific purposes. Contributions from Earmarked Reserves occur when the specific purpose for which the budget was identified has been delivered. This approach matches costs and funding.

2.0 REVENUE OPERATIONAL BUDGETS AND MEDIUM TERM FINANCIAL STRATEGY

2.1 Subjective Analysis of Spend and Income

Huntingdonshire District Council Table 7

Actuals 2020/21	Subjective Analysis : Controllable Only		2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£000			£000	£000	£000	£000	£000	£000
-	Income & Fees	Commuted sums	(151)	(82)	(82)	(82)	(82)	(82)
(11,587)		Fees & charges	(14,796)	(16,757)	(17,523)	(17,757)	(17,797)	(17,804)
(84,629)		Government grants	(27,018)	(15,655)	(15,654)	(15,654)	(15,654)	(15,654)
(3,644)		Other grants and contributions	(3,211)	(4,266)	(4,032)	(4,001)	(3,929)	(3,853)
(5,094)		Rent	(4,803)	(4,859)	(4,793)	(5,105)	(5,278)	(5,296)
(698)		Sales	(725)	(555)	(562)	(593)	(597)	(597)
-		NDR	-	(28)	-	-	-	-
(481)		Interest Income	(533)	(533)	(533)	(533)	(533)	(533)
(51)		Developer Contributions	-	(46)	(47)	(48)	(49)	(49)
(106,184)	Income & Fees Total		(51,236)	(42,782)	(43,227)	(43,773)	(43,920)	(43,867)
281	Employees	Employee Insurance	335	335	335	335	335	335
1,627		Hired Staff	326	321	301	301	248	248
1,633		National Insurance	1,682	1,940	1,986	2,052	2,119	2,188
498		Other staff costs	1,698	1,713	1,713	1,713	1,713	1,713
4,473		Pension	3,114	3,253	3,301	3,374	3,451	3,530
49		Recruitment	109	36	36	36	36	36
18,037		Salary	18,768	20,314	20,614	21,095	21,515	22,001
36		Services	36	36	36	36	36	36
472		Severance payments	171	152	152	152	152	152
142		Training	130	126	126	126	126	126
96		Uniform & laundry	38	44	44	44	44	44
27,343	Employees Total		26,407	28,270	28,644	29,263	29,774	30,408
573	Buildings	Energy Costs	816	782	782	780	780	780
29		Ground Maintenance Costs	14	15	14	14	14	14
216		Premises Cleaning	231	67	54	54	54	54
81		Premises Insurance	122	123	124	124	125	125
11		Rates	7	7	7	7	7	7
7		Rents	13	13	13	13	13	13
549		Repairs & Maintenance	709	786	820	797	802	802
150		Water Services	174	159	159	159	159	159
1,292		Rents Payable	1,478	1,503	1,610	1,530	1,566	1,573
2,907	Buildings Total		3,564	3,456	3,583	3,479	3,520	3,527
-	Supplies & Services	Catering	22	5	5	5	5	5
1,355		Communication and computing	1,111	1,119	1,192	1,194	1,194	1,195
4,282		Equipment, furniture & materials	2,745	3,694	3,676	3,704	3,722	3,645
-		Expenses	-	-	-	-	-	-
92		Insurance - service related	88	89	91	92	92	92
381		Members Allowances	417	437	432	432	432	432
482		Office expenses	449	470	472	472	472	472
-		Operating Costs	-	-	-	-	-	-
-		Other staff costs	-	-	-	-	-	-
5		Premises Cleaning	-	74	74	74	74	74
3		Repairs & Maintenance	-	-	-	-	-	-
6,596		Services	6,284	7,195	6,291	6,549	6,385	6,386
()		Uniform & laundry	-	-	-	-	-	-
8		Election Costs	-	-	-	-	-	-
4		Telecommunications	-	-	-	-	-	-
-		Penalties & Fines	-	-	-	-	-	-
-		Council Tax Payable	-	-	-	-	-	-
13,210	Supplies & Services Total		11,116	13,085	12,233	12,522	12,376	12,301
10	Transport	Contract Hire & operating leases	19	19	19	19	19	19
17		Mileage Allowance	61	60	61	61	61	61
915		Operating Costs	922	964	964	964	964	964
()		Pool Car	34	31	31	31	31	31
()		Public Transport	25	20	20	20	20	20
193		Vehicle Insurance	204	204	204	204	204	204
6		Other Transport Costs	-	-	-	-	-	-
1,140	Transport Total		1,264	1,297	1,298	1,299	1,299	1,299
28,376	Benefit & Transfer Payments	Benefits	26,875	15,521	15,521	15,521	15,521	15,521
1,553		Contributions paid	1,061	1,061	1,061	1,061	1,061	1,061
-		Discretionary Relief	-	-	-	-	-	-
45,800		Grants	836	836	836	837	837	837
106		Irrecoverable V A T	106	106	106	106	106	106
445		Levies	408	408	408	408	408	408
-		Parish Precepts	-	-	-	-	-	-
6		Other Misc Payments	7	7	7	7	7	7
76,287	Benefit & Transfer Payments Total		29,292	17,937	17,938	17,938	17,938	17,939
-	Renewals Fund Contribution	Renewals Fund Contribution	58	58	58	58	58	58
-	Renewals Fund Contribution Total		58	58	58	58	58	58
467	Reserve-Revenue Transfers	Bad Debts Provision	187	165	155	155	155	155
-		Reserve-Revenue Transfers	34	27	27	27	27	27
467	Reserve-Revenue Transfers Total		221	192	182	182	182	182
-	Liabilities	Other staff costs	-	-	-	-	-	-
-	Liabilities Total		-	-	-	-	-	-
15,170	Net Expenditure		20,686	21,514	20,709	20,968	21,227	21,847

121,354	Gross Service Expenditure	71,922	64,296	63,936	64,741	65,147	65,714
(106,184)	Gross Service Income	(51,236)	(42,782)	(43,227)	(43,773)	(43,920)	(43,867)
15,170	Net Service Expenditure	20,686	21,514	20,709	20,968	21,227	21,847

2.2 Service Budgets by Head of Service

Huntingdonshire District Council Table 8

Actuals 2020/21	Head of Service	Chief Operating Officer	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000			£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
(4,113)	Income & Fees	Fees & charges	(3,925)	(3,954)	(4,004)	(4,008)	(4,008)	(4,008)
(38,371)		Government grants	(26,965)	(15,619)	(15,618)	(15,618)	(15,618)	(15,618)
(529)		Other grants and contributions	(3)	(89)	(3)	(3)	(3)	(3)
(122)		Rent	(110)	(110)	(110)	(110)	(110)	(110)
(12)		Sales	(7)	(7)	(7)	(7)	(7)	(7)
-		Interest Income	-	-	-	-	-	-
(43,146)	Income & Fees Total		(31,011)	(19,780)	(19,743)	(19,747)	(19,747)	(19,747)
247	Employees	Hired Staff	-	-	-	-	-	-
447		National Insurance	470	543	550	568	585	603
67		Other staff costs	23	23	23	23	23	23
802		Pension	814	872	876	895	914	934
12		Recruitment	-	-	-	-	-	-
4,663		Salary	4,971	5,381	5,396	5,512	5,628	5,747
1		Services	3	3	3	3	3	3
-		Severance payments	10	-	-	-	-	-
5		Training	6	6	6	6	6	6
-		Uniform & laundry	(1)	1	1	1	1	1
6,244	Employees Total		6,296	6,830	6,855	7,007	7,160	7,316
19	Buildings	Energy Costs	28	28	28	28	28	28
1		Ground Maintenance Costs	-	-	-	-	-	-
-		Premises Cleaning	-	-	-	-	-	-
23		Repairs & Maintenance	18	18	18	18	18	18
82		Water Services	28	28	28	28	28	28
16		Rents Payable	2	2	2	2	2	2
141	Buildings Total		76	76	76	76	76	76
-	Supplies & Services	Catering	1	1	1	1	1	1
214		Communication and computing	114	114	114	114	114	114
143		Equipment, furniture & materials	64	63	63	63	63	63
-		Expenses	-	-	-	-	-	-
-		Insurance - service related	-	-	-	-	-	-
65		Office expenses	75	73	75	75	75	75
-		Other staff costs	-	-	-	-	-	-
-		Repairs & Maintenance	-	-	-	-	-	-
445		Services	390	560	367	367	367	367
(1)		Uniform & laundry	-	-	-	-	-	-
868	Supplies & Services Total		645	812	621	621	621	621
10	Transport	Contract Hire & operating leases	-	-	-	-	-	-
8		Mileage Allowance	23	22	23	23	23	23
7		Operating Costs	7	7	7	7	7	7
9		Pool Car	23	20	20	20	20	20
1		Public Transport	9	5	5	5	5	5
6		Other Transport Costs	-	-	-	-	-	-
39	Transport Total		62	54	55	55	55	55
28,376	Benefit & Transfer Payments	Benefits	26,875	15,521	15,521	15,521	15,521	15,521
1,360		Contributions paid	984	984	984	984	984	984
10,041		Grants	253	253	253	253	253	253
6		Irrecoverable V A T	6	6	6	6	6	6
1		Other Misc Payments	-	-	-	-	-	-
39,784	Benefit & Transfer Payments Total		28,117	16,763	16,763	16,763	16,763	16,763
0	Renewals Fund Contribution	Renewals Fund Contribution	8	8	8	8	8	8
0	Total		8	8	8	8	8	8
77	Reserve-Revenue Transfers	Bad Debts Provision	157	157	147	147	147	147
-		Reserve-Revenue Transfers	-	-	-	-	-	-
77	Total		157	157	147	147	147	147
4,008	Net Expenditure		4,350	4,919	4,782	4,930	5,082	5,239
47,153	Gross Service Expenditure		35,361	24,699	24,525	24,677	24,830	24,986
(43,146)	Gross Service Income		(31,011)	(19,780)	(19,743)	(19,747)	(19,747)	(19,747)
4,008	Net Service Expenditure		4,350	4,919	4,782	4,930	5,082	5,239
109	Building Control		153	153	153	153	153	153
227	Business Team		274	279	285	291	297	304
208	Chief Operating Officer		128	108	110	112	115	117
1	Closed Churchyards		(13)	(13)	(13)	(13)	(13)	(13)
49	Community Team		581	585	592	609	617	625
(120)	Council Tax Support		(116)	(115)	(114)	(114)	(114)	(114)
857	Customer Services		900	979	999	1,020	1,040	1,062
(404)	Development Management		(594)	(257)	(429)	(397)	(365)	(332)
259	Document Centre		192	251	249	254	259	265
62	Emergency Planning		12	31	31	32	32	32
113	Environmental Health Admin		132	122	132	136	139	143
343	Environmental Protection Team		384	358	365	372	380	387
-	Head of Community		-	-	-	-	-	-
-	Head of Customer Services		-	-	-	-	-	-
-	Head of Development		-	-	-	-	-	-
1,472	Housing Benefits		1,430	1,554	1,556	1,583	1,624	1,667
90	Housing Miscellaneous		27	29	30	32	34	36
1,017	Housing Needs		1,142	1,142	1,122	1,139	1,156	1,173
(54)	Licencing		(53)	(56)	(55)	(48)	(41)	(35)
(221)	Local Tax Collection		(228)	(231)	(231)	(231)	(231)	(231)
4,008	Net Service Expenditure		4,350	4,919	4,782	4,930	5,082	5,239

Actuals 2020/21	Head of Service	AD Transformation	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000			£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
-	Income & Fees	Fees & charges	-	-	-	-	-	-
(148)		Government grants	-	-	-	-	-	-
(26)		Other grants and contributions	-	(210)	(210)	(170)	(85)	-
(174)	Income & Fees Total		-	(210)	(210)	(170)	(85)	-
-	Employees	Hired Staff	-	-	-	-	-	-
23		National Insurance	39	41	42	43	45	46
1		Other staff costs	-	-	-	-	-	-
38		Pension	61	60	61	62	63	65
-		Recruitment	5	5	5	5	5	5
203		Salary	366	371	381	416	367	374
-		Training	8	8	8	8	8	8
265	Employees Total		479	485	497	534	488	498
-	Buildings	Repairs & Maintenance	-	-	-	-	-	-
-		Rents Payable	-	-	-	-	-	-
-	Buildings Total		-	-	-	-	-	-
-	Supplies & Services	Catering	-	-	-	-	-	-
-		Communication and computing	-	-	-	-	-	-
4		Equipment, furniture & materials	17	17	11	11	11	11
-		Expenses	-	-	-	-	-	-
-		Office expenses	1	1	1	1	1	1
35		Services	(199)	5	5	5	5	5
39	Supplies & Services Total		(182)	22	16	16	16	16
-	Transport	Mileage Allowance	-	-	-	-	-	-
-		Pool Car	-	-	-	-	-	-
-		Public Transport	1	1	1	1	1	1
-	Transport Total		1	1	1	1	1	1
-	Benefit & Transfer Payments	Grants	-	-	-	-	-	-
-	Benefit & Transfer Payments		-	-	-	-	-	-
-	Total		-	-	-	-	-	-
130	Net Expenditure		298	298	304	381	420	514
304	Gross Service Expenditure		298	508	514	551	505	514
(174)	Gross Service Income		-	(210)	(210)	(170)	(85)	-
130	Net Service Expenditure		298	298	304	381	420	514

Actuals 2020/21	Head of Service	AD Corporate Resources	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000			£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
(559)	Income & Fees	Fees & charges	(418)	(432)	(511)	(476)	(477)	(477)
(2,261)		Government grants	(17)	-	-	-	-	-
(32)		Other grants and contributions	(5)	(5)	(5)	(5)	(5)	(5)
(4,933)		Rent	(4,656)	(4,716)	(4,650)	(4,962)	(5,136)	(5,153)
(1)		Sales	-	-	-	-	-	-
-		NDR	-	(28)	-	-	-	-
(481)		Interest Income	(533)	(533)	(533)	(533)	(533)	(533)
(8,266)	Income & Fees Total		(5,629)	(5,714)	(5,699)	(5,977)	(6,150)	(6,167)
281	Employees	Employee Insurance	334	334	334	334	334	334
740		Hired Staff	47	22	22	22	22	22
181		National Insurance	174	209	215	221	228	234
91		Other staff costs	1,590	1,590	1,590	1,590	1,590	1,590
1,865		Pension	323	332	339	346	354	361
3		Recruitment	23	21	21	21	21	21
1,766		Salary	1,709	2,048	2,089	2,136	2,181	2,228
35		Services	33	33	33	33	33	33
151		Severance payments	160	152	152	152	152	152
71		Training	62	61	61	61	61	61
59		Uniform & laundry	-	-	-	-	-	-
5,241	Employees Total		4,457	4,804	4,857	4,918	4,977	5,038
190	Buildings	Energy Costs	189	194	194	192	192	192
1		Ground Maintenance Costs	-	-	-	-	-	-
192		Premises Cleaning	98	26	13	13	13	13
81		Premises Insurance	122	123	124	124	125	125
7		Rates	7	7	7	7	7	7
211		Repairs & Maintenance	284	317	297	292	292	292
17		Water Services	12	15	15	15	15	15
511		Rents Payable	653	656	737	640	654	661
1,209	Buildings Total		1,364	1,338	1,386	1,283	1,297	1,305
-	Supplies & Services	Catering	3	3	3	3	3	3
327		Communication and computing	109	162	162	162	162	162
214		Equipment, furniture & materials	105	66	65	65	65	63
-		Expenses	-	-	-	-	-	-
84		Insurance - service related	84	85	87	88	88	88
381		Members Allowances	417	437	432	432	432	432
266		Office expenses	150	176	176	176	176	176
-		Operating Costs	-	-	-	-	-	-
4		Premises Cleaning	-	74	74	74	74	74
4,606		Services	4,994	4,658	4,727	4,905	4,740	4,742
8		Election Costs	-	-	-	-	-	-
-		Penalties & Fines	-	-	-	-	-	-
5,891	Supplies & Services Total		5,862	5,662	5,725	5,904	5,740	5,740
-	Transport	Contract Hire & operating leases	-	-	-	-	-	-
1		Mileage Allowance	12	12	12	12	12	12
52		Operating Costs	-	-	-	-	-	-
15		Pool Car	3	3	3	3	3	3
-		Public Transport	3	3	3	3	3	3
187		Vehicle Insurance	202	202	202	202	202	202
256	Transport Total		221	220	220	220	220	220
94	Benefit & Transfer Payments	Contributions paid	77	77	77	77	77	77
-		Discretionary Relief	-	-	-	-	-	-
37		Grants	40	40	40	40	40	40
26		Irrecoverable V A T	26	26	26	26	26	26
445		Levies	408	408	408	408	408	408
5		Other Misc Payments	6	6	6	6	6	6
608	Benefit & Transfer Payments Total		556	556	556	556	556	556
390	Reserve-Revenue Transfers	Bad Debts Provision	30	8	8	8	8	8
-		Reserve-Revenue Transfers	34	4	4	4	4	4
390	Reserve-Revenue Transfers Total		64	12	12	12	12	12
5,328	Net Expenditure		6,896	6,878	7,058	6,917	6,654	6,705
13,594	Gross Service Expenditure		12,525	12,592	12,757	12,894	12,803	12,872
(8,266)	Gross Service Income		(5,629)	(5,714)	(5,699)	(5,977)	(6,150)	(6,167)
5,328	Net Service Expenditure		6,896	6,878	7,058	6,917	6,654	6,705
(3,342)	Commercial Estates		(2,729)	(2,960)	(2,789)	(3,174)	(3,402)	(3,410)
5,590	Corporate Finance		5,333	5,356	5,387	5,549	5,449	5,449
709	Democratic & Elections		866	928	929	941	952	964
843	Facilities Management		862	865	819	857	877	891
855	Finance		751	822	833	851	867	884
(1,015)	Head of Resources		108	105	107	109	111	113
653	Human Resources		507	498	497	504	511	519
194	Legal		224	224	224	224	224	224
25	Public Conveniences		6	-	-	-	-	-
90	Risk Management		140	139	145	147	149	152
70	Energy & Sustainability Mgt		(10)	55	56	57	57	58
657	Risks & Control		836	847	850	854	857	861
5,328	Net Service Expenditure		6,896	6,878	7,058	6,917	6,654	6,705

Actuals 2020/21	Head of Service	Head of Leisure & Health	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000			£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
(890)	Income & Fees	Fees & charges	(4,474)	(5,385)	(5,577)	(5,778)	(5,791)	(5,795)
(4,344)		Government grants	-	-	-	-	-	-
(14)		Other grants and contributions	(55)	(43)	(41)	(42)	(46)	(47)
1		Rent	(5)	(1)	(1)	(1)	(1)	(1)
(14)		Sales	(533)	(343)	(350)	(380)	(384)	(384)
-		NDR	-	-	-	-	-	-
(5,261)	Income & Fees Total		(5,067)	(5,772)	(5,968)	(6,201)	(6,223)	(6,228)
-	Employees	Hired Staff	-	-	-	-	-	-
191		National Insurance	212	189	197	208	217	226
9		Other staff costs	(101)	(101)	(101)	(101)	(101)	(101)
413		Pension	473	394	404	416	427	439
3		Recruitment	71	-	-	-	-	-
3,384		Salary	3,458	3,179	3,254	3,346	3,429	3,515
		Services	-	-	-	-	-	-
318		Severance payments	-	-	-	-	-	-
6		Training	-	-	-	-	-	-
11		Uniform & laundry	7	10	10	10	10	10
4,334	Employees Total		4,120	3,671	3,764	3,879	3,982	4,089
270	Buildings	Energy Costs	556	517	517	517	517	517
10		Ground Maintenance Costs	14	15	14	14	14	14
11		Premises Cleaning	122	30	30	30	30	30
136		Repairs & Maintenance	149	192	192	192	192	192
29		Water Services	101	83	83	83	83	83
452		Rents Payable	484	496	511	517	528	528
908	Buildings Total		1,426	1,333	1,347	1,353	1,364	1,364
-	Supplies & Services	Catering	17	-	-	-	-	-
-		Expenses	-	-	-	-	-	-
1		Insurance - service related	-	-	-	-	-	-
44		Office expenses	111	111	111	111	111	111
-		Premises Cleaning	-	-	-	-	-	-
71		Services	231	92	92	92	92	92
-		Uniform & laundry	-	-	-	-	-	-
267	Supplies & Services Total		(94)	605	615	625	633	633
-	Transport	Contract Hire & operating leases	-	-	-	-	-	-
4		Mileage Allowance	9	9	9	9	9	9
3		Operating Costs	8	9	9	9	9	9
		Public Transport	-	1	-	1	1	1
		Vehicle Insurance	-	-	-	-	-	-
8	Transport Total		18	18	18	18	18	18
-	Benefit & Transfer Payments	Contributions paid	-	-	-	-	-	-
70		Irrecoverable V A T	70	70	70	70	70	70
-		Other Misc Payments	-	-	-	-	-	-
70	Benefit & Transfer Payments Total		70	70	70	70	70	70
-	Renewals Fund Contribution	Renewals Fund Contribution	50	50	50	50	50	50
-	Renewals Fund Contribution Total		50	50	50	50	50	50
326	Net Expenditure		522	(25)	(104)	(206)	(105)	(4)
5,587	Gross Service Expenditure		5,589	5,747	5,864	5,996	6,117	6,224
(5,261)	Gross Service Income		(5,067)	(5,772)	(5,968)	(6,201)	(6,223)	(6,228)
326	Net Service Expenditure		522	(25)	(104)	(206)	(105)	(4)
84	Head of Leisure & Health		87	89	91	93	95	97
302	One Leisure Active Lifestyles		187	151	151	148	145	148
(59)	Leisure Centres Corporate		249	(266)	(346)	(446)	(345)	(249)
326	Grand Total		522	(25)	(104)	(206)	(105)	(4)

Actuals 2020/21			2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000	Head of Service	Head of Operations	£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
-	Income & Fees	Commuted sums	(151)	(82)	(82)	(82)	(82)	(82)
(3,130)		Fees & charges	(4,282)	(4,914)	(5,597)	(5,657)	(5,682)	(5,682)
(1,501)		Government grants	(16)	(16)	(16)	(16)	(16)	(16)
(119)		Other grants and contributions	(95)	(118)	(119)	(120)	(121)	(121)
(41)		Rent	(32)	(32)	(32)	(32)	(32)	(32)
(119)		Sales	(180)	(200)	(200)	(200)	(200)	(200)
(4,910)	Income & Fees Total		(4,755)	(5,361)	(6,045)	(6,106)	(6,132)	(6,132)
	Employees	Employee Insurance	-	-	-	-	-	-
334		Hired Staff	204	204	204	204	151	151
379		National Insurance	387	446	461	476	495	514
251		Other staff costs	148	163	163	163	163	163
693		Pension	777	820	837	853	875	897
1		Recruitment	-	-	-	-	-	-
4,077		Salary	4,489	4,630	4,725	4,817	4,940	5,068
1		Services	-	-	-	-	-	-
3		Severance payments	-	-	-	-	-	-
4		Training	1	1	1	1	1	1
26		Uniform & laundry	32	32	32	32	32	32
5,769	Employees Total		6,038	6,296	6,422	6,545	6,656	6,826
94	Buildings	Energy Costs	43	43	43	43	43	43
17		Ground Maintenance Costs	1	1	1	1	1	1
13		Premises Cleaning	11	11	11	11	11	11
-		Premises Insurance	-	-	-	-	-	-
4		Rates	-	-	-	-	-	-
7		Rents	13	13	13	13	13	13
175		Repairs & Maintenance	252	253	307	289	294	294
22		Water Services	33	33	33	33	33	33
313		Rents Payable	337	347	357	368	379	379
646	Buildings Total		690	701	765	758	774	774
	Supplies & Services	Catering	-	-	-	-	-	-
33		Communication and computing	32	63	63	63	63	63
488		Equipment, furniture & materials	441	440	440	440	440	440
-		Expenses	-	-	-	-	-	-
8		Insurance - service related	4	4	4	4	4	4
79		Office expenses	66	66	66	66	66	66
-		Other staff costs	-	-	-	-	-	-
1		Premises Cleaning	-	-	-	-	-	-
3		Repairs & Maintenance	-	-	-	-	-	-
853		Services	698	876	888	938	938	938
4		Telecommunications	-	-	-	-	-	-
-		Penalties & Fines	-	-	-	-	-	-
-		Council Tax Payable	-	-	-	-	-	-
1,468	Supplies & Services Total		1,241	1,449	1,461	1,511	1,511	1,511
	Transport	Contract Hire & operating leases	18	18	18	18	18	18
1		Mileage Allowance	4	4	4	4	4	4
852		Operating Costs	906	948	948	948	948	948
(24)		Pool Car	3	3	3	3	3	3
		Public Transport	1	1	1	1	1	1
6		Vehicle Insurance	1	1	1	1	1	1
-		Other Transport Costs	-	-	-	-	-	-
834	Transport Total		932	975	975	975	975	975
	Benefit & Transfer Payments	Contributions paid	-	-	-	-	-	-
309		Grants	471	471	471	471	471	471
4		Irrecoverable V A T	4	4	4	4	4	4
-		Parish Precepts	-	-	-	-	-	-
-		Other Misc Payments	-	-	-	-	-	-
313	Benefit & Transfer Payments Total		475	475	475	475	475	475
-	Reserve-Revenue Transfers	Reserve-Revenue Transfers	-	(52)	(52)	(52)	(52)	(52)
-	Reserve-Revenue Transfers		-	-	-	-	-	-
-	Total		-	(52)	(52)	(52)	(52)	(52)
-	Liabilities	Other staff costs	-	-	-	-	-	-
-	Liabilities Total		-	-	-	-	-	-
4,120	Net Expenditure		4,621	4,483	4,002	4,107	4,207	4,376
9,030	Gross Service Expenditure		9,376	9,844	10,047	10,213	10,339	10,508
(4,910)	Gross Service Income		(4,755)	(5,361)	(6,045)	(6,106)	(6,132)	(6,132)
4,120	Net Service Expenditure		4,621	4,483	4,002	4,107	4,207	4,376
1	Car Park - On Street		(132)	(132)	(132)	(132)	(132)	(132)
(1,084)	Car Parks - Off Street		(547)	(1,054)	(1,645)	(1,669)	(1,646)	(1,638)
(70)	CCTV		(91)	(114)	(115)	(116)	(117)	(117)
280	CCTV Shared Service		219	244	253	262	272	282
314	Countryside		317	278	265	240	224	234
289	Fleet Management		311	317	322	327	333	338
623	Green Spaces		479	555	546	568	586	606
212	Head of Operations		302	231	236	241	246	252
107	Markets		(43)	(38)	(36)	(34)	(31)	(30)
328	Parks and Open Spaces		330	457	448	402	408	415
892	Street Cleansing		740	868	888	918	945	973
2,228	Waste Management		2,736	2,871	2,972	3,100	3,119	3,194
4,120	Net Service Expenditure		4,621	4,483	4,002	4,107	4,207	4,376

Actuals 2020/21	Head of Service	Head of ICT	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000			£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
(2,566)	Income & Fees	Fees & charges	(1,427)	(1,645)	(1,648)	(1,648)	(1,648)	(1,648)
(6)		Government grants	-	-	-	-	-	-
(2,899)		Other grants and contributions	(3,052)	(3,441)	(3,286)	(3,286)	(3,286)	(3,286)
(553)		Sales	(5)	(5)	(5)	(5)	(5)	(5)
(6,025)	Income & Fees Total		(4,484)	(5,091)	(4,939)	(4,939)	(4,939)	(4,939)
	Employees	Employee Insurance						
167		Hired Staff	74	95	74	74	74	74
268		National Insurance	256	341	350	360	369	379
74		Other staff costs	37	37	37	37	37	37
449		Pension	436	524	534	546	557	568
25		Recruitment	10	10	10	10	10	10
2,616		Salary	2,449	2,896	2,953	3,017	3,080	3,141
-		Services	-	-	-	-	-	-
-		Severance payments	-	-	-	-	-	-
55		Training	44	44	44	44	44	44
-		Uniform & laundry	1	1	1	1	1	1
3,654	Employees Total		3,307	3,948	4,004	4,089	4,172	4,254
3	Buildings	Repairs & Maintenance	6	6	6	6	6	6
-		Rents Payable	-	-	-	-	-	-
3	Buildings Total		7	7	7	7	7	7
-	Supplies & Services	Catering	1	1	1	1	1	1
722		Communication and computing	782	708	782	782	782	782
3,317		Equipment, furniture & materials	2,625	2,755	2,734	2,752	2,762	2,688
-		Expenses	-	-	-	-	-	-
3		Office expenses	12	12	12	12	12	12
-		Repairs & Maintenance	-	-	-	-	-	-
330		Services	65	242	109	109	109	109
-		Telecommunications	-	-	-	-	-	-
4,372	Supplies & Services Total		3,485	3,717	3,637	3,655	3,665	3,591
-	Transport	Contract Hire & operating leases	1	1	1	1	1	1
3		Mileage Allowance	10	10	10	10	10	10
-		Operating Costs	-	-	-	-	-	-
-		Pool Car	4	4	4	4	4	4
(1)		Public Transport	8	8	8	8	8	8
-		Vehicle Insurance	-	-	-	-	-	-
2	Transport Total		23	23	23	23	23	23
2,007	Net Expenditure		2,338	2,604	2,732	2,835	2,928	2,936
8,031	Gross Service Expenditure		6,822	7,695	7,671	7,774	7,867	7,875
(6,025)	Gross Service Income		(4,484)	(5,091)	(4,939)	(4,939)	(4,939)	(4,939)
2,007	Net Service Expenditure		2,338	2,604	2,732	2,835	2,928	2,936

Actuals 2020/21	Head of Service	Corporate Leadership	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000			£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
(1)	Income & Fees	Fees & charges	-	-	-	-	-	-
(25)		Other grants and contributions	-	-	-	-	-	-
(25)	Income & Fees Total		-	-	-	-	-	-
-	Employees	Hired Staff	-	-	-	-	-	-
63		National Insurance	53	65	67	68	70	71
		Other staff costs						
77		Pension	78	89	90	92	94	96
-		Recruitment	-	-	-	-	-	-
534		Salary	451	514	522	532	543	554
		Services	-	-	-	-	-	-
-		Severance payments	-	-	-	-	-	-
		Training	9	5	5	5	5	5
674	Employees Total		591	674	684	698	712	726
-	Buildings	Rents Payable						
-	Buildings Total							
-	Supplies & Services	Catering	1	1	1	1	1	1
2		Communication and computing	1	2	2	2	2	2
2		Equipment, furniture & materials	-	-	-	-	-	-
13		Office expenses	18	15	15	15	15	15
-		Other staff costs	-	-	-	-	-	-
32		Services	5	505	5	5	5	5
-		Election Costs	-	-	-	-	-	-
49	Supplies & Services Total		24	522	22	22	22	22
-	Transport	Contract Hire & operating leases	-	-	-	-	-	-
-		Mileage Allowance	2	2	2	2	2	2
-		Operating Costs	-	-	-	-	-	-
-		Pool Car						
		Public Transport	1	1	1	1	1	1
	Transport Total		4	4	4	4	4	4
	Benefit & Transfer Payments	Other Misc Payments	1	1	1	1	1	1
	Benefit & Transfer Payments Total		1	1	1	1	1	1
699	Net Expenditure		619	1,201	710	725	739	753
724	Gross Service Expenditure		619	1,201	710	725	739	753
(25)	Gross Service Income		-	-	-	-	-	-
699	Net Service Expenditure		619	1,201	710	725	739	753

Actuals 2020/21	Head of Service	Programme Delivery Manager	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000			£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
4	Employees	National Insurance	6	7	7	7	8	8
6		Pension	9	10	10	10	10	10
1		Recruitment	-	-	-	-	-	-
35		Salary	55	56	57	58	59	60
47	Employees Total		70	72	74	75	77	78
-	Supplies & Services	Communication and computing	-	-	-	-	-	-
1		Equipment, furniture & materials	-	-	-	-	-	-
		Office expenses	-	-	-	-	-	-
9		Services	-	-	-	-	-	-
11	Supplies & Services Total							
-	Transport	Mileage Allowance						
-		Pool Car						
-		Public Transport						
-	Transport Total		1					
58	Net Expenditure		71	73	74	76	77	79
58	Gross Service Expenditure		71	73	74	76	77	79
-	Gross Service Income		-	-	-	-	-	-
58	Net Service Expenditure		71	73	74	76	77	79

Actuals 2020/21	Head of Service	Housing Manager	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000			£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
-	Income & Fees	Fees & charges	-	-	-	-	-	-
-	Income & Fees Total		-	-	-	-	-	-
1	Employees	Hired Staff	-	-	-	-	-	-
7		National Insurance	13	15	15	15	16	16
11		Pension	20	21	22	22	23	23
5		Recruitment	-	-	-	-	-	-
65		Salary	117	123	125	128	130	133
-		Services	-	-	-	-	-	-
89	Employees Total		150	159	162	165	169	172
-	Supplies & Services	Catering	-	-	-	-	-	-
		Communication and computing	1	1	1	1	1	1
		Equipment, furniture & materials	-	-	-	-	-	-
		Office expenses	1	1	1	1	1	1
90		Services	-	-	-	-	-	-
91	Supplies & Services Total		1	1	1	1	1	1
-	Transport	Mileage Allowance	-	-	-	-	-	-
-		Pool Car	-	-	-	-	-	-
-		Public Transport	-	-	-	-	-	-
-	Transport Total		-	-	-	-	-	-
34	Benefit & Transfer Payments	Grants	28	27	27	27	27	28
	Benefit & Transfer Payments							
34	Total		28	27	27	27	27	28
214	Net Expenditure		180	187	191	194	198	202

Actuals 2020/21	Head of Service	Planning Policy Manager	2021/22 Budget	2022/23 Budget	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
£ 000			£ 000	£ 000	£ 000	£ 000	£ 000	£ 000
(329)	Income & Fees	Fees & charges	(270)	(427)	(187)	(189)	(192)	(194)
(37,997)		Government grants	(20)	(20)	(20)	(20)	(20)	(20)
-		Other grants and contributions	-	(361)	(368)	(375)	(383)	(391)
()		Sales	()	()	()	()	()	()
(51)		Developer Contributions	-	(46)	(47)	(48)	(49)	(49)
(38,377)	Income & Fees Total		(291)	(855)	(622)	(633)	(644)	(654)
138	Employees	Hired Staff	-	-	-	-	-	-
70		National Insurance	72	83	83	85	88	90
6		Other staff costs	1	1	1	1	1	1
120		Pension	122	131	129	131	134	137
-		Recruitment	-	-	-	-	-	-
693		Salary	704	1,117	1,111	1,134	1,158	1,181
-		Services	-	-	-	-	-	-
-		Training	-	-	-	-	-	-
-		Uniform & laundry	-	-	-	-	-	-
1,027	Employees Total		899	1,332	1,324	1,352	1,380	1,409
-	Buildings	Repairs & Maintenance	-	-	-	-	-	-
		Rents Payable	2	2	2	2	2	2
	Buildings Total		2	2	2	2	2	2
-	Supplies & Services	Catering	-	-	-	-	-	-
4		Communication and computing	14	15	15	16	16	17
14		Equipment, furniture & materials	5	5	5	5	5	5
11		Office expenses	15	17	16	16	16	16
124		Services	99	257	97	128	128	127
-		Election Costs	-	-	-	-	-	-
153	Supplies & Services Total		133	293	133	165	165	165
-	Transport	Mileage Allowance	1	1	1	1	1	1
		Pool Car	1	-	-	-	-	-
-		Public Transport	2	1	1	1	1	1
	Transport Total		4	3	3	3	3	3
99	Benefit & Transfer Payments	Contributions paid	-	-	-	-	-	-
35,379		Grants	45	46	46	46	46	46
35,478	Benefit & Transfer Payments Total		45	46	46	46	46	46
-	Reserve-Revenue Transfers	Reserve-Revenue Transfers	-	75	75	75	75	75
-	Reserve-Revenue Transfers		-	75	75	75	75	75
(1,719)	Net Expenditure		791	896	961	1,010	1,028	1,047
36,659	Gross Service Expenditure		1,082	1,751	1,583	1,643	1,671	1,700
(38,377)	Gross Service Income		(291)	(855)	(622)	(633)	(644)	(654)
(1,719)	Net Service Expenditure		791	896	961	1,010	1,028	1,047

3.0 CAPITAL

- 3.1 The detailed Draft Capital Programme for the period 2022/23 to 2026/27 is shown in **Tables 18a and 18b** below, along with the sources of finance. The revenue implications of the individual capital proposals are built into the individual revenue budgets and the impact of the proposed programme on the 2022/23 Minimum Revenue Position (MRP) is £2.8m.

Huntingdonshire District Council		Table 18a				
Capital Programme	Budget	Medium Term Financial Strategy				
	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s
Gross Expenditure						
Chief Operating Officer						
Disabled Facilities Grants	1,850	1,800	1,650	1,600	1,600	1,600
Disabled Facilities Grants - Rephase		400				
Conservation Area Appraisal Programme	47	47				
Transfer of Documents from Information@Work to Tascomi		20				
Printing Equipment - Rephase		2				
Replacement Corporate Scanners	110					
Scanners - Rephase		4				
Housing Company - Rephase		206				
Lone Worker Software - Rephase		3				
Corporate Resources						
Salix Equipment						
A14 Upgrade	200	200	200	200	200	200
A14 Upgrade - Rephase		200				
Huntingdon Redevelopment		7,595				
St Ives Redevelopment			6,800	8,500	1,700	
Leisure and Health						
One Leisure Improvements	296	285	300	300	300	300
One Leisure Ramsey 3G - Rephase		17				
OL St Ives Changing Rooms - Rephase		12				
Assistance Director of Resources						
Oak Tree Remedial Works - Rephase		912				
Health and Safety Works at Commercial Properties						
Energy Efficiency Works at Commercial Properties	10	10				
Energy Efficiency Works at Commercial Properties - Rephase		6				
VAT Partial Exemption	24	21	21	50	50	50
Replacement Building Management System (BMS) - PFH	115					
Capita Upgrade and 3D Secure2 SCA and payment portal Upgrade	15					
Commercial estates capital for works, enhancements and re-lettings	565	250				
Lighting Loves Farm - Rephase		8				
3C ICT						
Hardware Replacement		130	130			
Generator - 3ICT Backup						
Data Centre Storage						
Wi-Fi access points						
Mobile Phones Replacement	65					
Telephony Replacement	200	8	8	8	8	8
Extend compute capacity in shared data centre	39					
Information@Work Consolidation	20					
GIS Test Environment	16					
Data Centre Server Room (No.1)		244				
No2 Server & SQL Server 2012 Migration		20				
Operations						
Civil Parking Enforcement - Rephase		31				
Fencing	13	13	13	13	13	13
Fencing - Rephase		6				
Lighting - Loves Farm Footpath						
Wheeled Bins	254	254	254	254	254	254
Wheeled Bins - Rephase		6				
Vehicle Fleet Replacement	1,396	1,085	1,457	741		
Vehicle Fleet Replacement		54	(100)	11	1,494	800
Play Equipment	30	30	30	30	30	30
Play Equipment - Rephase		1				
Secure cycle storage	88					
Secure Cycle Storage - Rephase		39				
Parking Strategy	80					
Parking Strategy - Rephase		93				
District wide signage						
District Wide Signage - Rephase		10				
Replacement Corporate Scanners	25					
Additional EV Charging Points	30					
Play Area Fencing						
Hinchingbrooke Country Park						
Hinchingbrooke Country Park - Rephase		1,346				
Moore's Walk Revamp		20				
St Neots Riverside Park Path/Cycle Imps - Rephase		443				
Transformation						
AV Equipment	15	15				
AV Equipment - Rephase		45				
Voice Bots - Rephase		30				
Customer Relationship Management (Data Warehouse)	16					
Customer Relationship Management (Data Warehouse) - Rephase		7				
Economic Development						
Future High Streets - St Neots	12,300					
Future High Streets - St Neots - Rephase		6,811				
Market Towns Programme	350	675	550	150	50	
Market Towns Programme - Rephase		50				
Total Gross Expenditure	18,169	23,464	11,313	11,857	5,699	3,255

Huntingdonshire District Council		Table 18b				
Capital Programme	Budget	Medium Term Financial Strategy				
	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s
Financing						
Grants and Contributions						
DFGs	(1,350)	(1,350)	(1,300)	(1,300)	(1,300)	(1,300)
Wheeled bins	(101)	(101)	(101)	(101)	(101)	(101)
Combined Authority/MHCLG/CIL Grant Funding	(12,650)	(675)	(550)	(150)	(50)	
Huntingdon Development		(7,595)				
Future High Streets - Rephase		(6,811)				
One Leisure Ramsey 3G - Rephase		(17)				
St Neots Riverside Park Path/Cycle Imps - Rephase		(443)				
Combined Authority/MHCLG/CIL Grant Funding		(50)				
Total Grants and Contributions	(14,101)	(17,042)	(1,951)	(1,551)	(1,451)	(1,401)
Capital Receipts						
St Ives Redevelopment			(6,800)	(8,500)	(1,700)	
Loan Repayments		(284)	(203)	(117)	(122)	(128)
Housing Clawback Receipts	(500)	(450)	(350)	(300)	(300)	(299)
Commercial Investment Strategy	(565)	(250)				
Total Capital Receipts	(1,065)	(984)	(7,353)	(8,917)	(2,122)	(427)
Net to be funded by borrowing	3,003	5,438	2,009	1,389	2,126	1,427

4.0 TREASURY MANAGEMENT

4.1 The following gives a high-level commentary on the Treasury Management activity that the Council is expecting to undertake during 2022/23.

- **Short Term Borrowing**

During any year the Council will undertake short-term borrowing and lending to maintain effective daily cash flow balances. For the forthcoming year 2022/23, it is estimated that the cost of short-term borrowing will be £5,000; this is based on an estimated average investment portfolio of £25m and the borrowing that will be required as a result of short-term cash outflows within that average, and a cost based on an estimated interest rate of 0.90% for short-term borrowing.

- **Long Term Borrowing**

The Treasury Management Strategy permits the Council to borrow for the long-term to maintain effective working capital balances and to support back-to-back lending to external organisations. At the end of 2022/23, it is forecast that the total balances in respect of long-term borrowing will be £39.2m. The estimated cost of long-term borrowing in 2022/23 is £1.23m.

4.2 During 2022/23 no long-term borrowing has been anticipated for any Commercial Investment/Development Strategy, due to the Government prohibiting any borrowing from PWLB for commercial gain. For any redevelopment schemes eg Huntingdon/St Ives within the capital programme it has been assumed that alternative sources of funding will be explored to enable delivery of these schemes and the wider future capital programme in a sustainable way.

5.0 Capital Financing Requirement (CFR)

5.1 **Table 19** gives a summary of how, over the period of the MTFs, the Council's capital commitments and plans impact on its underlying need to borrow.

Huntingdonshire District Council							
Table 19							
Capital Financing Requirement	Actual	Forecast	Medium Term Financial Strategy				
	2020/21 £000s	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s	2025/26 £000s	2026/27 £000s
Opening Capital Financing Requirement	71,824	71,431	73,963	76,601	75,579	73,814	72,860
Capital Investment							
Property, Plant and Equipment	2,432	17,944	11,406	8,913	9,907	3,849	1,455
Investment Properties	2	1,605	1,162	0	0	0	0
Intangible Assets	141	446	91	0	0	0	0
Revenue Expenditure Funded From Capital Under Statute	3,110	13,358	10,136	2,400	1,950	1,850	1,800
Infrastructure Assets	44	816	20	0	0	0	0
Community Assets	0	271	443	0	0	0	0
Loans	0	100	206	0	0	0	0
Assets Under Construction	1,331	0	0	0	0	0	0
Additional Requirement	7,060	34,540	23,464	11,313	11,857	5,699	3,255
Sources of Finance							
Capital Receipts	(966)	(1,020)	(984)	(7,353)	(8,917)	(2,122)	(427)
Capital Grants and Contributions	(1,583)	(21,344)	(17,042)	(1,951)	(1,551)	(1,451)	(1,401)
Use of Capital Grants Unapplied	(2,302)	(6,886)					
Direct Revenue Financing	0	0	0	0	0	0	0
Minimum Revenue Provision	(2,602)	(2,758)	(2,800)	(3,031)	(3,154)	(3,080)	(3,276)
	(7,453)	(32,008)	(20,826)	(12,335)	(13,622)	(6,653)	(5,104)
Closing Capital Financing Requirement	71,431	73,963	76,601	75,579	73,814	72,860	71,011
Increase/(Decrease) in Underlying Need to Borrow	(393)	2,532	2,638	(1,022)	(1,765)	(954)	(1,849)

6.0 Formal 2022/23 Council Tax Resolutions

6.1 The formal 2022/23 Council Tax resolutions to be agreed by Council are shown below.

- a) That the Council note the Council Tax Base for the whole Council area and individual Towns and Parishes (para 6.2) as approved by Chairman of Corporate Governance Committee and Section 151 Officer on the 7 December 2021 (and subsequent publication as a key decision).

£64,501

The tax base (T) which is the amount anticipated from a District Council Tax of £1 is

- b) That the following amounts calculated by the Council for 2022/23 in accordance with the requirements of the Local Government Finance Act 1992 as amended by the Localism Act 2011 (the Act), the Local Government Finance Act 2012 and associated regulations:

- | | | |
|-------|--|---------------------|
| (i) | the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act
<i>Gross revenue expenditure including benefits, Town/Parish Precepts</i> | £71,838,629 |
| (ii) | the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act
<i>Revenue income including reimbursement of benefits, specific and general grants, use of reserves and any transfers from the collection fund.</i> | £54,564,732 |
| (iii) | the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above in accordance with Section 31A (4) of the Act
<i>This is the "Council Tax Requirement" including Parish/Town Precepts (item i minus item ii). It is the cash sum to be funded from District, Town and Parish Council Taxes.</i> | £ 17,273,897 |
| (iv) | the Council Tax requirement for 2021/22 divided by the tax base (T) in accordance with Section 31B (1) of the Act
<i>District plus average Town/Parish Council Tax (item iii divided by District taxbase)</i> | £267.81 |
| (v) | the aggregate of all "Special Items" referred to in Section 34(1) of the Act.
<i>The total value of Parish/Town precepts included in i and iii above.</i> | £7,542,822 |
| (vi) | the Basic Amount of Council Tax for 2022/23 being item iv less item v divided by the tax base (T) in accordance with Section 34 (2) of the Act. | £150.86 |

The District Council's Band D Tax for 2022/23

- (vii) the basic amounts of Council Tax for 2022/23 for those parts of the District to which one or more special items (Parish/Town precepts) relate in accordance with Section 34 (3) of the Act are shown by adding the Huntingdonshire District Council amount to the appropriate Parish Council amount in column "band D" set out in Table 1 attached.
 - (viii) the amounts to be taken into account for 2022/23 in respect of categories of dwellings listed in particular valuation bands in accordance with Section 36 (1) of the Act are shown by adding the Huntingdonshire District Council amount to the appropriate Parish Council amount for each of the valuation bands in the columns "bands A to H" set out in Table 1 attached.
- (c) That the amounts of precept issued to the Council by Cambridgeshire County Council, Cambridgeshire Police Authority, Cambridgeshire & Peterborough Fire Authority and for each Parish Council for each of the categories of dwellings listed in different valuation bands in accordance with Section 40 of the Act shown in para 6.3 attached be noted.
- (d) That, having regard to the calculations above, the Council, in accordance with Section 30 (2) of the Act, hereby sets the figures shown in para 6.4 as the amounts of Council Tax for 2022/23 for each of the categories of dwelling shown. ***This is the total Council Tax to be collected, incorporating the requirements of all of the relevant bodies, for each town or parish area.***
- (e) The Council notes that, in accordance with Section 52ZB of the Local Government Finance Act 1992, the basic amount of its Council Tax for 2022/23 is not excessive.
The basic amount at b(vi) above is not excessive as defined by the Government.

6.2 Tax Base 2022/23

Based on the information contained within this report, it is recommended that pursuant to the Revenues and Benefits Manager's report and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012, the amounts calculated by the Huntingdonshire District Council as their (net) tax base for the whole District for the year 2022/23 be 64,501 and shall be as listed below for each Town or Parish of the District:

Abbotsley	262
Abbots Ripton	141
Alconbury	561
Alconbury Weston	297
Alwalton	123
Barham & Woolley	30
Bluntisham	771
Brampton	2477
Brington & Molesworth	188
Broughton	99
Buckden (incorporating Diddington)	1277
Buckworth	53
Bury	715
Bythorn & Keyston	157
Catworth	163
Chesterton	65
Colne	379
Conington	78
Covington	47
Denton & Caldecote	30
Earith	607
Easton	82
Ellington	237
Elton	295
Farcet	540
Fenstanton	1331
Folksworth & Washingley	354
Glatton	136
Godmanchester	2951
Grafham	235
Great & Little Gidding	125
Great Gransden	494
Great Paxton	373
Great Staughton	333
Haddon	23
Hail Weston	245
Hamerton & Steeple Gidding	54
Hemingford Abbots	334
Hemingford Grey	1298
Hilton	455
Holme	250
Holywell-cum-Needingworth	1024

Houghton & Wyton	799
Huntingdon	7653
Kimbolton & Stonely	601
Kings Ripton	84
Leighton Bromswold	78
Little Paxton	1562
Morborne	12
Offord Cluny & Offord D'Arcy	542
Old Hurst	98
Old Weston	104
Perry	264
Pidley-cum-Fenton	191
Ramsey	3095
St Ives	6034
St Neots	11208
Sawtry	1966
Sibson-cum-Stibbington	234
Somersham	1402
Southoe & Midloe	156
Spaldwick	255
Stilton	772
Stow Longa	73
The Stukeleys	1069
Tilbrook	128
Toseland	38
Upton & Coppingford	91
Upwood & The Raveleys	445
Warboys	1596
Waresley-cum-Tetworth	146
Water Newton	40
Winwick	53
Wistow	230
Woodhurst	155
Woodwalton	83
Wyton-on-the-Hill	441
Yaxley	2961
Yelling	153
	64501

6.3 2022/23 Council Tax by Property Band for each Precepting Authority and the Billing Authority

This table will be completed after the Council's Full Council meeting scheduled for the 23 February 2022 when the Council receives the precepts from Cambridgeshire County Council, Fire and Police Authorities.

6.4 Total 2022/23 Council Tax by Property Band for each Precepting Authority and the Billing Authority

This table will be completed after the Council's Full Council meeting scheduled for the 23 February 2022 when the Council receives the precepts from Cambridgeshire County Council, Fire and Police Authorities.

7. Fees and Charges

- 7.1 The Fees and Charges that will be applicable from April 2022 to March 2023 have been included in **Annex A**. These fees and charges are correct at the time of reporting but there may be changes throughout the year that will be agreed by the Executive Councillor and the S151 Officer.

8.0 Robustness of the 2022/23 Budget and Medium-Term Financial Strategy

- 8.1 The Section 25 of Local Government Act 2003 requires me, as the Council's Responsible Financial Officer, to report on the robustness of the 2022/23 budget and the adequacy of reserves to assist you in making your decisions on the Budget and the level of Council Tax. Further, this is an opportunity for me to provide some commentary in respect of the period covered by the Medium-Term Financial Strategy (MTFS).

8.2 Robustness and Budget Setting

- 8.2.1 At the time of writing, the 2021/22 Quarter 3 Finance Performance Report is reporting a forecast favourable variance of £1.607m compared to budget in respect of service expenditure. This is due to a variety of factors including the strong performance of the Commercial Investment Strategy (CIS), the higher-than-expected levels of income from off street parking and the overall lower net cost of waste collection during the Covid 19 pandemic following the changes in customer behaviour and the changes in values of recyclable materials.

- 8.2.2 The Council has reviewed its service expenditure in consultation with the Executive Councillors. In collaboration with the Senior Management Team, proposals for savings and growth, as summarised in Table 2, were developed by officers and Executive Councillors using a rigorous process that challenged and validated each proposal. The Finance Team provided the central support and advice to services and the whole process has been and overseen by the Chief Finance Officer (S151 officer).

- 8.2.3 In addition to the Executive Councillor review, the Council:

- will continue to review services and develop funding proposals that help to mitigate the current uncertainty relating to impact of the Covid 19 pandemic to the economy and only a one-year focus on the spending review from Government, and
- the Executive has chosen to increase Council Tax for 2022/23 to protect frontline services.

8.3 Challenges Facing the Council

- 8.3.1 The challenges that the Council faces are like those being faced by many councils across the local government community. The principal challenges that the Council is tackling are illustrated below:

Public Sector post Covid Funding

8.3.2 The public sector continues to endure uncertainty around the Fair Funding and Business Rates Review. During the Covid 19 Pandemic whilst the public sector diverted resources to support its community in its time of need, short-term, one-off funding from Government has provided a much-needed financial stop gap. For 2022/23 the expectation is that the normality in the economy will return but exactly how and when continues to cause uncertainty. The Council must take proactive action to effectively manage the financial consequences following the pandemic. Exposure to the growth and decline of the economy as a major source of funding (Council Tax and Business Rates), puts all local authorities at risk and leaves them financially vulnerable.

8.3.3 Following the 2022/23 provisional settlement announced in December 2021, **Table 21** clearly shows that the grant funding streams for the Councils MTFS for 2022/23 and for the period up to 2025/27 has moved when compared to the preceding year. For:

- **2022/23** the total grant included in last year's MTFS was £9.1m; following the provisional settlement this has now increased to £11.1m; an increase of £2.0m (22.0%). This is mainly due to a one-off increase in New Home Bonus (NHB) of £1.69m.
- **2024/25 onwards** the Councils net grants position is assumed to reset at a lower level due to the uncertainties regarding future grant funding and the cessation of NHB.

Table 21	Comparison of Grant Assumptions: 2020/21 Budget & 2021/22 Budget and MTFS (2022/23 to 2024/25)					
	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000
2021/22 Budget & MTFS						
NDR	6,080	6,644	6,829	7,096	7,370	
S31	2,176	2,213	2,250	2,287	2,287	
RSG	0	0	0	0	0	
FFR Adjust	(82)	(163)	(245)	(326)	(408)	
NHB	2,014	427	0	0	0	
Total	10,188	9,121	8,834	9,057	9,249	
2022/23 Budget & MTFS						
NDR+S31		6,485	5,595	5,725	5,855	5,900
S31		2,472	1,624	1,628	1,633	1,633
RSG		0	235	109	115	115
FFR Adjust		0	0	0	0	0
NHB		2,116	0	0	0	0
Total		11,073	7,454	7,462	7,603	7,648
Variance between Grant Assumptions						
NDR	(0)	(159)	(1,234)	(1,371)	(1,515)	
S31	0	259	(626)	(659)	(654)	
RSG	0	0	235	109	115	
FFR Adjust	(82)	163	245	326	408	
NHB	0	1,689	0	0	0	
Total	(82)	1,952	(1,381)	(1,595)	(1,646)	
	%	%	%	%	%	
NDR	0.0	-2.4	-18.1	-19.3	-20.6	
S31	0.0	11.7	-27.8	-28.8	-28.6	
RSG	0.0	0.0	-100.0	-100.0	-100.0	
FFR Adjust	0.0	0.0	-100.0	-100.0	-100.0	
NHB	0.0	395.6	#DIV/0!	0.0	0.0	
Total	-0.8	21.4	-15.6	-17.6	-17.8	

Programme of Service Review

- 8.3.4 The Executive have reviewed and scrutinised their budgets, considering the impacts of external demand and cost pressures, whilst looking for opportunities to mitigate pressures with cost savings and income generation.

8.4 Governance

- 8.4.1 Noted within the 2020/21 Annual Governance Statement (AGS) both the Executive Leader and the Managing Director consider not only internal controls, but also external factors:

The six themes that were included in the Annual Governance Statement are:

1	Housing Affordability	<i>Leading to homelessness and constraining growth.</i>
2	Morbidity/Growing number of years of ill health	<i>Impacting on people's ability to be self-reliant and generating additional cost through support needs.</i>
3	Wider economic environment	<i>Impact of Commercial Investment Strategy/Business rates receipts and level of need from residents.</i>
4	Skills level and educational attainment	<i>As a means by which residents are able to attract profitable work and in attracting employers to the area.</i>
5	Partner agency operational pressures	<i>Financial challenges of partners impacting on demand for our services or reducing existing support.</i>
6	Environmental pressures	<i>Challenges to the long-term sustainability and attraction to our area.</i>

- 8.4.2 On 22 July 2021, the Council's Internal Audit Manager reported to the Corporate Governance Committee that the assurance given for the year to 31 March 2021 was:

".....the Council's governance, internal control environment and systems of internal control as at 31 March 2021 provide adequate assurance over key business processes and financial systems."

8.5 Risks

- 8.5.1 Because of the nature of the macro and microenvironment that the wider local government family and the Council operates within, there are a whole host of risks that the Council faces on a day-to-day basis. In such an environment, budget setting is not a science but more a guide on how financial resources will be allocated to services over the forthcoming year and to give an indication into the medium term. There will always be items that emerge after the budget has been approved and these can range from a programme under or overachieving or an unexpected event occurring.

Mitigation of Unforeseen Events

- 8.5.2 During the budget setting for 21/22, a fixed General Fund Reserve of £2.175m was agreed based on the likely financial risks facing the council. The General Fund Reserve will be maintained at this level for 22/23.

In order to mitigate the impacts of any event that could have a potentially negative impact on the council's finances the council has clear processes in place:

Where a situation has occurred that is 'service' specific, the

- first call for funding will be from compensating savings from elsewhere within the service, and if none are possible then savings from the wider Councils budget (service first, wider Council thereafter),
- second call for funding will be general service reductions. Such an approach will inevitably have an impact on service delivery,
- and finally, the use of General Fund reserves would be considered.

Where a situation arises that is 'corporate' in nature, then consideration will be given to the first and second calls, but there is likely to be earlier consideration of using General Fund reserves.

- 8.5.3 During 2016/17 the Council introduced the Budget Surplus Earmarked Reserve; the aim of this reserve is to "mop-up" service underspends that would cause the General Fund to be higher than the minimum threshold. This has been developed further to provide a means by which surpluses could be distinguished between those due to unspent NHB or in-services savings. With regard to:

- Unspent NHB, such underspends are passported through to the Commercial Investment Earmarked Reserve. Therefore, enabling the Council to ring-fence funds that are available for Commercial Investment and/or service development.
- In-service savings, such underspends can be ring-fenced to provide a 'smoothing' fund to meet future years estimated deficits.

- 8.5.4 The technical definition of General Fund Reserves includes the General Fund (Unallocated) Reserve as well as all 'revenue' Earmarked Reserves. In the context of making General Fund Reserve balances available to meet unforeseen events, the Council has self-limited this to the General Fund (Unallocated) Reserve itself as well as the Budget Surplus Earmarked Reserve. The Commercial Investment Reserve is not included in the following risk modelling assessment as this is the means by which the Council is able to invest to provide medium term financial sustainability – to include the Commercial Investment Reserve could give an overly 'optimistic' view of financial resilience. Consequently, to mitigate such events and secure the delivery (and security) of day-to-day business, the schedule of call-off would be:

- General Fund (Unallocated) Reserve, and then the
- Budget Surplus Earmarked Reserve.

As an absolute last resort, only then would the Commercial Investment Earmarked Reserve be applied.

Risk Modelling

8.5.5 It is essential that relevant risks are identified, and appropriate sensitivity analysis applied to determine the impact of such risks on the Councils financial standing – and consequently the delivery of the Councils day-to-day business. The most significant potential risks to the budget are:

- under achievement of savings.
- higher inflation.
- further reductions in income (mainly from fees and charges).
- non-achievement of savings; including Shared Services.
- failure of a borrower.
- an emergency.
- estate property enhancement/development.
- increased demand on services (e.g., benefits and homelessness).
- level of retained business rates.

8.5.6 Taking each of the above in turn:

- **Underachievement of Savings & Additional Income**

The savings and increased income budgets included within the budget total £1.76m and cover a broad range of services. Achieving them is dependent on market, management and political conditions prevailing at the time. It is therefore prudent to assume that some of these savings may not be achieved.

- **Inflation**

With regard to:

- Pay

The budget for 2022/23 includes a pay increase of 2% from 1 April 2022. The pay budget also includes increases for the additional 1.25% employers National Insurance increase and for the increase to National Living Wage.

- General Inflation

No general inflation has been included in the 2022/23 budget except where there are contractual price increases; although for the Council this is minimal as most services are “contracted in”.

- Borrowing

The budget for 2022/23 assumes minimal borrowing cost for temporary borrowing (for non-CIS borrowing)

- **Reduced income: Fees and Charges**

Total fees and charges are £17.5m, therefore, for sensitivity analysis a 2% loss of income from fees and charges would amount to £350k. The largest income streams that are susceptible to variation include Car Parks (Off-Street) Leisure Centres, Commercial Estate, and Planning Fees.

- **Reduced income: New Homes Bonus**

For 2022/23 the Councils NHB is £2.1m; it is expected that in due course the government will announce some significant changes to the scheme. The Council has modelled that by 2023/24 the Council will no longer receive such funding.

- **Government Grant: Non-Domestic Rates**

Since the localisation of Non-Domestic Rates in April 2013 it has become increasingly clear that the levels that the authority will be able to retain are more and more difficult to forecast. Whilst there are some opportunities for estimating i.e., the development of new buildings, it is very difficult to judge when development will commence on allocated land even if planning permission has been granted.

Prior to 2017/18, it had been established that the government's assessment of growth for the District was somewhat optimistic when compared to actual growth. Similar to last year, for 2022/23 the Council has taken a more prudent line by formulating its own assessment for NDR receipts. Directly linked to NDR are S.31 grants, this is government grant that compensates local government for it being required to exceed the minimum statutory regulations for certain thresholds as a consequence of government priorities (i.e. increasing the 'small business relief' limit above that required by law). The assessed S.31 receipts for 2022/23 are £2.5m.

- **Failure of a Borrower**

The current counterparty limit is lending of £5.0m to a single institution.

The main "borrowing" risk rests whether the lending is either on a short or long term basis. The £5.0m limit is restricted to bodies with a credit rating of F1+ or Building Societies with more than £2 billion in assets. The impact of a "failure of borrower" will be the loss of revenue cash flow and the potential costs involved of "making good" the lost investment. There are however, good governance arrangements around the Council's Treasury activity and therefore the likelihood of loss is minimal. However, with the current financial impacts still being relatively unknown, it would be prudent to include some sensitivity in respect of cash flow. Therefore, the average amount lent to an institution at any given time is around £4.0m; if this amount was lost and the Council had to borrow from the PWLB, at current rates this would amount to a cost of £40k. This block amount is included in the sensitivity analysis.

- **Emergency**

As is normal for a business, different types of risk are mitigated in many different ways. Some risks are insured against, so losses are limited to the excesses payable and also, the Government's Bellwin Scheme meets a large proportion, over a threshold, of the costs of any significant peacetime emergencies (e.g., pandemics, severe flooding). The Council maintains its General Fund Reserves at a fair 'minimum' level and their use in respect of Mitigation of Unforeseen Events is discussed in detail at paragraphs 8.5.2 and 8.5.3.

With specific regard to flooding, the Council does reside within a flood risk area and there

have been occasions where the Council has been required to meet the cost of local flooding incidents; however, such costs have been met from within current resources. With the reduction in budgets, it is anticipated that such ad-hoc spend will not be able to be as easily accommodated so it would be prudent to include an element within any sensitivity to meet this cost. The Code of Financial Management permits the Managing Director or the Responsible Financial Officer to incur “emergency spend” of up to £500k, with retrospective reporting to Cabinet. A 50% allocation (£250k) of the £500k is included within the sensitivity analysis.

- **Estate property enhancement/development**

With the Council increasing its CIS Estate and the ‘ageing’ of its current Operational Estate, it is fair to include a risk in respect of future property enhancement. For sensitivity modelling purposes, the currently estimated cost of enhancement is £182k for sensitivity purposes if 80% of this was required this would give a cost of £146k.

- **Increased demands on services**

Many of the services provided by the Council are susceptible to an increase in demand. However, over the past few years the most susceptible that have had a significant revenue impact is homelessness.

- **Council Tax**

The Council has chosen to increase Council Tax by £5 this year resulting in an increase of £320k.

Sensitivity for 2022/23 Budget

- 8.5.7 Considering the risks, budget assumptions, and the likelihood of all these risks occurring at the same time, the council will have sufficient resources to meet the costs of the risks.

8.6 Revenue Reserves

Reserves for 2022/23 and the MTFS Period (2023/24 to 2026/27)

- 8.6.1 There is no statutory minimum level of reserves, however, as noted at 8.5.2 the minimum threshold for the General Fund (Unallocated) Reserves of £2.175m that Cabinet approved during 2021/22 budget setting will be maintained. The primary aim of the General Fund is to provide a safety net for unforeseen expenditure.
- 8.6.2 In addition to the General Fund, and as shown in 8.5.2 to 8.5.3 the Council operates several reserves, including the Budget Surplus Reserve, the Commercial Investment Reserve and a number of specific Earmarked Reserves. The purpose of the latter is to meet known potential liabilities arising from statutory commitments, known risks, future or political commitments and costs associated with transformation and commercialisation.

8.7 Conclusion

- **2022/23 Budget**

Considering all the factors noted within the “Robustness” statement in respect of 2022/23, I consider that the combination of the council’s:

- commitment to continue to find service efficiencies,
- intended direction of travel in relation to governance,
- clear intention to invest in services, and
- prudent position relating to income recognition,

The budget proposed for 2022/23 should not give Members any significant concerns over the Council’s financial position.

- **Medium Term Financial Strategy (2023/24 to 2026/27)**

With regard to the period covered by the MTFs; the Council does face some future funding risk with the:

- expected reduction in NHB,
- the implications of Fair Funding and
- the ongoing issues pertaining to the localisation of Business Rates.

However, over the past few years the Council has taken proactive action to address its budgetary concerns and with the planned continuation find efficiencies the Council has a sound financial base upon which it can further develop its aim of financial self-sufficiency.

Eric Symons FCCA

Responsible Financial Officer (Section 151)

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Chief Operating Officer - Development Management Planning Application Fees - these are set Nationally and were last changed on 15th April 2015										
Page 61 of 414	Prior Approval	Agricultural and Forestry buildings and operations or demolition of buildings		S	Apr-15	N	96.00	0.00	96.00	0.00%
		Telecommunications code systems operators		S	Apr-15	N	462.00	0.00	462.00	0.00%
		Proposed change of use to state funded or registered nursery		S	Apr-15	N	96.00	0.00	96.00	0.00%
		Proposed change of use of agricultural building to a state funded school or registered nursery		S	Apr-15	N	96.00	0.00	96.00	0.00%
		Proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels, or assembly or leisure		S	Apr-15	N	96.00	0.00	96.00	0.00%
		Proposed change of a building from Office (Use Class B1) use to a use falling within Use Class C3 (Dwelling house)		S	Apr-15	N	96.00	0.00	96.00	0.00%
		Proposed change of use from an agricultural building to a Dwelling house (Use Class C3) where there are no associated building operations		S	Apr-15	N	96.00	0.00	96.00	0.00%
		Proposed change of use of agricultural building to a Dwelling house (Use Class C3) and associated building operations		S	Apr-15	N	378.00	0.00	378.00	0.00%
		Proposed change of use of a building from a retail (Use Class A1 or A2) use or a mixed retail and residential use to a use falling within use Class C3 (Dwelling house) where there are no associated building operations		S	Apr-15	N	96.00	0.00	96.00	0.00%
		Proposed change of use from storage or Distribution to Dwellinghouses		S	Apr-15	N	96.00	0.00	96.00	0.00%
		Proposed change of use from light industrial to Dwellinghouses		S	Apr-15	N	96.00	0.00	96.00	0.00%
		Proposed change of use of a building from a retail (Use Class A1 or A2) use or a mixed retail and residential use to a use falling within use Class C3 (Dwelling house) and associated building operations		S	Apr-15	N	378.00	0.00	378.00	0.00%
					Apr-15					
	Reserved Matters	Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then	S	Apr-15	N	462.00	0.00	462.00	0.00%
	Approval / variation/ discharge of condition	Application for removal or variation of condition following grant of planning permission		S	Apr-15	N	234.00	0.00	234.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Request for confirmation that one or more planning conditions have been complied with	Per request for householder	S	Apr-15	N	34.00	0.00	34.00	0.00%
			otherwise per request	S	Apr-15	N	116.00	0.00	116.00	0.00%
	Change of use of a building to use as one or more separate dwelling houses, or other cases		Not more than 50 dwellings for each	S	Apr-15	N	462.00	0.00	462.00	0.00%
		More than 50 dwellings		S	Apr-15	N	22,859.00	0.00	22,859.00	0.00%
			plus for each in excess of 50 up to a maximum of £250,000	S	Apr-15	N	132.00	0.00	132.00	0.00%
	Other changes of use of a building or land			S	Apr-15	N	462.00	0.00	462.00	0.00%
	Advertising	Relating to the business on the premises		S	Apr-15	N	132.00	0.00	132.00	0.00%
		Advanced signs which are not on or visible from the site, directing the public to a business		S	Apr-15	N	132.00	0.00	132.00	0.00%
		Other advertisements		S	Apr-15	N	462.00	0.00	462.00	0.00%
	Application for permission in principle	Fee for each 0.1 hectare of site area		S	Jul-18	N	402.00	0.00	402.00	0.00%
	Application for a non-material amendment following a grant of planning permission	Application in respect of householder development		S	Apr-15	N	34.00	0.00	34.00	0.00%
		Application in respect of other developments		S	Apr-15	N	234.00	0.00	234.00	0.00%
Pre Application Fees - these are set by HDC. Where any development that falls within one or more category the fees should be added together.										
	Written Advice only - Residential Development	1 additional dwelling proposed		D	Mar-16	S	280.00	56.00	336.00	143.48%
		2-9 additional dwellings proposed		D	Mar-16	S	556.00	111.20	667.20	141.74%
		10-59 additional dwellings proposed		D	Mar-16	S	1,800.00	360.00	2,160.00	56.52%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		60-200 additional dwellings proposed		D	Mar-16	S	5,040.00	1,008.00	6,048.00	-12.35%
		200+ additional dwellings proposed		D	Mar-16	S	11,360.00	2,272.00	13,632.00	-1.22%
	Written Advice only - Agricultural buildings	0 - 465 sq m additional floor space		D	Mar-16	S	148.00	29.60	177.60	155.17%
		466 sq m additional floor space		D	Mar-16	S	304.00	60.80	364.80	164.35%
	Written Advice only - Other buildings	0 - 99 sq m additional floor space		D	Mar-16	S	280.00	56.00	336.00	143.48%
		100 - 1000 sq m additional floor space		D	Mar-16	S	556.00	111.20	667.20	141.74%
		1001 -5000 sq m additional floor space		D	Mar-16	S	1,800.00	360.00	2,160.00	56.52%
		5001 - 10,000 sq m additional floor space		D	Mar-16	S	5,040.00	1,008.00	6,048.00	46.09%
		10,001 + sq m additional floor space		D	Mar-16	S	11,360.00	2,272.00	13,632.00	146.96%
	Written Advice only - Plant, machinery, car parks, service roads & other means of access	0 - 1 Hectare		D	Mar-16	S	58.00	11.60	69.60	0.00%
		1+ hectare		D	Mar-16	S	115.00	23.00	138.00	0.00%
	Written Advice only - Change of use land or buildings	Per site		D	Mar-16	S	115.00	23.00	138.00	0.00%
	Written Advice only - advertisements	Per business premises or site		D	Mar-16	S	58.00	11.60	69.60	0.00%
	Meeting at Pathfinder House prior to written advice	With Head of Development as most senior officer in attendance	per hour	D	Mar-16	S	150.00	30.00	180.00	0.00%
		With Planning Services Manager as most senior officer in attendance	per hour	D	Mar-16	S	130.00	26.00	156.00	0.00%
		With Planning Team Leader as most senior officer in attendance	per hour	D	Mar-16	S	60.00	12.00	72.00	0.00%
		With development Management officer/Specialist officer as most senior officer in attendance	per hour	D	Mar-16	S	50.00	10.00	60.00	0.00%
	Meeting away from Pathfinder House prior to written advice	With Head of Development as most senior officer in attendance	per hour	D	Mar-16	S	300.00	60.00	360.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Page 64 of 414		With Planning Services Manager as most senior officer in attendance	per hour	D	Mar-16	S	260.00	52.00	312.00	0.00%
		With Planning Team Leader as most senior officer in attendance	per hour	D	Mar-16	S	120.00	24.00	144.00	0.00%
		With development Management officer/Specialist officer as most senior officer in attendance	per hour	D	Mar-16	S	60.00	12.00	72.00	0.00%
	Major Development - meeting only at Pathfinder House	With Head of Development as most senior officer in attendance	per hour	D	Mar-16	S	150.00	30.00	180.00	0.00%
		With Planning Services Manager as most senior officer in attendance	per hour	D	Mar-16	S	130.00	26.00	156.00	0.00%
		With Planning Team Leader as most senior officer in attendance	per hour	D	Mar-16	S	60.00	12.00	72.00	0.00%
		With development Management officer/Specialist officer as most senior officer in attendance	per hour	D	Mar-16	S	50.00	10.00	60.00	0.00%
	Major Development - meeting only away from Pathfinder House	With Head of Development as most senior officer in attendance	per hour	D	Mar-16	S	300.00	60.00	360.00	0.00%
		With Planning Services Manager as most senior officer in attendance	per hour	D	Mar-16	S	260.00	52.00	312.00	0.00%
		With Planning Team Leader as most senior officer in attendance	per hour	D	Mar-16	S	120.00	24.00	144.00	0.00%
		With development Management officer/Specialist officer as most senior officer in attendance	per hour	D	Mar-16	S	60.00	12.00	72.00	0.00%
	Planning History searches	Per Search	per hour	D	Mar-16	S	67.50	13.50	81.00	0.00%
	Admin fee on invalid Planning Application refunds		per refund	S	Mar-16	S	50.00	10.00	60.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Building Control										
Cambridge City Council are now responsible for the fee setting for the Local Authority Building Control shared service the fees for the three partner authorities were harmonised and they are shown below for information										
Page 65 of 414	Domestic extensions and annexes	Garage,car port or store building. Floor area does not exceed 60m2	Full Plans	S	Jan-19	S	350.00	70.00	420.00	0.00%
		Extension or annex with a floor area does not exceed 40m2	Full Plans	S	Jan-19	S	440.00	88.00	528.00	0.00%
		Extension or annex with a floor area over 40m2 but not exceeding 70m2	Full Plans	S	Jan-19	S	550.00	110.00	660.00	0.00%
	New dwellings and conversion to dwellings	1 dwelling	Full Plans	S	Jan-19	S	570.00	114.00	684.00	0.00%
		2 dwelling	Full Plans	S	Jan-19	S	1,020.00	204.00	1,224.00	0.00%
		3 dwelling	Full Plans	S	Jan-19	S	1,385.00	277.00	1,662.00	0.00%
		4 dwelling	Full Plans	S	Jan-19	S	1,670.00	334.00	2,004.00	0.00%
		5 dwelling	Full Plans	S	Jan-19	S	1,840.00	368.00	2,208.00	0.00%
	Domestic loft and garage conversions	Domestic garage conversion. Floor area does not exceed 40m2	Full Plans	S	Jan-19	S	270.00	54.00	324.00	0.00%
		Loft conversion. Floor area does not exceed 40m2	Full Plans	S	Jan-19	S	440.00	88.00	528.00	0.00%
		Loft conversion. Floor area 40m2 but not exceeding 60m2	Full Plans	S	Jan-19	S	500.00	100.00	600.00	0.00%
	Domestic alterations		Full Plans	S	Jan-19	S	150.00	30.00	180.00	0.00%
		Replacement of windows, roof lights and external glazed doors Renewable Energy systems up to £20,000	Full Plans	S	Jan-19	S	160.00	32.00	192.00	0.00%
		Internal Alterations estimated cost of work less than £5,000	Full Plans	S	Jan-19	S	180.00	36.00	216.00	0.00%
		Internal alterations estimated cost of work over £5,000 but less than £10,000	Full Plans	S	Jan-19	S	300.00	60.00	360.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Non-domestic alterations	Internal alterations	Internal alterations estimated cost of work over £10,000 but less than £20,0000	Full Plans	S	Jan-19	S	400.00	80.00	480.00	0.00%
		Internal alterations estimated cost of work over £20,000 but less than £50,0000	Full Plans	S	Jan-19	S	450.00	90.00	540.00	0.00%
		Internal alterations estimated cost of work over £50,000 but less than £75,000	Full Plans	S	Jan-19	S	550.00	110.00	660.00	0.00%
		Notifiable electrical Work - Not carried out under Part P registered electrician	Full Plans	S	Jan-19	S	250.00	50.00	300.00	0.00%
		Drainage works up to £5,000	Full Plans	S	Jan-19	S	150.00	30.00	180.00	0.00%
		Upgrading of thermal element in a dwelling(e,g roof rendering/cladding plastering,floors etc)	Full Plans	S	Jan-19	S	150.00	30.00	180.00	0.00%
		Upgrade of thermal element estimated cost of work between £0 - £50,000	Full Plans	S	Jan-19	S	200.00	40.00	240.00	0.00%
		Renewable energy system estimated cost of work less than £50,000	Full Plans	S	Jan-19	S	200.00	40.00	240.00	0.00%
		Replacement windows, roof lights and external glazed doors less than £20,000	Full Plans	S	Jan-19	S	200.00	40.00	240.00	0.00%
		Replacement windows, roof lights and external glazed doors over £20,000 but less than £100,000	Full Plans	S	Jan-19	S	250.00	50.00	300.00	0.00%
		Alterations estimated cost of work less than £5,000	Full Plans	S	Jan-19	S	250.00	50.00	300.00	0.00%
		Alterations estimated cost of work over £5,000 but less than £10,000	Full Plans	S	Jan-19	S	340.00	68.00	408.00	0.00%
		Alterations estimated cost of work over £10,000 but less than £20,000	Full Plans	S	Jan-19	S	440.00	88.00	528.00	0.00%
		Alterations estimated cost of work over £20,000 but less than £50,000	Full Plans	S	Jan-19	S	565.00	113.00	678.00	0.00%
		Alterations estimated cost of work over £50,000 but less than £75,000	Full Plans	S	Jan-19	S	715.00	143.00	858.00	0.00%
	Domestic extensions and annexes	Garage,car port or store building. Floor area does not exceed 60m2	Building Notice	S	Jan-19	S	380.00	76.00	456.00	0.00%
		Extension or annex with a floor area does not exceed 40m2	Building Notice	S	Jan-19	S	480.00	96.00	576.00	0.00%
		Extension or annex with a floor area over 40m2 but not exceeding 70m2	Building Notice	S	Jan-19	S	600.00	120.00	720.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

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Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
	New dwellings and conversion to dwellings	1 dwelling	Building Notice	S	Jan-19	S	630.00	126.00	756.00	0.00%
		2 dwelling	Building Notice	S	Jan-19	S	1,130.00	226.00	1,356.00	0.00%
		3 dwelling	Building Notice	S	Jan-19	S	1,530.00	306.00	1,836.00	0.00%
		4 dwelling	Building Notice	S	Jan-19	S	1,850.00	370.00	2,220.00	0.00%
		5 dwelling	Building Notice	S	Jan-19	S	2,030.00	406.00	2,436.00	0.00%
	Domestic loft and garage conversions	Domestic garage conversion. Floor area does not exceed 40m2	Building Notice	S	Jan-19	S	290.00	58.00	348.00	0.00%
		Loft conversion. Floor area does not exceed 40m2	Building Notice	S	Jan-19	S	480.00	96.00	576.00	0.00%
		Loft conversion. Floor area 40m2 but not exceeding 60m2	Building Notice	S	Jan-19	S	550.00	110.00	660.00	0.00%
	Domestic alterations		Building Notice	S	Jan-19	S	160.00	32.00	192.00	0.00%
		Replacement of windows, roof lights and external glazed doors	Building Notice	S	Jan-19	S	170.00	34.00	204.00	0.00%
		Renewable Energy systems up to £20,000								
		Internal Alterations estimated cost of work less than £5,000	Building Notice	S	Jan-19	S	200.00	40.00	240.00	0.00%
		Internal alterations estimated cost of work over £5,000 but less than £10,000	Building Notice	S	Jan-19	S	310.00	62.00	372.00	0.00%
		Internal alterations estimated cost of work over £10,000 but less than £20,000	Building Notice	S	Jan-19	S	410.00	82.00	492.00	0.00%
		Internal alterations estimated cost of work over £20,000 but less than £50,000	Building Notice	S	Jan-19	S	500.00	100.00	600.00	0.00%
		Internal alterations estimated cost of work over £50,000 but less than £75,000	Building Notice	S	Jan-19	S	600.00	120.00	720.00	0.00%
		Notifiable electrical Work - Not carried out under Part P registered electrician	Building Notice	S	Jan-19	S	250.00	50.00	300.00	0.00%
	Drainage works up to £5,000	Building Notice	S	Jan-19	S	150.00	30.00	180.00	0.00%	

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Upgrading of thermal element in a dwelling(e,g roof rendering/cladding plastering,floors etc)	Building Notice	S	Jan-19	S	150.00	30.00	180.00	0.00%
	Domestic extensions and annexes	Garage,car port or store building. Floor area does not exceed 60m2	Regularisation	S	Jan-19	N	570.00	0.00	570.00	0.00%
		Extension or annex with a floor area does not exceed 40m2	Regularisation	S	Jan-19	N	720.00	0.00	720.00	0.00%
		Extension or annex with a floor area over 40m2 but not exceeding 70m2	Regularisation	S	Jan-19	N	900.00	0.00	900.00	0.00%
	New dwellings and conversion to dwellings	1 dwelling	Regularisation	S	Jan-19	N	945.00	0.00	945.00	0.00%
		2 dwelling	Regularisation	S	Jan-19	N	1,695.00	0.00	1,695.00	0.00%
		3 dwelling	Regularisation	S	Jan-19	N	2,295.00	0.00	2,295.00	0.00%
		4 dwelling	Regularisation	S	Jan-19	N	2,775.00	0.00	2,775.00	0.00%
		5 dwelling	Regularisation	S	Jan-19	N	3,045.00	0.00	3,045.00	0.00%
	Domestic loft and garage conversions	Domestic garage conversion. Floor area does not exceed 40m2	Regularisation	S	Jan-19	N	435.00	0.00	435.00	0.00%
		Loft conversion. Floor area does not exceed 40m2	Regularisation	S	Jan-19	N	720.00	0.00	720.00	0.00%
		Loft conversion. Floor area 40m2 but not exceeding 60m2	Regularisation	S	Jan-19	N	825.00	0.00	825.00	0.00%
	Domestic alterations		Regularisation	S	Jan-19	N	240.00	0.00	240.00	0.00%
		Replacement of windows, roof lights and external glazed door Renewable Energy systems up to £20,000	Regularisation	S	Jan-19	N	255.00	0.00	255.00	0.00%
		Internal Alterations estimated cost of work less than £5,000	Regularisation	S	Jan-19	N	300.00	0.00	300.00	0.00%
		Internal alterations estimated cost of work over £5,000 but less than £10,000	Regularisation	S	Jan-19	N	465.00	0.00	465.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

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Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Non-domestic alterations		Internal alterations estimated cost of work over £10,000 but less than £20,0000	Regularisation	S	Jan-19	N	615.00	0.00	615.00	0.00%
		Internal alterations estimated cost of work over £20,000 but less than £50,0000	Regularisation	S	Jan-19	N	750.00	0.00	750.00	0.00%
		Internal alterations estimated cost of work over £50,000 but less than £75,000	Regularisation	S	Jan-19	N	900.00	0.00	900.00	0.00%
		Notifiable electrical Work - Not carried out under Part P registered electrician	Regularisation	S	Jan-19	N	375.00	0.00	375.00	0.00%
		Drainage works up to £5,000	Regularisation	S	Jan-19	N	225.00	0.00	225.00	0.00%
		Upgrading of thermal element in a dwelling(e,g roof rendering/cladding plastering,floors etc)	Regularisation	S	Jan-19	N	225.00	0.00	225.00	0.00%
		Upgrade of thermal element estimated cost of work between £0 - £50,000	Regularisation	S	Jan-19	N	300.00	0.00	300.00	0.00%
		Renewable energy system estimated cost of work less than £50,000	Regularisation	S	Jan-19	N	300.00	0.00	300.00	0.00%
		Replacement windows, roof lights and external glazed doors less than £20,000	Regularisation	S	Jan-19	N	300.00	0.00	300.00	0.00%
		Replacement windows, roof lights and external glazed doors over £20,000 but less than £100,000	Regularisation	S	Jan-19	N	375.00	0.00	375.00	0.00%
		Alterations estimated cost of work less than £5,000	Regularisation	S	Jan-19	N	375.00	0.00	375.00	0.00%
		Alterations estimated cost of work over £5,000 but less than £10,000	Regularisation	S	Jan-19	N	510.00	0.00	510.00	0.00%
		Alterations estimated cost of work over £10,000 but less than £20,000	Regularisation	S	Jan-19	N	660.00	0.00	660.00	0.00%
		Alterations estimated cost of work over £20,000 but less than £50,000	Regularisation	S	Jan-19	N	847.00	0.00	847.00	0.00%
	Alterations estimated cost of work over £50,000 but less than £75,000	Regularisation	S	Jan-19	N	1,072.00	0.00	1,072.00	0.00%	
Street naming (Currently showing the 2021/22 charges, these charges are now managed by the Building Control Shared Service)										
	Street naming and numbering	Existing property - name change				N	50.00	0.00	50.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Name added to a numbered property				N	30.00	0.00	30.00	0.00%
		New developments - naming and numbering scheme	1 plot			N	50.00	0.00	50.00	0.00%
			2 to 5 plots			N	100.00	0.00	100.00	0.00%
			6 to 10 plots			N	150.00	0.00	150.00	0.00%
			11 to 25 plots			N	200.00	0.00	200.00	0.00%
			26 to 50 plots			N	250.00	0.00	250.00	0.00%
			51 to 100 plots			N	400.00	0.00	400.00	0.00%
			101 plus plots			N	500.00	0.00	500.00	0.00%
			plus per additional property			N	10.00	0.00	10.00	0.00%
		New developments - amendments to street names and numbering after developer redesign				N	200.00	0.00	200.00	0.00%
			plus per property			N	10.00	0.00	10.00	0.00%
		Renaming of existing streets				N	250.00	0.00	250.00	0.00%
			plus per affected property			N	10.00	0.00	10.00	0.00%
		Supplying of extra addressing plans				N	30.00	0.00	30.00	0.00%
Operations										
Refuse Collection										
	Household Bulky Waste	1-3 items		D		N	35.00	0.00	35.00	0.00%
	Household Bulky Waste	4-6 items		D		N	50.00	0.00	50.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
	Household Bulky Waste		7-10 items	D		N	75.00	0.00	75.00	0.00%
	Commercial Bulky Waste		Per hour	D		N	150.00	0.00	150.00	0.00%
	Second Green Bin		Per annum	D		N	50.00	0.00	50.00	0.00%
	Bins for New Developments		set of 3	D		N	150.00	0.00	150.00	0.00%
	Delivery Charge	Domestic wheel bin	per bin	D		N	15.00	0.00	15.00	0.00%
	Commercial Waste	Price on application	Prices start from £4.10 per lift/collection							
Markets	St Ives Weekly Markets	Casual traders	10ft Pitch			E	24.20	0.00	24.20	0.00%
		Permanent traders	10ft Pitch			E	18.00	0.00	18.00	0.00%
		Additional Pitches Friday	10ft Pitch			E	10.30	0.00	10.30	0.00%
		Additional Pitches Monday	10ft Pitch			E	11.35	0.00	11.35	0.00%
	Huntingdon Weekly Market	Huntingdon Wednesday Market	10ft Pitch (Prime Pitch)			E	19.50	0.00	19.50	0.00%
		Huntingdon Wednesday Market	10ft Pitch (Intermediate 1)			E	15.40	0.00	15.40	0.00%
		Huntingdon Wednesday Market	10ft Pitch (Intermeditate 2)			E	14.40	0.00	14.40	0.00%
		Huntingdon Wednesday Market	10ft Pitch (Intermediate 3)			E	13.40	0.00	13.40	0.00%
		Huntingdon Wednesday Market	10ft Pitch (End Pitch)			E	10.25	0.00	10.25	0.00%
		Huntingdon Saturday Market	10ft Pitch (Prime Pitch)			E	22.70	0.00	22.70	0.00%
		Huntingdon Saturday Market	10ft Pitch (Intermediate 1)			E	20.60	0.00	20.60	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Huntingdon Saturday Market	10ft Pitch (Intermediate 2)			E	19.00	0.00	19.00	0.00%
		Huntingdon Saturday Market	10ft Pitch (Intermediate 3)			E	18.00	0.00	18.00	0.00%
		Huntingdon Saturday Market	10ft Pitch (Intermediate 4)			E	15.50	0.00	15.50	0.00%
		Huntingdon Saturday Market	10ft Pitch (Intermediate 5)			E	14.40	0.00	14.40	0.00%
		Huntingdon Saturday Market	10ft Pitch (End Pitch)			E	10.30	0.00	10.30	0.00%
	St Ives Bank Holiday Markets	Market Hill regular trader	10ft Pitch			E	26.00	0.00	26.00	0.00%
		Market Hill non - regular trader	10ft Pitch			E	34.00	0.00	34.00	0.00%
		Market Hill casual trader (on the day) RAINING AT 8am	10ft Pitch			E	36.00	0.00	36.00	0.00%
		Market Hill casual trader (on the day) DRY AT 8am	10ft Pitch			E	45.00	0.00	45.00	0.00%
	Electricity supply	per day				S	4.90	0.98	5.88	0.00%
Fair	Fair Huntingdon	Riverside car park	per day			Z	1,050.00	0.00	1,050.00	0.00%
Car parking	Car Parking charges	Huntingdon - Princes Street car park	Up to 1 hour	D		S	0.83	0.17	1.00	0.00%
			Up to 1 hour & 15 minutes	D		S	1.00	0.20	1.20	0.00%
			Up to 1 hour & 30 minutes	D		S	1.17	0.23	1.40	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
			Up to 1 hour & 45 minutes	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 15 minutes	D		S	1.67	0.33	2.00	0.00%
			Up to 2 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 2 hours & 45 minutes	D		S	2.00	0.40	2.40	0.00%
			Up to 3 hours	D		S	2.17	0.43	2.60	0.00%
			Up to 3 hours & 15 minutes	D		S	2.33	0.47	2.80	0.00%
			Up to 3 hours & 30 minutes	D		S	2.50	0.50	3.00	0.00%
			Up to 3 hours & 45 minutes	D		S	2.67	0.53	3.20	0.00%
			Up to 4 hours	D		S	2.83	0.57	3.40	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
		Huntingdon - Multi-storey car park	Up to 1 hour	D		S	0.83	0.17	1.00	0.00%
			Up to 1 hour & 15 minutes	D		S	1.00	0.20	1.20	0.00%
			Up to 1 hour & 30 minutes	D		S	1.17	0.23	1.40	0.00%
			Up to 1 hour & 45 minutes	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 15 minutes	D		S	1.67	0.33	2.00	0.00%
			Up to 2 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 2 hours & 45 minutes	D		S	2.00	0.40	2.40	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
			Up to 3 hours	D		S	2.17	0.43	2.60	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
	Huntingdon - St Germain (Minor) car park		Up to 1 hour	D		S	0.83	0.17	1.00	0.00%
			Up to 1 hour & 15 minutes	D		S	1.00	0.20	1.20	0.00%
			Up to 1 hour & 30 minutes	D		S	1.17	0.23	1.40	0.00%
			Up to 1 hour & 45 minutes	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 15 minutes	D		S	1.67	0.33	2.00	0.00%
			Up to 2 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 2 hours & 45 minutes	D		S	2.00	0.40	2.40	0.00%
			Up to 3 hours	D		S	2.17	0.43	2.60	0.00%
			Up to 3 hours & 15 minutes	D		S	2.33	0.47	2.80	0.00%
			Up to 3 hours & 30 minutes	D		S	2.50	0.50	3.00	0.00%
			Up to 3 hours & 45 minutes	D		S	2.67	0.53	3.20	0.00%
			Up to 4 hours	D		S	2.83	0.57	3.40	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
	Huntingdon - Great Northern Street car park		Up to 2 hours	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
		Huntingdon - Ingram Street car park	Up to 2 hours	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%

<p align="center">Huntingdonshire District Council - Fees and Charges as at April 2022</p>	
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Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT * 	Net charge	VAT	Total Charge	% Change from 2020 / 21	
							£	£	£	%	
Page 76 of 414		Daily bay suspension inc events		D		S	8.33	1.67	10.00	0.00%	
		Huntingdon - Mill Common car park	Up to 2 hours		D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes		D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes		D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes		D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours		D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes		D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes		D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes		D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours		D		S	2.00	0.40	2.40	0.00%
			Up to 23 hours		D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events		D		S	8.33	1.67	10.00	0.00%
		Huntingdon - Riverside car park	Up to 2 hours		D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes		D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes		D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes		D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours		D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes		D		S	1.75	0.35	2.10	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 10 hours	D		S	2.50	0.50	3.00	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
	Godmanchester - Bridge Place car park		Up to 2 hours	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 10 hours	D		S	2.50	0.50	3.00	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		St Ives - Cattle Market (short stay zones) car park	Up to 1 hour	D		S	0.83	0.17	1.00	0.00%
			Up to 1 hour & 15 minutes	D		S	1.00	0.20	1.20	0.00%
			Up to 1 hour & 30 minutes	D		S	1.17	0.23	1.40	0.00%
			Up to 1 hour & 45 minutes	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 15 minutes	D		S	1.67	0.33	2.00	0.00%
			Up to 2 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 2 hours & 45 minutes	D		S	2.00	0.40	2.40	0.00%
			Up to 3 hours	D		S	2.17	0.43	2.60	0.00%
			Up to 3 hours & 15 minutes	D		S	2.33	0.47	2.80	0.00%
			Up to 3 hours & 30 minutes	D		S	2.50	0.50	3.00	0.00%
			Up to 3 hours & 45 minutes	D		S	2.67	0.53	3.20	0.00%
			Up to 4 hours	D		S	2.83	0.57	3.40	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
		St Ives - Cattle Market (long stay zones) car park	Up to 2 hours	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

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							£	£	£	%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
	St Ives - Darwoods Pond car park		Up to 2 hours	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
	St Ives - Globe Place car park		Up to 2 hours	D		S	1.33	0.27	1.60	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

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			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
		St Neots - Brook Street car park	Up to 1 hour	D		S	0.83	0.17	1.00	0.00%
			Up to 1 hour & 15 minutes	D		S	1.00	0.20	1.20	0.00%
			Up to 1 hour & 30 minutes	D		S	1.17	0.23	1.40	0.00%
			Up to 1 hour & 45 minutes	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 15 minutes	D		S	1.67	0.33	2.00	0.00%
			Up to 2 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 2 hours & 45 minutes	D		S	2.00	0.40	2.40	0.00%
			Up to 3 hours	D		S	2.17	0.43	2.60	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

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							£	£	£	%
			Up to 3 hours & 15 minutes	D		S	2.33	0.47	2.80	0.00%
			Up to 3 hours & 30 minutes	D		S	2.50	0.50	3.00	0.00%
			Up to 3 hours & 45 minutes	D		S	2.67	0.53	3.20	0.00%
			Up to 4 hours	D		S	2.83	0.57	3.40	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
	St Neots - Priory Lane car park		Up to 1 hour	D		S	0.83	0.17	1.00	0.00%
			Up to 1 hour & 15 minutes	D		S	1.00	0.20	1.20	0.00%
			Up to 1 hour & 30 minutes	D		S	1.17	0.23	1.40	0.00%
			Up to 1 hour & 45 minutes	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 15 minutes	D		S	1.67	0.33	2.00	0.00%
			Up to 2 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 2 hours & 45 minutes	D		S	2.00	0.40	2.40	0.00%
			Up to 3 hours	D		S	2.17	0.43	2.60	0.00%
			Up to 3 hours & 15 minutes	D		S	2.33	0.47	2.80	0.00%
			Up to 3 hours & 30 minutes	D		S	2.50	0.50	3.00	0.00%
			Up to 3 hours & 45 minutes	D		S	2.67	0.53	3.20	0.00%
			Up to 4 hours	D		S	2.83	0.57	3.40	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		St Neots - Tan Yard car park	Up to 1 hour	D		S	0.83	0.17	1.00	0.00%
			Up to 1 hour & 15 minutes	D		S	1.00	0.20	1.20	0.00%
			Up to 1 hour & 30 minutes	D		S	1.17	0.23	1.40	0.00%
			Up to 1 hour & 45 minutes	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 15 minutes	D		S	1.67	0.33	2.00	0.00%
			Up to 2 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 2 hours & 45 minutes	D		S	2.00	0.40	2.40	0.00%
			Up to 3 hours	D		S	2.17	0.43	2.60	0.00%
			Up to 3 hours & 15 minutes	D		S	2.33	0.47	2.80	0.00%
			Up to 3 hours & 30 minutes	D		S	2.50	0.50	3.00	0.00%
			Up to 3 hours & 45 minutes	D		S	2.67	0.53	3.20	0.00%
			Up to 4 hours	D		S	2.83	0.57	3.40	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
		St Neots - Tebbutts Road car park	Up to 2 hours	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
	St Neots - Priory Centre car park		Up to 2 hours	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		St Neots - Riverside car park	Up to 2 hours	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 10 hours	D		S	2.50	0.50	3.00	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
		HDC operated short stay p&d car parks (up to 4 hours subject to site)	Up to 1 hour	D		S	0.83	0.17	1.00	0.00%
			Up to 1 hour & 15 minutes	D		S	1.00	0.20	1.20	0.00%
			Up to 1 hour & 30 minutes	D		S	1.17	0.23	1.40	0.00%
			Up to 1 hour & 45 minutes	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 15 minutes	D		S	1.67	0.33	2.00	0.00%
			Up to 2 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
			Up to 2 hours & 45 minutes	D		S	2.00	0.40	2.40	0.00%
			Up to 3 hours	D		S	2.17	0.43	2.60	0.00%
			Up to 3 hours & 15 minutes	D		S	2.33	0.47	2.80	0.00%
			Up to 3 hours & 30 minutes	D		S	2.50	0.50	3.00	0.00%
			Up to 3 hours & 45 minutes	D		S	2.67	0.53	3.20	0.00%
			Up to 4 hours	D		S	2.83	0.57	3.40	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%
		HDC operated long stay p&d car parks (up to 23 hours subject to site)	Up to 2 hours	D		S	1.33	0.27	1.60	0.00%
			Up to 2 hours & 15 minutes	D		S	1.42	0.28	1.70	0.00%
			Up to 2 hours & 30 minutes	D		S	1.50	0.30	1.80	0.00%
			Up to 2 hours & 45 minutes	D		S	1.58	0.32	1.90	0.00%
			Up to 3 hours	D		S	1.67	0.33	2.00	0.00%
			Up to 3 hours & 15 minutes	D		S	1.75	0.35	2.10	0.00%
			Up to 3 hours & 30 minutes	D		S	1.83	0.37	2.20	0.00%
			Up to 3 hours & 45 minutes	D		S	1.92	0.38	2.30	0.00%
			Up to 4 hours	D		S	2.00	0.40	2.40	0.00%
			Up to 10 hours	D		S	2.50	0.50	3.00	0.00%
			Up to 23 hours	D		S	3.33	0.67	4.00	0.00%
			Daily bay suspension inc events	D		S	8.33	1.67	10.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Permit Charges	Huntingdon - Hinchingsbrooke Country Park	Up to 2 hr		D		S	0.83	0.17	1.00	0.00%
		2 hr to a maximum of 6 hr		D		S	1.67	0.33	2.00	0.00%
		Daily bay suspension inc events		D		S	8.33	1.67	10.00	0.00%
	CCC On-street Pay & display parking (managed by HDC)			D		S	0.67	0.13	0.80	0.00%
		Up to 1 hour		D		S	129.17	25.83	155.00	0.00%
		6 months		D		S	250.00	50.00	300.00	0.00%
		12 months		D		S	64.58	12.92	77.50	0.00%
		Resident season ticket permit		D		S	125.00	25.00	150.00	0.00%
		(Low emission discount)		D		S	83.33	16.67	100.00	0.00%
		Resident season ticket permit		D		S	41.67	8.33	50.00	0.00%
		(Low emission discount)		D		S	8.33	1.67	10.00	0.00%
		Residents Historiccar park permits		D		S	129.17	25.83	155.00	0.00%
		12 months		D		S	250.00	50.00	300.00	0.00%
		Resident On-Street parking permit administration		D		S	2.50	0.50	3.00	0.00%
		per permit		D		S	64.58	12.92	77.50	0.00%
		Season ticket permit		D		S	125.00	25.00	150.00	0.00%
		6 months		D		S	25.00	5.00	30.00	0.00%
		12 months		D		S	41.67	8.33	50.00	0.00%
		HDC Permit		D		S				
		daily		D		S				
		Season ticket permit		D		S				
		(Low emission discount)		D		S				
		Season ticket permit		D		S				
		(Low emission discount)		D		S				
		Huntingdon - Hinchingsbrooke Country Park		D		S				
		6 months		D		S				
		12 months		D		S				

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Other Charges & Fees		Coach Permit	daily	D		S	12.50	2.50	15.00	0.00%
		Skip Permit	weekly	D		S	33.33	6.67	40.00	0.00%
		Parking Excess & Penalty Charges (Off-Street)		D		N	60.00	0.00	60.00	0.00%
		Parking Excess & Penalty Charges (Off-Street) if paid within 14 days		D		N	40.00	0.00	40.00	0.00%
		Parking Excess & Penalty Charges (On-street)		D		N	60.00	0.00	60.00	0.00%
		Parking Excess & Penalty Charges (On-street) if paid within 14 days		D		N	40.00	0.00	40.00	0.00%
		Release Charge (barrier car park)	per release	D		S	166.67	33.33	200.00	0.00%
		Removal Charge	per removal	D		S	166.67	33.33	200.00	0.00%
		Storage charge	per day	D		S	33.33	6.67	40.00	0.00%
		HDC operated car park bay suspension inc events	per bay per day	D		S	8.33	1.67	10.00	0.00%
		Administration (relating to events)	staff cost (recharged hourly - max hourly cost listed)	D		S	30.00	6.00	36.00	0.00%
		Administration (amend permit/refund/reprint)	per change	D		S	8.33	1.67	10.00	0.00%
Countryside										
Room Hire		Both Rooms	full day	D		S	230.00	46.00	276.00	0.00%
		Both Rooms	half day	D		S	155.00	31.00	186.00	0.00%
		Set Buffets	not available	D		S	0.00	0.00	0.00	0.00%
		Tea & Coffee	whole day per person	D		S	3.25	0.65	3.90	0.00%
		Tea & Coffee	half day per person	D		S	2.25	0.45	2.70	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Special Request Buffets Costed on Request	not available							
	Paxton Pits VC	Ranger Present	per hour	D		E	25.00	0.00	25.00	0.00%
		No Ranger Present	per hour	D		E	16.00	0.00	16.00	0.00%
	Rangers price list									
		Forest school sessions	per 1.5hr session	D		N	55.00	0.00	55.00	0.00%
		Evening activities	per hour	D		N	45.00	0.00	45.00	0.00%
		Guided walk for groups	per hour (Plus travel expenses)	D		N	45.00	0.00	45.00	0.00%
		School visits	per child	D		N	6.00	0.00	6.00	0.00%
		Special Needs Groups upto 10		D		N	55.00	0.00	55.00	0.00%
		Special needs placements	per day	D		N	35.00	0.00	35.00	0.00%
		Corporate Work Parties	no charge for EA NE (govt bodies)	D		S	0.00	0.00	0.00	0.00%
		Corporate Work Parties Commercial Business	per day negotiable	D		S	10.50	2.10	12.60	0.00%
		Corporate Away Day with Activities and Refreshments	per person varies depending on activites	D		S	35.00	7.00	42.00	0.00%
	Drop in Children Events	mini-beast hunting etc	per person	D		S	2.50	0.50	3.00	0.00%
	HCP Mainly	if prizes offered	per person	D		S	3.55	0.71	4.26	0.00%
	HCP Mainly	craft session with refreshments	per person	D		S	10.60	2.12	12.72	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
HCP Mainly		special events / workshops costed on request		D			0.00			
HCP Mainly		camping	per person	D		S	3.00	0.60	3.60	0.00%
HCP Mainly		craft fairs	per table	D		S	16.67	3.33	20.00	0.00%
HCP Mainly		equipment hire for public	per set	D		S	1.67	0.33	2.00	0.00%
HCP Mainly		equipment hire no ranger inc pond dipping nets	per set	D		S	1.67	0.33	2.00	0.00%
		green willow	3 ft bundle	D		S	2.92	0.58	3.50	0.00%
			4 ft bundle	D		S	3.75	0.75	4.50	0.00%
			5 ft bundle	D		S	4.58	0.92	5.50	0.00%
			6 ft bundle	D		S	5.42	1.08	6.50	0.00%
			7 ft bundle	D		S	6.25	1.25	7.50	0.00%
			8 ft bundle	D		S	7.08	1.42	8.50	0.00%
		charcoal	1,5kg bag	D		S	4.00	0.80	4.80	33.33%
		logs	m3	D		S	133.33	26.67	160.00	0.00%
			tonne bag unsplit	D		S	54.17	10.83	65.00	0.00%
			net bag	D		S	5.00	1.00	6.00	0.00%
		flowers vegetables and plants from nursery	individually priced	D		S				

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Paxton Pits		activity sheets/ trails /spotter charts	individually priced from £2.00	D		Z				
		memorial trees	planting only	D		S	41.67	8.33	50.00	0.00%
		memorial benches HCP	installation and maintenance	D		S	166.67	33.33	200.00	0.00%
		memorial perch PP	donation to Friends	D						
		Mooring (Between 8m -20m)	per ft boat	D	Yr 17/18	S	0.00	0.00	0.00	0.00%
				D	Yr 18/19	S	0.00	0.00	0.00	0.00%
				D	Yr19/20	S	15.75	3.15	18.90	0.00%
				D	YR 20/21	S	15.75	3.15	18.90	0.00%
				D	YR 21/22	S	17.25	3.45	20.70	0.00%
				D	YR 22/23	S	17.25	3.45	20.70	0.00%
				D	YR 23/24	S	18.00	3.60	21.60	0.00%
5 YEAR LICENCES already agreed, any new licence holders since 2016 have already been paying £15.75 per foot										
CCTV	Subject Access Request	Request for CCTV footage relating directly to the person making the request	per request							
	Third Party Request	Request for CCTV footage relating to insurance claims etc. relating to third party data minimum charge	per request	D		S	100.00	20.00	120.00	20.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%

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Assistant Director Corporate
Services - Facilities

Facilities

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Civic Suite hire	Monday - Friday	Combined room (8am-6pm) per day		S		280.00	56.00	336.00	0.00%
		per hour		S		41.00	8.20	49.20	0.00%
		Half room(8am-6pm) per day		S		160.00	32.00	192.00	0.00%
		per hour		S		23.00	4.60	27.60	0.00%
		Combined room after 6pm per hour		S		92.00	18.40	110.40	0.00%
		Half room after 6pm per hour		S		41.00	8.20	49.20	0.00%
	Weekends	Combined room (8am-6pm) per day		S		450.00	90.00	540.00	0.00%
		per hour		S		58.00	11.60	69.60	0.00%
		Half room (8am - 6pm) per day		S		280.00	56.00	336.00	0.00%
		per hour		S		34.50	6.90	41.40	0.00%
		Combined room after 6pm per hour		S		112.00	22.40	134.40	0.00%
		Half room after 6pm per hour		S		69.00	13.80	82.80	0.00%

Chief Operating Officer

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Caravan site licences										
	No charge									
	Relevant Protected Sites	Licence Application	4 - 15 pitches	D		N	333.55	0.00	333.55	0.00%
			16 - 39 pitches	D		N	413.10	0.00	413.10	0.00%
			40 - 75 pitches	D		N	459.00	0.00	459.00	0.00%
			76 - 123 pitches	D		N	527.35	0.00	527.35	0.00%
			Over 124 pitches	D		N	572.20	0.00	572.20	0.00%
		Annual Licence Fee	4 - 15 pitches	D		N	196.85	0.00	196.85	0.00%
			16 - 39 pitches	D		N	246.85	0.00	246.85	0.00%
			40 - 75 pitches	D		N	284.60	0.00	284.60	0.00%
			76 - 123 pitches	D		N	333.55	0.00	333.55	0.00%
			Over 124 pitches	D		N	383.50	0.00	383.50	0.00%
		Licence Transfer	4 - 15 pitches	D		N	102.00	0.00	102.00	0.00%
			16 - 39 pitches	D		N	102.00	0.00	102.00	0.00%
			40 - 75 pitches	D		N	102.00	0.00	102.00	0.00%
			76 - 123 pitches	D		N	102.00	0.00	102.00	0.00%
			Over 124 pitches	D		N	102.00	0.00	102.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

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Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
	Licence Variation	4 - 15 pitches	D	N	204.00	0.00	204.00	0.00%		
			D	N	204.00	0.00	204.00	0.00%		
			D	N	204.00	0.00	204.00	0.00%		
			D	N	204.00	0.00	204.00	0.00%		
			D	N	204.00	0.00	204.00	0.00%		
		16 - 39 pitches	D	N	204.00	0.00	204.00	0.00%		
			D	N	204.00	0.00	204.00	0.00%		
			D	N	204.00	0.00	204.00	0.00%		
			D	N	204.00	0.00	204.00	0.00%		
			D	N	204.00	0.00	204.00	0.00%		
	Deposit of site rules	Charge for depositing site rules	4 - 15 pitches	D	N	51.00	0.00	51.00	0.00%	
				D	N	51.00	0.00	51.00	0.00%	
				D	N	51.00	0.00	51.00	0.00%	
				D	N	51.00	0.00	51.00	0.00%	
				D	N	51.00	0.00	51.00	0.00%	
Cooling Towers and Evaporative Condensers										
	Registrations	No charge	S							
Environmental Permits										
Fees as defined in the Local Authority Permits for Part A(2) Installations and Small Waste Incineration Plant (Fees and Charges) (England) Scheme 2017; and the Local Authority Permits for part B Installations and Mobile Plant and Solvent Emission Activities (Fees and Charges) (England) Scheme 2017. In the case of error, the statutory scheme issued by the Department for Environment Food and Rural Affairs (Defra) will take precedence										
Application Fee	Part A2	Application	S	N	3,363.00	0.00	3,363.00	0.00%		
		Additional fee for operating without a permit	S	N	1,188.00	0.00	1,188.00	0.00%		
		Surrender/ partial transfer	S	N	698.00	0.00	698.00	0.00%		

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
			Transfer	S		N	235.00	0.00	235.00	0.00%
			Substantial variation	S		N	1,368.00	0.00	1,368.00	0.00%
			Reimbursement of the advertising costs incurred in informing public consultees, recharged in full							
	Part B		Application	S		N	1,650.00	0.00	1,650.00	0.00%
			Additional fee for operating without a permit	S		N	1,188.00	0.00	1,188.00	0.00%
			Surrender/ partial surrender	S						
			Transfer	S		N	169.00	0.00	169.00	0.00%
			Partial Transfer	S		N	497.00	0.00	497.00	0.00%
			Substantial variation	S		N	1,050.00	0.00	1,050.00	0.00%
	Reduced fee (except vehicle refinishers)		Application	S		N	155.00	0.00	155.00	0.00%
			Additional fee for operating without a permit	S		N	71.00	0.00	71.00	0.00%
			Substantial variation	S		N	102.00	0.00	102.00	0.00%
			Partial Transfer	S		N	47.00	0.00	47.00	0.00%
	Vehicle refinishers		Application	S		N	362.00	0.00	362.00	0.00%
			Additional fee for operating without a permit	S		N	71.00	0.00	71.00	0.00%
			Substantial variation	S		N	102.00	0.00	102.00	0.00%
			Partial Transfer	S		N	47.00	0.00	47.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Petrol vapour recovery stages 1&2 combined	Application	S		N	257.00	0.00	257.00	0.00%
			Additional fee for operating without a permit	S		N	71.00	0.00	71.00	0.00%
			Substantial variation	S		N	102.00	0.00	102.00	0.00%
			Partial Transfer	S		N	47.00	0.00	47.00	0.00%
		Mobile crushing and screening plant	Application	S		N	1,650.00	0.00	1,650.00	0.00%
			Additional fee for operating without a permit	S		N	1,188.00	0.00	1,188.00	0.00%
			Substantial variation	S		N	1,050.00	0.00	1,050.00	0.00%
			Transfer	S		N	169.00	0.00	169.00	0.00%
			Partial Transfer	S		N	497.00	0.00	497.00	0.00%
		Mobile crushing and screening plant 3rd to 7th applications	Application	S		N	985.00	0.00	985.00	0.00%
			Additional fee for operating without a permit	S		N	1,188.00	0.00	1,188.00	0.00%
			Substantial variation	S		N	1,050.00	0.00	1,050.00	0.00%
			Transfer	S		N	169.00	0.00	169.00	0.00%
			Partial Transfer	S		N	497.00	0.00	497.00	0.00%
		Mobile crushing and screening plant 8th and subsequent applications	Application	S		N	498.00	0.00	498.00	0.00%
			Additional fee for operating without a permit	S		N	1,188.00	0.00	1,188.00	0.00%
			Substantial variation	S		N	1,050.00	0.00	1,050.00	0.00%
			Transfer	S		N	169.00	0.00	169.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Partial Transfer		S		N	497.00	0.00	497.00	0.00%
		Where an application for any of the above is for a combined Part B and waste application there is an extra charge in addition to the above charges		S		N	279.00	0.00	279.00	0.00%
Annual subsistence fees	Part A2	Low Risk		S		N	1,343.00	0.00	1,343.00	0.00%
		Medium Risk		S		N	1,507.00	0.00	1,507.00	0.00%
		High Risk		S		N	2,230.00	0.00	2,230.00	0.00%
		Additional Fee for payment by installments		S		N	38.00	0.00	38.00	0.00%
		Late payment charge		S		N	52.00	0.00	52.00	0.00%
		Operation with EC reporting requirement		S		N	103.00	0.00	103.00	0.00%
	Part B	Low Risk		S		N	772.00	0.00	772.00	0.00%
		Including waste (Reg 33) add		S		N	104.00	0.00	104.00	0.00%
		Medium Risk		S		N	1,161.00	0.00	1,161.00	0.00%
		Including waste (Reg 33) add		S		N	156.00	0.00	156.00	0.00%
		High Risk		S		N	1,747.00	0.00	1,747.00	0.00%
		Including waste (Reg 33) add		S		N	207.00	0.00	207.00	0.00%
	Reduced fee (except vehicle refinishers)	Low Risk		S		N	79.00	0.00	79.00	0.00%
		Medium Risk		S		N	158.00	0.00	158.00	0.00%
		High Risk		S		N	237.00	0.00	237.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Vehicle refinishers	Low Risk	S		N	228.00	0.00	228.00	0.00%
			Medium Risk	S		N	365.00	0.00	365.00	0.00%
			High Risk	S		N	548.00	0.00	548.00	0.00%
		Petrol vapour recovery stages 1 &2 combined	Low Risk	S		N	113.00	0.00	113.00	0.00%
			Medium Risk	S		N	226.00	0.00	226.00	0.00%
			High Risk	S		N	341.00	0.00	341.00	0.00%
		Mobile crushing and screening plant	Low Risk	S		N	626.00	0.00	626.00	0.00%
			Medium Risk	S		N	1,034.00	0.00	1,034.00	0.00%
			High Risk	S		N	1,551.00	0.00	1,551.00	0.00%
		Mobile crushing and screening plant 3rd to 7th applications	Low Risk	S		N	385.00	0.00	385.00	0.00%
			Medium Risk	S		N	617.00	0.00	617.00	0.00%
			High Risk	S		N	924.00	0.00	924.00	0.00%
		Mobile crushing and screening plant 8th and subsequent applications	Low Risk	S		N	198.00	0.00	198.00	0.00%
			Medium Risk	S		N	314.00	0.00	314.00	0.00%
			High Risk	S		N	473.00	0.00	473.00	0.00%
		Late payment		S		N	52.00	0.00	52.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Additional Fee for payment by installments		S		N	38.00	0.00	38.00	0.00%
Food Hygiene & Safety										
	Food Premises Approvals	Cost of approval	No charge	S		N				
	FHRS Rescore Visits	Cost of Visit		D		S	150.00	30.00	180.00	0.00%
	Health Certificate			D		N	90.00	0.00	90.00	0.00%
	Food examination certificate		Small & simple	D		S	150.00	30.00	180.00	0.00%
			Larger & more complex per hour (min £58.70)	D		S	60.08	12.02	72.10	0.00%
	Food hygiene courses		Level 2	D		E	60.00	0.00	60.00	0.00%
			Level 3	D		E	299.00	0.00	299.00	0.00%
			CD	D		S	47.08	9.42	56.50	0.00%
Housing										
	Houses in Multiple Occupation	Initial licence		D		N	350.00	0.00	350.00	0.00%
		Renewal of licence		D		N	175.00	0.00	175.00	0.00%
		Revocation of licence		D		N	100.00	0.00	100.00	0.00%
		Where a house in multiple occupation fails to meet the terms and conditions of the licence, additional charges may be levied at the time of renewal of the licence at the rate of £97.00 per additional officer/visit in addition to any third party costs involved (e.g. gas engineer's fees)				N	97.00	0.00	97.00	0.00%
	Accommodation certificate	Issue		D		S	134.00	26.80	160.80	0.00%
Information Requests										
	Environmental Information Enquiry		Contaminated land - site specific	D		N	154.50	0.00	154.50	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Simple request		D		N	44.25	0.00	44.25	0.00%
Pest control										
	Wasps nests	Treatment charge	First nest			S	62.50	12.50	75.00	0.00%
			Subsequent nests treated at the same visit			S	16.00	3.20	19.20	0.00%
	Rats and mice	Treatment charge	First call and maximum of two re-visits to replenish bait			S	80.00	16.00	96.00	16.25%
	Ants, booklice, carpet beetles, fleas, larder beetles and other insects	Treatment charge	First visit			S	67.00	13.40	80.40	0.00%
			Second visit			S	33.00	6.60	39.60	0.00%
	Call out charge or missed appointment					S	30.00	6.00	36.00	-37.50%
	Invoicing charge					S	12.50	2.50	15.00	0.00%
	Rat Boxes		Per treatment			S	6.00	1.20	7.20	18.33%
	Mouse Boxes		Per treatment			S	1.00	0.20	1.20	74.00%
	Difenacoum		Per Kilo			S	2.40	0.48	2.88	0.00%
	Rat bait per tray		Per treatment			S	0.60	0.12	0.72	60.00%
	Rat bait per box		Per treatment			S	1.20	0.24	1.44	60.00%
	Rat bait per pipe		Per treatment			S	1.20	0.24	1.44	60.00%
	Brodifacoum		Per Kilo			S	6.30	1.26	7.56	0.00%
	Mouse bait per tray		Per treatment			S	1.20	0.24	1.44	47.50%
	Mouse bait per box		Per treatment			S	1.20	0.24	1.44	47.50%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Brodificum wax blocks 20gm				S	0.37	0.07	0.44	59.46%
		Hourly rate				S	45.00	9.00	54.00	-55.80%
		Invoicing charge				S	10.42	2.08	12.50	0.00%
	Stray dogs	Statutory Charge	per dog	S		N	25.00	0.00	25.00	0.00%
		Dog warden Service charge	per dog	S		S	50.00	10.00	60.00	0.00%
		Dog returned directly to owner without kennelling, plus statutory fine	per dog	S		S	75.00	15.00	90.00	0.00%
		Stray dogs claimed by owner from kennels without incurring overnight kennelling charge	per dog per period before 4:00pm	S		S	75.00	15.00	90.00	0.00%
		Dog returned directly to owner without kennelling, plus statutory fine	per dog	S		S	75.00	15.00	90.00	0.00%
	Kennelling Charge Overnight	Statutory Charge Day of Arrival	per dog	S		N	25.00	0.00	25.00	0.00%
		Dog warden Service charge Day of Arrival	per dog	S		N	50.00	0.00	50.00	0.00%
		Kennelling overnight charge	per dog	S		N	30.00	0.00	30.00	0.00%
		Kennelling overnight charge from 2nd Night - 7th Night per Night	per dog	S		N	30.00	0.00	30.00	0.00%
		Kennelling overnight charge from 8th Night Owner has lost legal right to claim the dog								
Licensing										
Fees associated with the Gambling Act 2005 are determined in accordance with The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007. In the case of error, the Regulations, or any update thereto will take precedence										
	Gambling Act 2005	Club Machine Permit		S		N	200.00	0.00	200.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Gaming Machine two or less		S		N	50.00	0.00	50.00	0.00%
		Gaming Machine Permit		S		N	200.00	0.00	200.00	0.00%
		Adult Gaming Centre - new		S		N	2,000.00	0.00	2,000.00	0.00%
		Adult Gaming Centre - renewal		S		N	1,000.00	0.00	1,000.00	0.00%
		Unlicensed Family Entertainment Centre		S		N	30.00	0.00	30.00	0.00%
		Other Gambling Premises- new		S		N	3,000.00	0.00	3,000.00	0.00%
		Other Gambling Premises- renewal		S		N	600.00	0.00	600.00	0.00%
		Lotteries(Small society)- new		S		N	40.00	0.00	40.00	0.00%
		Lotteries(Small society)-renewal		S		N	20.00	0.00	20.00	0.00%
Fees associated with the Licensing Act 2003 are determined in accordance with The Licensing Act 2003 (Fees) Regulations 2005. In the case of error, the Regulations, or any update thereto will take precedence										
Licensing Act 2003		Club Premises - Change of relevant registered address of club		S		N	10.50	0.00	10.50	0.00%
		Club Premises - Notification of change of name or alteration of club rules		S		N	10.50	0.00	10.50	0.00%
		Club Premises - Theft, loss etc. of club certificate		S		N	10.50	0.00	10.50	0.00%
		Application for a provisional statement where premises being built		S		N	315.00	0.00	315.00	0.00%
		Duty to notify change of name or address		S		N	10.50	0.00	10.50	0.00%
		Interim authority notice following death etc. of licence holder		S		N	23.00	0.00	23.00	0.00%
		Minor Variation		S		N	89.00	0.00	89.00	0.00%
		Notification of change of name or address		S		N	10.50	0.00	10.50	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Removal of DPS Community Premises		S		N	23.00	0.00	23.00	0.00%
		Right of freeholder etc. to be notified of licensing matters		S		N	21.00	0.00	21.00	0.00%
		Personal Licences - Initial Application		S		N	37.00	0.00	37.00	0.00%
		Personal Licences - Renewal		S		N	0.00	0.00	0.00	0.00%
		Personal Licences - Theft, Loss etc.		S		N	10.50	0.00	10.50	0.00%
		Premises Licence - Application for Transfer		S		N	23.00	0.00	23.00	0.00%
		Premises Licence - Application to vary licence to specify individual as designated premises supervisor (DPS)		S		N	23.00	0.00	23.00	0.00%
		Premises Licence - Loss of Premises Summary		S		N	10.50	0.00	10.50	0.00%
		Premises Licence - Theft, loss etc.		S		N	10.50	0.00	10.50	0.00%
		Temporary Event Notices - Application		S		N	21.00	0.00	21.00	0.00%
		Temporary Event Notices - Theft, loss etc.		S		N	10.50	0.00	10.50	0.00%
		Additional fee for large venues and events (10,000 - 14,999 attendance at any one time)- new		S		N	2,000.00	0.00	2,000.00	0.00%
		Additional fee for large venues and events (15,000 - 19,999 attendance at any one time)-new		S		N	4,000.00	0.00	4,000.00	0.00%
		Additional fee for large venues and events (20,000 - 29,999 attendance at any one time)- new		S		N	8,000.00	0.00	8,000.00	0.00%
		Additional fee for large venues and events (30,000 - 39,999 attendance at any one time) - new		S		N	16,000.00	0.00	16,000.00	0.00%
		Additional fee for large venues and events (40,000 - 49,999 attendance at any one time) - new		S		N	24,000.00	0.00	24,000.00	0.00%
		Additional fee for large venues and events (5,000 - 9,999 attendance at any one time) - new		S		N	1,000.00	0.00	1,000.00	0.00%
		Additional fee for large venues and events (50,000 - 59,999 attendance at any one time)- new		S		N	32,000.00	0.00	32,000.00	0.00%
		Additional fee for large venues and events (60,000 - 69,999 attendance at any one time) - new		S		N	40,000.00	0.00	40,000.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Additional fee for large venues and events (70,000 - 79,999 attendance at any one time) - new		S		N	48,000.00	0.00	48,000.00	0.00%
		Additional fee for large venues and events (80,000 - 89,999 attendance at any one time) - new		S		N	56,000.00	0.00	56,000.00	0.00%
		Additional fee for large venues and events (90,000 and over attendance at any one time) - new		S		N	64,000.00	0.00	64,000.00	0.00%
		Additional fee for large venues and events (5,000-9,999 attendance at any one time) - renewal		S		N	500.00	0.00	500.00	0.00%
		Additional fee for large venues and events (10,000 - 14,999 attendance at any one time)- renewal		S		N	1,000.00	0.00	1,000.00	0.00%
		Additional fee for large venues and events (15,000 - 19,999 attendance at any one time)-renewal		S		N	2,000.00	0.00	2,000.00	0.00%
		Additional fee for large venues and events (20,000 - 29,999 attendance at any one time)- renewal		S		N	4,000.00	0.00	4,000.00	0.00%
		Additional fee for large venues and events (30,000 - 39,999 attendance at any one time) - renewal		S		N	8,000.00	0.00	8,000.00	0.00%
		Additional fee for large venues and events (40,000 - 49,999 attendance at any one time) - renewal		S		N	12,000.00	0.00	12,000.00	0.00%
		Additional fee for large venues and events (50,000 - 59,999 attendance at any one time)- renewal		S		N	16,000.00	0.00	16,000.00	0.00%
		Additional fee for large venues and events (60,000 - 69,999 attendance at any one time) - renewal		S		N	20,000.00	0.00	20,000.00	0.00%
		Additional fee for large venues and events (70,000 - 79,999 attendance at any one time) - renewal		S		N	24,000.00	0.00	24,000.00	0.00%
		Additional fee for large venues and events (80,000 - 89,999 attendance at any one time) - renewal		S		N	28,000.00	0.00	28,000.00	0.00%
		Additional fee for large venues and events (90,000 and over attendance at any one time) - renewal		S		N	32,000.00	0.00	32,000.00	0.00%
		Premise - A (£0 - £4300) (initial issue)		S		N	100.00	0.00	100.00	0.00%
		Premise - A (£0 - £4300) (renewal)		S		N	70.00	0.00	70.00	0.00%
		Premise - B (£4301 - £33,000) (initial issue)		S		N	190.00	0.00	190.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Premise - B (£4301 - £33,000) (renewal)		S		N	180.00	0.00	180.00	0.00%
		Premise - C (£33,001 - £87,000) (initial issue)		S		N	315.00	0.00	315.00	0.00%
		Premise - C (£33,001 - £87,000) (renewal)		S		N	295.00	0.00	295.00	0.00%
		Premise - D (£87,000 - £125,000) (initial issue)		S		N	450.00	0.00	450.00	0.00%
		Premise - D (£87,000 - £125,000) (renewal)		S		N	320.00	0.00	320.00	0.00%
		Premise - D (£87,000 - £125,000) and primary business is Alcohol sales (initial issue)		S		N	900.00	0.00	900.00	0.00%
		Premise - D (£87,000 - £125,000) and primary business is Alcohol sales (renewal)		S		N	640.00	0.00	640.00	0.00%
		Premise - E (£125,000 and above) (initial issue)		S		N	635.00	0.00	635.00	0.00%
		Premise - E (£125,000 and above) (renewal)		S		N	350.00	0.00	350.00	0.00%
		Premise - E (£125,000 and above) and primary business is Alcohol sales (initial issue)		S		N	1,905.00	0.00	1,905.00	0.00%
		Premise - E (£125,000 and above) and primary business is Alcohol sales (renewal)		S		N	1,905.00	0.00	1,905.00	0.00%
Miscellaneous Licences		One of Electrolysis, Ear Piercing, Acupuncture or Tattooing		S		N	119.00	0.00	119.00	0.00%
Miscellaneous Licences		Two or more of Electrolysis, Ear Piercing, Acupuncture or Tattooing on a single premises		S		N	155.00	0.00	155.00	0.00%
Sex Establishment licences		Sex Establishment - New		S		N	2,824.00	0.00	2,824.00	0.00%
		Sex Establishment - Renewal		S		N	2,824.00	0.00	2,824.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Driving Licences		Initial Issue	3 Yearly Licence	S		N	175.00	0.00	175.00	0.00%
		Renewal	3 Yearly Licence	S		N	120.00	0.00	120.00	0.00%
		DVSA check		D		N	7.00	0.00	7.00	0.00%
		Knowledge & Competency test		D		N	55.00	0.00	55.00	0.00%
		Digital Advertising		D		N	10.20	0.00	10.20	0.00%
		Replacement badge / Licence		D		N	10.00	0.00	10.00	0.00%
		1 year Licence (where determined by delegation)		D		N	81.00	0.00	81.00	0.00%
		Safeguarding training		D		N	30.00	0.00	30.00	0.00%
Vehicle Licences		Private Hire - Initial grant (*Incl signs)	1 Year	D		N	256.00	0.00	256.00	0.00%
		Private Hire - Renewal	1 Year	D		N	195.00	0.00	195.00	0.00%
		Hackney Carriage initial grant (*Incl sign)	1 Year	D		N	256.00	0.00	256.00	0.00%
		Hackney Carriage Renewal	1 Year	D		N	195.00	0.00	195.00	0.00%
		Garage test Hackney Carriage (*Incl meter test)	1 Year	D		N	60.50	0.00	60.50	0.00%
		Hackney Carriage meter test only	1 Year	D		N	15.00	0.00	15.00	0.00%
		Garage test Private Hire & HC Saloon (Plates 1 - 45)	1 Year	D		N	45.50	0.00	45.50	0.00%
		Re-test	1 Year	D		N	45.50	0.00	45.50	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

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Service	Element	Detail		Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21	
								£	£	£	%	
		Replacement of Brackets		1 Year	D		N	15.00	0.00	15.00	0.00%	
		Replacement of plates		1 Year	D		N	20.00	0.00	20.00	0.00%	
		Transfer of interest		1 Year	D		N	20.00	0.00	20.00	0.00%	
		Door signs - magnetic	Per pair		D		N	20.00	0.00	20.00	0.00%	
		Door signs - permanent	Per pair		D		N	15.00	0.00	15.00	0.00%	
	Private Hire Operator's Licences	Initial issue		5 Yearly Licence	D		N	495.00	0.00	495.00	0.00%	
		Renewal		5 Yearly Licence	D		N	400.00	0.00	400.00	0.00%	
		Renewal yearly Licence where permitted		1 Year	D		N	125.00	0.00	125.00	0.00%	
		Driver's Identification Badges			D		N	100.00	0.00	100.00	0.00%	
		Change of name / address / vehicle details			D		N	10.00	0.00	10.00	0.00%	
Animal Welfare												
	Animal Boarding Establishments	0 - 5	Animals	Application Fee	1 Year	D		N	130.00	0.00	130.00	0.00%
		0 - 5	Animals	Licence Fee	1 Year	D		N	110.00	0.00	110.00	0.00%
		6 - 25	Animals	Application Fee	1 Year	D		N	140.00	0.00	140.00	0.00%
		6 - 25	Animals	Licence Fee	1 Year	D		N	170.00	0.00	170.00	0.00%
		26 - 50	Animals	Application Fee	1 Year	D		N	150.00	0.00	150.00	0.00%
		26 - 50	Animals	Licence Fee	1 Year	D		N	230.00	0.00	230.00	0.00%
		50+	Animals	Application Fee	1 Year	D		N	170.00	0.00	170.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		50+ Animals Licence Fee	1 Year	D		N	270.00	0.00	270.00	0.00%
		0 - 5 Animals Application Fee	2 Year	D		N	130.00	0.00	130.00	0.00%
		0 - 5 Animals Licence Fee	2 Year	D		N	160.00	0.00	160.00	0.00%
		6 - 25 Animals Application Fee	2 Year	D		N	140.00	0.00	140.00	0.00%
		6 - 25 Animals Licence Fee	2 Year	D		N	190.00	0.00	190.00	0.00%
		26 - 50 Animals Application Fee	2 Year	D		N	150.00	0.00	150.00	0.00%
		26 - 50 Animals Licence Fee	2 Year	D		N	240.00	0.00	240.00	0.00%
		50+ Animals Application Fee	2 Year	D		N	170.00	0.00	170.00	0.00%
		50+ Animals Licence Fee	2 Year	D		N	290.00	0.00	290.00	0.00%
		0 - 5 Animals Application Fee	3 Year	D		N	130.00	0.00	130.00	0.00%
		0 - 5 Animals Licence Fee	3 Year	D		N	190.00	0.00	190.00	0.00%
		6 - 25 Animals Application Fee	3 Year	D		N	140.00	0.00	140.00	0.00%
		6 - 25 Animals Licence Fee	3 Year	D		N	210.00	0.00	210.00	0.00%
		26 - 50 Animals Application Fee	3 Year	D		N	150.00	0.00	150.00	0.00%
		26 - 50 Animals Licence Fee	3 Year	D		N	260.00	0.00	260.00	0.00%
		50+ Animals Application Fee	3 Year	D		N	170.00	0.00	170.00	0.00%
		50+ Animals Licence Fee	3 Year	D		N	310.00	0.00	310.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Dog Breeding		0 - 5 Animals	Licence Variation	D		N	130.00	0.00	130.00	0.00%
		6 - 25 Animals	Licence Variation	D		N	140.00	0.00	140.00	0.00%
		26 - 50 Animals	Licence Variation	D		N	150.00	0.00	150.00	0.00%
		50+ Animals	Licence Variation	D		N	170.00	0.00	170.00	0.00%
		0 - 5 Animals	Re - Inspect	D		N	80.00	0.00	80.00	0.00%
		6 - 25 Animals	Re - Inspect	D		N	100.00	0.00	100.00	0.00%
		26 - 50 Animals	Re - Inspect	D		N	120.00	0.00	120.00	0.00%
		50+ Animals	Re - Inspect	D		N	140.00	0.00	140.00	0.00%
		0 - 5 Animals Application Fee	1 Year	D		N	130.00	0.00	130.00	0.00%
		0 - 5 Animals Licence Fee	1 Year	D		N	110.00	0.00	110.00	0.00%
		6 - 25 Animals Application Fee	1 Year	D		N	140.00	0.00	140.00	0.00%
		6 - 25 Animals Licence Fee	1 Year	D		N	170.00	0.00	170.00	0.00%
		25+ Animals Application Fee	1 Year	D		N	150.00	0.00	150.00	0.00%
		25+ Animals Licence Fee	1 Year	D		N	220.00	0.00	220.00	0.00%
		0 - 5 Animals Application Fee	2 Year	D		N	130.00	0.00	130.00	0.00%
		0 - 5 Animals Licence Fee	2 Year	D		N	150.00	0.00	150.00	0.00%
		6 - 25 Animals Application Fee	2 Year	D		N	140.00	0.00	140.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Selling animals as pets		6 - 25 Animals Licence Fee	2 Year	D		N	190.00	0.00	190.00	0.00%
		25+ Animals Application Fee	2 Year	D		N	150.00	0.00	150.00	0.00%
		25+ Animals Licence Fee	2 Year	D		N	240.00	0.00	240.00	0.00%
		0 - 5 Animals Application Fee	3 Year	D		N	130.00	0.00	130.00	0.00%
		0 - 5 Animals Licence Fee	3 Year	D		N	170.00	0.00	170.00	0.00%
		6 - 25 Animals Application Fee	3 Year	D		N	140.00	0.00	140.00	0.00%
		6 - 25 Animals Licence Fee	3 Year	D		N	210.00	0.00	210.00	0.00%
		25+ Animals Application Fee	3 Year	D		N	150.00	0.00	150.00	0.00%
		25+ Animals Licence Fee	3 Year	D		N	250.00	0.00	250.00	0.00%
		0 - 5 Animals	Licence Variation	D		N	130.00	0.00	130.00	0.00%
		6 - 25 Animals	Licence Variation	D		N	140.00	0.00	140.00	0.00%
		25+ Animals	Licence Variation	D		N	150.00	0.00	150.00	0.00%
		0 - 5 Animals	Re - Inspect	D		N	80.00	0.00	80.00	0.00%
		6 - 25 Animals	Re - Inspect	D		N	100.00	0.00	100.00	0.00%
		25+ Animals	Re - Inspect	D		N	120.00	0.00	120.00	0.00%
		Animals as pets Application Fee	1 Year	D		N	140.00	0.00	140.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Animals as pets Licence Fee	1 Year	D		N	110.00	0.00	110.00	0.00%
		For each species of any Dangerous Wild Animal if applicable	1 Year	D		N	50.00	0.00	50.00	0.00%
		Animals as pets Application Fee	2 Year	D		N	140.00	0.00	140.00	0.00%
		Animals as pets Licence Fee	2 Year	D		N	110.00	0.00	110.00	0.00%
		For each species of any Dangerous Wild Animal if applicable	2 Year	D		N	50.00	0.00	50.00	0.00%
		Animals as pets Application Fee	3 Year	D		N	140.00	0.00	140.00	0.00%
		Animals as pets Licence Fee	3 Year	D		N	110.00	0.00	110.00	0.00%
		For each species of any Dangerous Wild Animal if applicable	3 Year	D		N	50.00	0.00	50.00	0.00%
		Animals as pets	Licence Variation	D		N	140.00	0.00	140.00	0.00%
		Animals as pets	Re - Inspect	D		N	80.00	0.00	80.00	0.00%
	Hiring out Horses	0 - 5 Animals Application Fee	1 Year	D		N	130.00	0.00	130.00	0.00%
		0 - 5 Animals Licence Fee	1 Year	D		N	120.00	0.00	120.00	0.00%
		6 - 25 Animals Application Fee	1 Year	D		N	140.00	0.00	140.00	0.00%
		6 - 25 Animals Licence Fee	1 Year	D		N	210.00	0.00	210.00	0.00%
		25+ Animals Application Fee	1 Year	D		N	150.00	0.00	150.00	0.00%
		25+ Animals Licence Fee	1 Year	D		N	250.00	0.00	250.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
0 - 5	Animals	Application Fee	2 Year	D		N	130.00	0.00	130.00	0.00%
	Animals	Licence Fee	2 Year	D		N	170.00	0.00	170.00	0.00%
	Animals	Application Fee	2 Year	D		N	140.00	0.00	140.00	0.00%
	Animals	Licence Fee	2 Year	D		N	220.00	0.00	220.00	0.00%
	Animals	Application Fee	2 Year	D		N	150.00	0.00	150.00	0.00%
	Animals	Licence Fee	2 Year	D		N	270.00	0.00	270.00	0.00%
	Animals	Application Fee	3 Year	D		N	130.00	0.00	130.00	0.00%
	Animals	Licence Fee	3 Year	D		N	210.00	0.00	210.00	0.00%
	Animals	Application Fee	3 Year	D		N	140.00	0.00	140.00	0.00%
	Animals	Licence Fee	3 Year	D		N	240.00	0.00	240.00	0.00%
	Animals	Application Fee	3 Year	D		N	150.00	0.00	150.00	0.00%
	Animals	Licence Fee	3 Year	D		N	300.00	0.00	300.00	0.00%
	Animals	Licence Variation		D		N	130.00	0.00	130.00	0.00%
	Animals	Re - Inspect		D		N	80.00	0.00	80.00	0.00%
	Animals	Licence Variation		D		N	140.00	0.00	140.00	0.00%
	Animals	Re - Inspect		D		N	100.00	0.00	100.00	0.00%
	Animals	Licence Variation		D		N	150.00	0.00	150.00	0.00%
	Animals	Licence Variation		D		N	150.00	0.00	150.00	0.00%
	Animals	Licence Variation		D		N	150.00	0.00	150.00	0.00%
	Animals	Licence Variation		D		N	150.00	0.00	150.00	0.00%
	Animals	Licence Variation		D		N	150.00	0.00	150.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		25+ Animals	Re - Inspect	D		N	120.00	0.00	120.00	0.00%
	Exhibiting / Performing Animals	Any number of animals Application Fee	3 Year	D		N	130.00	0.00	130.00	0.00%
		Any number of animals Licence Fee	3 Year	D		N	140.00	0.00	140.00	0.00%
		Any number of animals	Licence Variation	D		N	120.00	0.00	120.00	0.00%
	Dangerous Wild Animals	1 Species Application Fee	2 Year	D		N	395.00	0.00	395.00	0.00%
		(Additional species on application) per each species	2 Year	D		N	50.00	0.00	50.00	0.00%
		1 Species	Licence Variation	D		N	195.00	0.00	195.00	0.00%
		(Additional species on variation) per each species	Licence Variation	D		N	50.00	0.00	50.00	0.00%
	Zoo licences	Administration fee	per application			N	45.15	0.00	45.15	0.00%
		Officer time	per application			N	40.80	0.00	40.80	0.00%
		Where a zoo licensed premise fails to meet the terms and conditions of the licence, additional charges may be levied at the time of renewal of the licence	per visit	D		N	40.80	0.00	40.80	0.00%
		Additional Fees from third parties, e.g. veterinary surgeon's fee, specialist advisor fee; recharged in full								
	Street Trading	Street Trading Consents - 1 Day		D		N	59.15	0.00	59.15	0.00%
		Street Trading Consents - 1 Month		D		N	219.30	0.00	219.30	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
		Street Trading Consents - 6 Months		D		N	1,202.60	0.00	1,202.60	0.00%
		Street Trading Consents - Annual		D		N	1,965.55	0.00	1,965.55	0.00%
		Street Trading Consents - Seasonal		D		N	609.95	0.00	609.95	0.00%
		Street Trading Licences		D		N	1,759.50	0.00	1,759.50	0.00%
	Scrap dealers income	Site licence	Every 3 years	D		N	423.30	0.00	423.30	0.00%
		Mobile collector	Every 3 years	D		N	290.70	0.00	290.70	0.00%
		Collectors licence with existing licence with another LA		D		N	255.00	0.00	255.00	0.00%
		Variation of licence (person)		D		N	107.10	0.00	107.10	0.00%
Assistant Director Corporate Services - Corporate Land Charges (Charges showing are for 2021/22, awaiting notification of fees from CCC before HDC fees can set 2022/23 fees)										
	Land Charges	Basic search fee		S / D		N	131.10	0.00	131.10	0.00%
		Basic commercial search fee		S / D		N	178.14	0.00	178.14	0.00%
		LLC1	Several parcels of land	D		N	25.50	0.00	25.50	0.00%
			plus each additional parcel of land	D		N	7.00	0.00	7.00	0.00%
		Residential CON 29R	One parcel of land	D		S	88.00	17.60	105.60	0.00%
			Several parcels of land - each additional parcel	D		S	28.00	5.60	33.60	0.00%
		Commercial CON 29R	One parcel of land	D		S	127.20	25.44	152.64	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%
Electoral Registration	Statutory fees	Several parcels of land - each additional parcel		D		S	57.80	11.56	69.36	0.00%
		CON 290				S	6.00	1.20	7.20	0.00%
		Question 8		D		S	8.00	1.60	9.60	0.00%
		Question 16 (County)		D		S	13.00	2.60	15.60	0.00%
		Question 21 (County)		D		S	13.00	2.60	15.60	0.00%
		Question 22 (County)		D		S	21.00	4.20	25.20	0.00%
		Solicitors own enquiry	Each	D		S	9.17	1.83	11.00	0.00%
		Copies of Section 106 Town & Country Planning Act 1990 documents or similar	Per document	D		N	10.00	0.00	10.00	0.00%
		Open register - data	Admin	S		N	20.00	0.00	20.00	0.00%
		plus per thousand entries(or part)		S		N	1.50	0.00	1.50	0.00%
		Open register - paper	Admin	S		N	10.00	0.00	10.00	0.00%
		plus per thousand entries(or part)		S		N	5.00	0.00	5.00	0.00%
		These rates of charge equally apply to the sale of monthly alterations to the electoral register.								
		Overseas electors - data	Admin	S		N	20.00	0.00	20.00	0.00%
		plus per 100 entries(or part)		S		N	1.50	0.00	1.50	0.00%
		Overseas electors - paper	Admin	S		N	10.00	0.00	10.00	0.00%
		plus per 100 entries(or part)		S		N	5.00	0.00	5.00	0.00%

Huntingdonshire District Council - Fees and Charges as at April 2022

Service	Element	Detail	Rate per	Statutory (S) Discretionary (D)	Date of Last increase	VAT *	Net charge	VAT	Total Charge	% Change from 2020 / 21
							£	£	£	%

*
Key to VAT Indicators

S = Standard Rated

N = Non-Business (outside scope of VAT)

Z = Zero Rated

E = Exempt

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Corporate Plan

VISION

We want to improve the quality of life, deliver economic growth and provide value for money services for the people of Huntingdonshire

STRATEGIC PRIORITIES

Enabling Communities

Delivering Sustainable Growth

Becoming a More Efficient and Effective Council

Strategic Resource Plan

BEFORE

2021/22 Budget & MTFS

Savings required 2025/26

£0.2m

INCOME GENERATION

Old MTFS =====>Change in Level of Activities =====>New MTFS

Council Tax

Commercialisation

Funding Changes

Budget Review

Service Growth

Transformation Savings

(£0.2m)

£Nil*

£0.2m

£0.7m

£0.9m

0

AFTER

2022/23 Budget & MTFS

Savings required 2026/27

£1.8m

Financial Strategy

	2022/23	2023/24	2024/25	2025/26	2026/27
Net Expenditure	£21.5m	£20.7m	£21.0m	£21.2m	£21.8m
Budget surplus / (deficit)	£0.2m	(£2.5m)	(£2.2m)	(£1.8m)	(£1.8m)
Earmarked Reserves Adjustment	0	0	0	0	0
Budget requirement	£21.7m	£18.2m	£18.8m	£19.4m	£20.0m

* This represents no change in the level of Commercialisation being utilised to generate income. This does not indicate that there is no Commercialisation being undertaken.

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Treasury Management Strategy 2022/23

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1.0 Introduction

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks. 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 financial risk are therefore central to the Council's prudent financial management.

Treasury risk management at the Council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year. This report fulfils the Authority's legal obligation under the *Local Government Act 2003* to have regard to the CIPFA Code.

Investments held for service purposes or for commercial profit are considered in a different report, the Investment Strategy.

2.0 External Context (See also Appendix B)

2.1 Economic Background

The ongoing impact on the UK from coronavirus, together with higher inflation, higher interest rates, and the country's trade position post-Brexit, will be major influences on the Authority's treasury management strategy for 2022/23.

The Bank of England (BoE) increased Bank Rate to 0.25% in December 2021 while maintaining its Quantitative Easing programme at £895 billion. The Monetary Policy Committee (MPC) voted 8-1 in favour of raising rates, and unanimously to maintain the asset purchase programme.

Within the announcement the MPC noted that the pace of the global recovery was broadly in line with its November Monetary Policy Report. Prior to the emergence of the Omicron coronavirus variant, the Bank also considered the UK economy to be evolving in line with expectations, however the increased uncertainty and risk to activity the new variant presents, the Bank revised down its estimates for Q4 GDP growth to 0.6% from 1.0%. Inflation was projected to be higher than previously forecast, with CPI likely to remain above 5% throughout the winter and peak at 6% in April 2022. The labour market was generally performing better than previously forecast and the BoE now expects the unemployment rate to fall to 4% compared to 4.5% forecast previously, but notes that Omicron could weaken the demand for labour.

UK CPI for November 2021 registered 5.1% year on year, up from 4.2% in the previous month. Core inflation, which excludes the more volatile components, rose to 4.0% y/y

from 3.4%. The most recent labour market data for the three months to October 2021 showed the unemployment rate fell to 4.2% while the employment rate rose to 75.5%.

In October 2021, the headline 3-month average annual growth rate for wages were 4.9% for total pay and 4.3% for regular pay. In real terms, after adjusting for inflation, total pay growth was up 1.7% while regular pay was up 1.0%. The change in pay growth has been affected by a change in composition of employee jobs, where there has been a fall in the number and proportion of lower paid jobs.

Gross domestic product (GDP) grew by 1.3% in the third calendar quarter of 2021 according to the initial estimate, compared to a gain of 5.5% q/q in the previous quarter, with the annual rate slowing to 6.6% from 23.6%. The Q3 gain was modestly below the consensus forecast of a 1.5% q/q rise. During the quarter activity measures were boosted by sectors that reopened following pandemic restrictions, suggesting that wider spending was flat. Looking ahead, while monthly GDP readings suggest there had been some increase in momentum in the latter part of Q3, Q4 growth is expected to be soft.

GDP growth in the euro zone increased by 2.2% in calendar Q3 2021 following a gain of 2.1% in the second quarter and a decline of -0.3% in the first. Headline inflation has been strong, with CPI registering 4.9% year-on-year in November, the fifth successive month of inflation. Core CPI inflation was 2.6% y/y in November, the fourth month of successive increases from July's 0.7% y/y. At these levels, inflation is above the European Central Bank's target of 'below, but close to 2%', putting some pressure on its long-term stance of holding its main interest rate of 0%.

The US economy expanded at an annualised rate of 2.1% in Q3 2021, slowing sharply from gains of 6.7% and 6.3% in the previous two quarters. In its December 2021 interest rate announcement, the Federal Reserve continue to maintain the Fed Funds rate at between 0% and 0.25% but outlined its plan to reduce its asset purchase programme earlier than previously stated and signalled they are in favour of tightening interest rates at a faster pace in 2022, with three 0.25% movements now expected.

2.2 Credit outlook

Since the start of 2021, relatively benign credit conditions have led to credit default swap (CDS) prices for the larger UK banks to remain low and had steadily edged down throughout the year up until mid-November when the emergence of Omicron has caused them to rise modestly. However, the generally improved economic outlook during 2021 helped bank profitability and reduced the level of impairments many had made as provisions for bad loans. However, the relatively recent removal of coronavirus-related business support measures by the government means the full impact on bank balance sheets may not be known for some time.

The improved economic picture during 2021 led the credit rating agencies to reflect this in their assessment of the outlook for the UK sovereign as well as several financial institutions, revising them from negative to stable and even making a handful of rating upgrades.

Looking ahead, while there is still the chance of bank losses from bad loans as government and central bank support is removed, the institutions on the Authority's counterparty list are well-capitalised and general credit conditions across the sector are expected to remain benign. Duration limits for counterparties on the Authority's lending list are under regular review and will continue to reflect economic conditions and the credit outlook.

2.3 Interest rate forecast

The Authority's treasury management adviser Arlingclose is forecasting that Bank Rate will continue to rise in calendar Q1 2022 to subdue inflationary pressures and the perceived desire by the BoE to move away from emergency levels of interest rates.

Investors continue to price in multiple rises in Bank Rate over the next forecast horizon, and Arlingclose believes that although interest rates will rise again, the increases will not be to the extent predicted by financial markets. In the near-term, the risks around Arlingclose's central case are to the upside while over the medium-term the risks become more balanced.

Yields are expected to remain broadly at current levels over the medium-term, with the 5, 10 and 20 year gilt yields expected to average around 0.65%, 0.90%, and 1.15% respectively. The risks around for short and medium-term yields are initially to the upside but shifts lower later, while for long-term yields the risk is to the upside. However, as ever there will almost certainly be short-term volatility due to economic and political uncertainty and events.

A more detailed economic and interest rate forecast provided by Arlingclose is attached at Appendix A.

For the purpose of setting the budget, it has been assumed that new treasury investments will be made at an average rate of 0.02%, and that new long-term loans will be borrowed at an average rate of 3.0%.

3.0 Local Context

On the 31st December 2021, the Council held £39.1m of borrowing and £61.2m of investments (banks, MMFs, DMO, local authorities and property fund). This is set out in further detail at Appendix C. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

Table 1: Balance sheet summary and forecast

	31.3.21 Actual £m	31.3.22 Forecast £m	31.3.23 Forecast £m	31.3.24 Forecast £m	31.3.25 Forecast £m
General Fund CFR	44.3	47.1	49.8	49.0	47.4
CIS CFR	27.1	26.9	26.8	26.6	26.4
CFR	71.4	74.0	76.6	75.6	73.8
Less: Other debt liabilities *	0.5	0.5	0.5	0.5	0.5
Less: External borrowing **	39.1	38.8	38.7	38.6	38.4
Internal borrowing	31.8	34.7	37.4	36.5	34.9
Less: Balance Sheet Resources	97.5	90.0	85.0	80.0	75.0
(Investments) or New borrowing	(65.7)	(55.3)	(47.6)	(43.5)	(40.1)

* finance leases, PFI liabilities and transferred debt that form part of the Council's total debt

** shows only loans to which the Council is committed and excludes optional refinancing.

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. The Council's current strategy is to maintain borrowing and investments below their underlying levels, known as internal borrowing.

The Council has an increasing CFR due to the capital programme, but minimal investments and will therefore not be required to borrow up to 2023/24 but depend on alternative funding sources to deliver the capital programme over the next 4 years.

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Council expects to comply with this recommendation during 2022/23.

4.0 Liability Benchmark

To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes the same forecasts as table 1 above, but that cash and investment balances are kept to a minimum level of £10.0m at each year-end to maintain enough liquidity but minimise credit risk.

Table 2: Liability benchmark

	31.3.21 Actual £m	31.3.22 Forecast £m	31.3.23 Forecast £m	31.3.24 Forecast £m	31.3.25 Forecast £m
CFR	71.4	74.0	76.6	75.6	73.8
Less: Balance Sheet Resources	97.5	90.0	80.0	70.0	60.0
Plus: Liquidity Allowance	10.0	10.0	10.0	10.0	10.0
Liability Benchmark	(16.1)	(6.0)	6.6	15.6	23.8

5.0 Borrowing Strategy

The Council currently holds £39.1m of loans, as part of its strategy for funding previous years' capital programmes and Commercial Investment Strategy. The balance sheet forecast in table 1 shows that the Council does not expect to need to borrow in 2021/22. The Council may also borrow additional sums to pre-fund future years' requirements, providing this does not exceed the authorised limit for borrowing of £135.0m.

5.1 Objectives

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

5.2 Strategy

Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.

By doing so, the Council can reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal and short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2022/23 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

The Authority has previously raised all of its long-term borrowing from the PWLB but will consider long-term loans from other sources including banks, pensions and local authorities, and will investigate the possibility of issuing bonds and similar instruments, in order to lower interest costs and reduce over-reliance on one source of funding in line with the CIPFA Code. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield; the Authority intends to avoid this activity in order to retain its access to PWLB loans.

Alternatively, the Council may arrange forward starting loans during 2022/23, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.

In addition, the Council may borrow short-term loans to cover unplanned cash flow shortages.

5.3 Sources of Borrowing

The approved sources of long-term and short-term borrowing are:

- HM Treasury's PWLB lending facility (formerly the Public Works Loan Board)
- any institution approved for investments (see below)
- any other bank or building society authorised to operate in the UK
- any other UK public sector body
- UK public and private sector pension funds
- capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

5.4 Other sources of debt finance

In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- leasing
- hire purchase
- Private Finance Initiative
- sale and leaseback

5.5 Municipal Bonds Agency

UK Municipal Bonds Agency (UK MBA) plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It issues bonds on the capital markets and lends the proceeds to local authorities at a rate below PWLB. This is a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a joint and several guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a

lead time of several months between committing to borrow and knowing the interest rate payable. When the Council makes the decision to borrow, the option will be taken to consider whether the PWLB or the Municipal Bonds Agency are the most effective and efficient lender. Prior to approval to borrow from the UK MBA, separate approval will be sought from Cabinet.

5.6 LOBOs

The Council does not hold any LOBOs (Lender's Option Borrower's Option) loans. This where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost.

5.7 Short-Term and Variable Rate Loans

These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the interest rate exposure limits in the treasury management indicators below.

5.8 Debt rescheduling

The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Other lenders may also be prepared to negotiate premature redemption terms. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

6.0 Investment Strategy

The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. In the year 2021/22 to December, the Council's investment balance has ranged between £28m in April and £71m in December, these levels are expected to reduce in the forthcoming year.

6.1 Objectives

The CIPFA Code requires the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest 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. Where balances are expected to be invested for more than one year, the Council will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.

6.2 Negative interest rates

The COVID-19 pandemic has increased the risk that the Bank of England will set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. Since investments cannot pay negative income, negative rates will be applied by reducing the value of investments. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

6.3 Strategy

Given the increasing risk and very low returns from short-term unsecured bank investments, the Council aims to, where possible to diversify its long-term investments into more secure and higher yielding asset classes during 2021/22. The majority of the Council's surplus cash will be invested in short-term unsecured bank deposits, and money market funds.

6.4 Business models

Under the new IFRS 9 standard, the accounting for certain investments depends on the Council's "business model" for managing them. The Council aims to achieve value from its internally managed treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

6.5 Approved counterparties

The Council may invest its surplus funds with any of the counterparty types in table 3 below, subject to the cash limits (per counterparty) and the time limits shown.

Table 3: Approved investment counterparties and limits

Sector	Time Limit	Counterparty Limit	Sector Limit
UK Government	50 years	unlimited	n/a
Local Authorities & other government entities	25 years	£4m	Unlimited
Secured investments*	25 years	£4m	Unlimited
Banks (unsecured)*	13 months	£4m	Unlimited
Transactional Bank (Natwest)	Overnight	£22m	Unlimited
Building Societies (unsecured)*	13 months	£4m	£10m
Registered providers (unsecured)*	5 Years	£4m	£10m
Money Market Funds*	n/a	£4m	Unlimited

Strategic pooled funds	n/a	£5m	£20m
Real Estate investment trusts	n/a	£5m	£15m

*** Minimum credit rating:** Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than [A-]. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

For entities without published credit ratings, investments may be made either (a) where external advice indicates the entity to be of similar credit quality; or (b) to a maximum of £50,000 per counterparty as part of a diversified pool e.g. via a peer-to-peer platform.

This table must be read in conjunction with the notes below

6.6 Government

Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

6.7 Secured investments

Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

6.8 Banks and building societies unsecured

Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

6.9 Registered providers

Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing and registered social landlords, formerly known as housing

associations. These bodies are tightly regulated by the Regulator of Social Housing. As providers of public services, they retain the likelihood of receiving government support if needed. This does not include service loans which are subject to separate authorisation by Cabinet.

6.10 Money Market Funds

Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Authority will always take care to diversify its liquid investments over a variety of providers to ensure access to cash .

6.11 Strategic Pooled funds

Bond, equity and property funds offer enhanced returns over the longer term but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. 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 will be monitored regularly.

6.12 Real estate investment trusts

Shares in companies that invest mainly in real estate and pay the majority of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term, but are more volatile especially as the share price reflects changing demand for the shares as well as changes in the value of the underlying properties.

6.13 Other investments

This covers treasury investments not listed above, for example unsecured corporate bonds and company loans. Non-bank companies cannot be bailed-in but can become insolvent placing the Authority's investment at risk.

6.14 Operational Bank Accounts

The Council may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances (not available on a daily basis) will therefore be kept low and only contain balances sufficient for operational purposes. The Bank of England has stated that in the event of failure, banks

with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Council maintaining operational continuity.

6.15 Risk assessment and credit ratings

Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

6.16 Other information on the security of investments

The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support, reports in the quality financial press and analysis and advice from the Council's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may otherwise meet the above criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, then the surplus will be deposited with the UK Government via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned but will protect the principal sum invested.

6.17 Investment Limits

The Council's revenue reserves (including general fund and earmarked) available to cover investment losses are forecast to be £60.0m on 31st March 2022. In order that no more than 15% of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £5m. Overnight deposits with the transactional bank (Natwest) are limited to £22m, but kept as low as possible to meet operational purposes.

A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 4: Additional Investment limits

	Cash limit
Any group of pooled funds under the same management	£5m per manager
Negotiable instruments held in a broker's nominee account	£4m per broker
Foreign countries	£2m per country

6.18 Liquidity management

The Council uses a cash flow forecasting spreadsheet to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium-term financial plan and cash flow forecast.

7.0 Treasury Management Prudential Indicators

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

7.1 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.

Credit risk indicator	Target
Portfolio average credit rating	A-

7.2 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 3 month period, without additional borrowing.

Liquidity risk indicator	Target
Total cash available within 3 months	£10m

7.3 Interest Rate Exposures

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

Interest rate risk indicator	Limit
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£600,000
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£600,000

The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at new market rates. £600,000 is a 1% impact on forecast reserves of £60m.

7.4 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 borrowing will be:

Refinancing rate risk indicator	Upper limit	Lower limit
Under 12 months	80%	0%
12 months and within 24 months	80%	0%
24 months and within 5 years	80%	0%
5 years and within 10 years	100%	0%
10 years and above	100%	0%
20 years and above	100%	0%

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.

7.5 Long Term Treasury Management Investment

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

Price risk indicator	2022/23	2023/24	2024/25
Limit on principal invested beyond year end	£12m	£10m	£8m

8.0 Related Matters

The CIPFA Code requires the Council to include the following in its treasury management strategy.

8.1 Financial Derivatives

Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

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

In line with the CIPFA Code, the Authority will seek external advice and will consider that advice before entering into financial derivatives to ensure that it fully understands the implications.

8.2 Markets in Financial Instruments Directive

The Council has opted up to professional client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a greater range of services but without the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Council's treasury management activities, the Chief Financial Officer believes this to be the most appropriate status.

9.0 Financial Implications

The budget for investment income in 2022/23 is £0.05m, based on an average investment portfolio of £25.0m at an interest rate of 0.02%. The budget for debt interest paid in 2022/23 is £1.23m, based on an average debt portfolio of £44.0m at an average interest rate of 2.83%. If actual levels of investments and borrowing, or actual interest rates, differ from that forecast, performance against budget will be correspondingly different.

10.0 Other Options Considered

The CIPFA Treasury Management Code does not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Financial Officer, having consulted the Executive Councillor for Strategic Resources believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain

Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs may be less certain

Arlingclose Economic & Interest Rate Forecast December 2021

Underlying assumptions:

- The global recovery from the pandemic has entered a more challenging phase. The resurgence in 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. The advent of the Omicron variant of coronavirus is affecting activity and is also a reminder of the potential downside risks.
- Despite relatively buoyant activity survey data, official GDP data indicates that growth was weakening into Q4 2021. Other data, however, suggested continued momentum, particularly for November. Retail sales volumes rose 1.4%, PMIs increased, and the labour market continued to strengthen. The end of furlough did not appear to have had a significant impact on unemployment. Wage growth is elevated.
- The CPI inflation rate rose to 5.1% for November and will rise higher in the near term. While the transitory factors affecting inflation are expected to unwind over time, policymakers' concern is persistent medium term price pressure.
- These factors prompted the MPC to raise Bank Rate to 0.25% at the December meeting. Short term interest rate expectations remain elevated.
- The outlook, however, appears weaker. Household spending faces pressures from a combination of higher prices and tax rises. In the immediate term, the Omicron variant has already affected growth – Q4 and Q1 activity could be weak at best.
- Longer-term government bond yields remain relatively low despite the more hawkish signals from the BoE and the Federal Reserve. Investors are concerned that significant policy tightening in the near term will slow growth and prompt the need for looser policy later. Geo-political and coronavirus risks are also driving safe haven buying. The result is a much flatter yield curve, as short-term yields rise even as long-term yields fall.
- The rise in Bank Rate despite the Omicron variant signals that the MPC will act to bring inflation down whatever the environment. It has also made clear its intentions to tighten policy further. While the economic outlook will be challenging, the signals from policymakers suggest their preference is to tighten policy unless data indicates a more severe slowdown.

Forecast:

- The MPC will want to build on the strong message it delivered this month by tightening policy despite Omicron uncertainty.
- Arlingclose therefore expects Bank Rate to rise to 0.50% in Q1 2022, but then remain there. Risks to the forecast are initially weighted to the upside, but becoming more balanced over time. The Arlingclose central forecast remains below the market forward curve.
- Gilt yields will remain broadly flat from current levels. Yields have fallen sharply at the longer end of the yield curve, but expectations of a rise in Bank Rate have maintained short term gilt yields at higher levels.
- Easing expectations for Bank Rate over time could prompt the yield curve to steepen, as investors build in higher inflation expectations.
- The risks around the gilt yield forecasts vary. The risk for short and medium term yields is initially on the upside but shifts lower later. The risk for long-term yields is weighted to the upside.

	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	0.00	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Arlingclose Central Case	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk	0.00	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
3-month money market rate													
Upside risk	0.05	0.05	0.25	0.35	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Arlingclose Central Case	0.25	0.55	0.55	0.60	0.60	0.60	0.60	0.65	0.65	0.65	0.65	0.65	0.65
Downside risk	0.00	-0.25	-0.25	-0.30	-0.30	-0.30	-0.30	-0.35	-0.35	-0.35	-0.35	-0.35	-0.35
5yr gilt yield													
Upside risk	0.00	0.35	0.45	0.55	0.55	0.55	0.55	0.55	0.55	0.50	0.50	0.45	0.45
Arlingclose Central Case	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.65	0.70	0.75	0.75
Downside risk	-0.10	-0.20	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.30	-0.35	-0.40	-0.40
10yr gilt yield													
Upside risk	0.10	0.25	0.35	0.40	0.45	0.50	0.50	0.50	0.50	0.50	0.55	0.55	0.55
Arlingclose Central Case	0.80	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.90	0.90	0.95	0.95
Downside risk	-0.10	-0.25	-0.30	-0.35	-0.35	-0.35	-0.35	-0.35	-0.35	-0.40	-0.40	-0.40	-0.40
20yr gilt yield													
Upside risk	0.30	0.40	0.45	0.45	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Arlingclose Central Case	1.00	1.05	1.10	1.10	1.10	1.10	1.15	1.15	1.15	1.20	1.20	1.20	1.20
Downside risk	-0.15	-0.30	-0.35	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	-0.45	-0.45	-0.45	-0.45
50yr gilt yield													
Upside risk	0.25	0.30	0.40	0.45	0.45	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Arlingclose Central Case	0.70	0.75	0.80	0.85	0.90	0.95	1.00	1.05	1.05	1.10	1.10	1.15	1.15
Downside risk	-0.15	-0.30	-0.35	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	-0.45	-0.45	-0.45	-0.45

PWLB Standard Rate (Maturity Loans) = Gilt yield + 1.00%

PWLB Certainty Rate (Maturity Loans) = Gilt yield + 0.80%

PWLB Infrastructure Rate (Maturity Loans) = Gilt yield + 0.60%

Local Context for Economic and Credit Environment

Economic Background

A reduction in economic activity could have an adverse effect on the Council's trading operations (e.g. CIS, Markets, Car Parks, Building Control, Development Control, leisure) as well as receipts from business rates and council tax.

In addition restricted economic growth will increase financial strain on household which may result in increased demand for Council services such as benefits, homelessness, and housing services.

Inflationary pressures could start to effect council spending. As a result there could be pressure on some budgets where costs are rising. There will also be increased pressure in the MTFS to mitigate this pressure through changes in spending and income generation.

Credit Outlook

The Council monitors credit ratings and credit default swaps, these are used to make decision about which institutions to invest with, based on the parameters set within the Treasury Management strategy

The council receives a monthly listing from its treasury management advisors (Arlingclose) showing the rates and durations for a range of financial institutions.

The Council's investments are in most of the short duration therefore, any adverse movements in credit ratings would be a signal to remove investments from those institutions.

The Council uses Natwest for its transactional banking, but keeps the investment balance held with Natwest to sufficient levels to meet operational needs.

Interest Rate Forecast

The increase in the Bank of England rate has had a small positive impact on all market rates e.g. Money Market Funds and deposit accounts rates. It is still difficult to place surplus cash balances for a reasonable yield, therefore any money held in any investment vehicle is mainly for diversification purposes in the short-term.

It now seems likely due to increasing inflationary pressures that the BOE rate will increase back up to 0.5% in the short-term and possibly in the range 0.75% - 1% by March 2023.

Existing Investment & Debt Portfolio Position

	31/12/21 Actual Portfolio £m	31/12/21 Average Rate %
External borrowing:		
Public Works Loan Board	39.1	2.8
Local authorities	0	
Other loans	0	
Total external borrowing	39.1	
Other long-term liabilities:		
Finance Leases	0.5	n/a
Total other long-term liabilities	0.5	
Total gross external debt	39.6	
Treasury investments:		
Banks & building societies (unsecured)	13.2	0.01
Government (incl. local authorities)	14.0	0.02
Money Market Funds	30.0	0.02
Pooled property fund	4.0	3.60
Total treasury investments	61.2	
Net investments	21.6	

Capital Strategy 2022/23

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1.0 Introduction

1.1 Introduction

The capital strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability.

Decisions made this year on capital and treasury management will have financial consequences for the Authority for many years into the future. They are therefore subject to both a national regulatory framework and to local policy framework, summarised in this report.

2.0 Capital Expenditure and Financing

2.1 Capital Expenditure

Capital expenditure is where the Council spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and 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.

- For details of the Council's policy on capitalisation, see the Council's Code of Financial Management.

In 2021/22, the Council is planning capital expenditure of £34.5m as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 budget £m	2024/25 budget £m
General Fund services	7.1	34.4	23.5	11.3	11.9
Capital investments	0.0	0.1	0	0	0
TOTAL	7.1	34.5	23.5	11.3	11.9

The main capital projects in 2021/22 include Future High Street Development (£6.0m) Disabled Facilities Grants (£1.4m), Decarbonisation Projects (£3.8m) and Vehicle Fleet Replacement (£1.4m).

2.2 Governance

Service managers bid annually in August to include projects in the Council's capital programme. Bids are collated by the Finance team who calculate the financing cost (which can be nil if the project is fully externally financed). The Budget Review Workshops appraised all bids based on a comparison of service priorities against financing costs and makes recommendations to the Senior Leadership Team. The final capital programme is then presented to Cabinet in February each year.

The capital project will be monitored through its lifecycle by the Project Works Board (or its equivalent).

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, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 budget £m	2024/25 budget £m
External sources	3.9	28.2	17.0	2.0	1.6
Own resources	1.0	1.0	1.0	7.4	8.9
Internal Borrowing/Debt	2.2	5.3	5.5	1.9	1.4
TOTAL	7.1	34.5	23.5	11.3	11.9

Debt is only a 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). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned MRP and use of capital receipts are as follows:

Table 3: Replacement of prior years' debt finance

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 budget £m	2024/25 budget £m
Own resources	3.6	3.8	3.8	10.4	12.1

- The Council's full minimum revenue provision statement is available as part of the MTFS report.

The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £2.6m during 2022/23. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 budget £m	2024/25 budget £m
General services Fund	44.3	47.1	49.8	49.0	47.4
Capital investments	27.1	26.9	26.8	26.6	26.4
TOTAL CFR	71.4	74.0	76.6	75.6	73.8

2.3 Asset management

To ensure that capital assets continue to be of long-term use, the Council has various strategies to manage assets held by services

2.4 Asset disposals

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. Repayments of capital grants, loans and investments also generate capital receipts. The Council plans to receive £0.98m of capital receipts in the coming financial year as follows:

Table 5: Capital receipts

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 budget £m	2024/25 budget £m
Asset sales	0.66	0.70	0.70	7.15	8.80
Loans repaid	0.31	0.32	0.28	0.20	0.12
TOTAL	0.97	1.02	0.98	7.35	8.92

3.0 Borrowing, debt and investments

3.1 Treasury Management

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Council is typically cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.

Due to decisions taken in the past, the Council currently has £39.1m borrowing at an average interest rate of 2.8% and £61.2m treasury investments (bank, MMFs, DMO, LAs, property fund) at an average rate of 0.01%

3.2 Borrowing strategy

The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans (currently available at around 0.90%) and long-term fixed rate loans where the future cost is known but higher (currently 1.8% to 2.0% for 10 years).

Projected levels of the Council's total outstanding debt (which comprises borrowing, and leases are shown below, compared with the capital financing requirement (see above).

Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 budget £m	2024/25 budget £m
Debt (incl. leases)	39.9	39.3	39.2	39.1	38.9
Capital Financing Requirement	71.4	74.0	76.6	75.6	73.8

Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Council expects to comply with this in the medium term.

3.3 Liability benchmark

To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes that cash and investment balances are kept to £10m at each year-end. This benchmark is currently £(6.0m) and is forecast to rise to £23.8m over the next three years.

Table 7: Borrowing and the Liability Benchmark in £m

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 budget £m	2024/25 budget £m
Outstanding borrowing	39.4	38.8	38.7	38.6	38.4
Liability benchmark	(16.1)	(6.0)	6.6	15.6	23.8

The table shows that the Council expects to slowly reduce its borrowing towards the liability benchmark. It is not expected to reduce to the benchmark because fixed borrowing that took place in the past (and was required at that time), and the council's current high levels of balance sheet resources (reserves and working capital).

3.4 Affordable borrowing limit

The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

Table 7: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

	2021/22 limit	2022/23 limit
Authorised limit – General	80	80
Authorised limit – Loans	20	20
Authorised limit – CIS	35	35
Authorised limit – total external debt	135	135
Operational boundary – General	70	70
Authorised limit – Loans	15	15
Authorised limit – CIS	30	30

Operational boundary – total external debt	115	115
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- Further details on borrowing are in detailed in the Treasury Management Strategy.

3.5 Investment strategy

Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

The Council's policy on treasury investments is to prioritise security and liquidity over yield, that is to focus on minimising risk rather than maximising returns. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that could be held for longer terms is invested more widely, including in bonds, shares and property, to balance the risk of loss against the risk of receiving returns below inflation. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

Table 8: Treasury management investments

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 budget £m	2024/25 budget £m
Near-term investments	28.36	21.00	11.00	10.00	10.00
Longer-term investments	11.43	11.45	11.18	11.00	10.80
TOTAL	39.79	32.45	22.18	21.00	20.80

- Further details on treasury investments are in the Council's Treasury Management Strategy 2021/22.

3.6 Risk Management and Governance

The effective management and control of risk are prime objectives of the Authority's treasury management activities. The treasury management strategy therefore sets out various indicators and limits to constrain the risk of unexpected losses and

details the extent to which financial derivatives may be used to manage treasury risks.

- The treasury management prudential indicators are included in the Treasury Management Strategy

Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Director of Finance and staff, who must act in line with the treasury management strategy approved by Council. Half-yearly reports on treasury management activity are presented to Council. The Overview and Scrutiny Panel (Performance and Growth) is responsible for scrutinising treasury management decisions

4.0 Investments for Service Purposes

4.1 Service Investments

The Council makes investments to assist local public services, including making loans to local organisations. In light of the public service objective, the Council is willing to take more risk than with treasury investments, however it still plans for such investments to break-even / generate a profit after all costs.

4.2 Governance

Decisions on service investments are made by the relevant service manager in consultation with the Director of Finance and must meet the criteria and limits laid down in the Treasury Management Strategy. Most loans and shares are capital expenditure and purchases will therefore also be approved as part of the capital programme.

- Further details on service investments are in pages in the Investment Strategy.

5.0 Commercial Activities

5.1 Purpose of commercial activity

With central government financial support for local public services declining, the Council has invested in commercial property purely or mainly for financial gain. Total commercial investments are currently valued at £70.72m with the largest being Tri-link, Wakefield at £14.25m. The total portfolio provides a net yield (rental income/valuation) of 6.9%.

With financial return being the main objective, the Council accepts higher risk on commercial investment than with treasury investments. The principal risk exposures include see also Appendix A for further description and mitigation.

- Declining capital values risk
- Rising borrowing costs risk
- Illiquidity of assets risk
- Void risk
- Economic environment risk
- Regulatory risk
- Policy risk
- Resource risk

In order that commercial investments remain proportionate to the size of the authority, these are subject to a 6% gross yield and contingency plans are in place should expected yields not materialise.

5.2 Governance

Decisions on commercial investments are made by the Responsible Financial Officer in line with the criteria and limits approved by Council in the Treasury Management Strategy. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved as part of the capital programme.

- Further details on commercial investments and limits on their use are in the Investment Strategy
- Further details on the risk management of commercial investments are in the Investment Strategy

6.0 Liabilities and guarantees

6.1 Liabilities

In addition to debt of £38.8m detailed above, the Council is committed to making future payments to cover its pension fund deficit (valued at £95.2m). The Council has also set aside £1.8m to cover risks from NDR Appeals Provision. The Council is also at risk of having to pay for contingent liabilities of £3.5m as at 31st March 2021, including Contaminated Land (£2.9m) and Municipal Mutual Insurance Liquidation (£0.6m). The Council has not put aside any money because the requirement to pay will only materialise if a future event outside the control of the council occurs.

6.2 Governance

Decisions on incurring new discretionary liabilities are taken by service managers in consultation with the Responsible Financial Officer. The risk of liabilities crystallising and requiring payment is monitored by Finance. New liabilities are reported to the Responsible Financial Officer for approval/notification as appropriate.

- Further details on liabilities are included in the 2020/21 statement of accounts

7.0 Revenue Budget Implications

7.1 Minimum Revenue Provision

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Table 9: Prudential Indicator: Proportion of financing costs to net revenue stream

	2020/21 actual £m	2021/22 forecast £m	2022/23 budget £m	2023/24 budget £m	2024/25 budget £m
Gross service expenditure	71.928*	76,120	64,296	63,936	64,741
Financing costs (£m)	3.174	3.405	4.154	4.457	4.629
Proportion of net revenue stream	4.41%	4.47%	6.46%	6.97%	7.15%

*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.

- Further details on the revenue implications of capital expenditure are set out in the 2022/23 revenue budget.

7.2 Sustainability

Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 35 years into the future. The Responsible Financial Officer is satisfied that the proposed capital programme is prudent, affordable and sustainable, on the basis that;

- Services have been involved in the process to identify future capital requirements.
- Bids for capital expenditure have been scrutinised by the Finance and Procurement Governance Board (or its equivalent), including a presentation to the board.
- MRP has been calculated according to the approved policy.
- A business plan will need to be produced for each project before it commences.

- The capital project will be monitored by the Project Programme Board (or its equivalent).
- Capital receipt projections are prudent and based on historic experience.
- The costs of borrowing have been built into the budget and MTFS, along with due sensitivity analysis on the current and medium term costs of borrowing, these have been included in the s.25 statement within the 2022/23 Budget (and Medium Term Financial Strategy 2023/24 to 2026/27).

8.0 Knowledge and Skills

8.1 Qualifications

The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Finance Manager, is a qualified accountant with 25 years' experience, and the Estates Manager is a member of the Royal Institution of Chartered Surveyors. The Council can provide junior staff with funding to study relevant professional qualifications including CIPFA and AAT.

Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Council currently employs Arlingclose Limited as treasury management advisers, and Barker Storey Matthews as property consultants and other consultants as specialist tasks are identified. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

- Further details on staff training can be found in the Council's Workforce Strategy
- The Council has a guide for use of external advisors- The Professional Services Guide.

Appendix A

Risks inherent in the Council's investments in commercial property

	Risk	Description of risk	Mitigation
A	Falling capital value	Reduction in the market value of the property	<p>Commission regular condition surveys</p> <p>Ensure maintenance is carried out (including tenant repairs)</p> <p>Perform regular maintenance</p> <p>Plan capital improvements</p> <p>Monitor general market movements, if falling consider divestment of some of the portfolio</p> <p>Use active asset management including negotiation leases before terminations to maintain asset values</p>
B	Rising borrowing costs	Increase in the cost of servicing loan interest	Only use fixed rate borrowing
C	Illiquidity of assets	Assets cannot be sold in the short-term	<p>Keep sufficient funds in short-term investments</p> <p>Keep funds in the CCLA property fund, which is property based but is available to sell quicker than property</p> <p>Keep open channels to short-term borrowing</p> <p>Seek relationships with other local authorities that have surplus cash</p> <p>Maintain properties to make them more desirable if a sale is required</p>
D	Void risk	Empty properties reduce rental income	<p>Market empty properties on an active basis</p> <p>Keep close contact with tenants so their intentions are known</p> <p>Monitor tenant covenant</p>

E	Economic environment risk	General economic condition worsen leading to reduced demand for commercial properties	Diversify the portfolio geographically and by type (retail, commercial, industrial)
F	Regulatory risks	Changes to legislation or accounting regulations effect the operation of the CIS	<p>Maintain awareness of the direction of Government and Treasury policies.</p> <p>Influence policy direction through nation groups, e.g. CIPFA, LGA, s151.</p> <p>Respond to consultations on relevant regulation changes</p>
G	Policy risks	Changes to council priorities lead to lack of corporate support for the CIS	<p>Influence corporate policy through officer forums</p> <p>Maintain relationships with political leadership</p> <p>Market the CIS internally to ensure the strategy is understood</p> <p>Integrate the CIS income streams into the budget</p>
H	Resource risk	Lack of resource in terms of skills and time	<p>Pay market salaries to recruit and retain the people with the right skills and experience</p> <p>Provide training to keep skills up to date</p> <p>Have sufficient budget to buy in professional skills and advice when required</p> <p>Provide member commercial investment training</p>

Investment Strategy 2022/23

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1.0 Introduction

The Authority invests its money for three broad purposes:

- because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as **treasury management investments**),
- to support local public services by lending to or buying shares in other organisations (**service investments**), and
- to earn investment income (known as **commercial investments** where this is the main purpose).

This investment strategy meets the requirements of statutory guidance issued by the government in January 2018, and focuses on the second and third of these categories.

2.0 Treasury Management Investments

The Authority typically receives its income in cash (e.g. from taxes and grants) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure and collects local taxes on behalf of other local authorities and central government. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy. The balance of treasury management investments is expected to fluctuate between £20.0m and £60.0m during the 2022/23 financial year.

2.1 Contribution

The contribution that these investments make to the objectives of the Authority is to support effective treasury management activities.

2.2 Further Details

Full details of the Authority's policies and its plan for 2022/23 for treasury management investments are covered in a separate document, the treasury management strategy.

3.0 Service Investments: Loans

3.1 Contribution

The Council lends money to its subsidiaries, its suppliers, local businesses, local charities, housing associations, local residents and its employees to support local public services and stimulate local economic growth.

Places for People – Together with Cambridgeshire County Council and health partners a need has been identified for extra care for older people in St Ives. A loan was provided to Places for People to develop a new health care scheme for frail older people at Langley Court, St Ives; which consists of 55 1 and 2 bedroom flats.

Cambridge Regional College (formerly Huntingdonshire Regional College) – A loan was provided to CRC for the redevelopment of their campus. It will ensure students are able to access quality courses and facilities; it will also be financially beneficial to both the Council and College.

Huntingdon Gymnastics Club – A loan was provided to Huntingdon Gymnasium Club to fund building a second gymnasium. At its current capacity they were not able to meet demand. The club considered the expansion of the facility at Huntingdon will serve the community as a whole and consolidate the reputation of Huntingdon Gymnastics Club as a centre of excellence.

Urban and Civic Loan – A loan was provided to Urban and Civic to fast forward the construction of Incubator II on the Enterprise Zone at Alconbury.

3.2 Security

The main risk when making service loans is that the borrower will be unable to repay the principal lent and/or the interest due. In order to limit this risk, and ensure that total exposure to service loans remains proportionate to the size of the Authority, upper limits on the outstanding loans to each category of borrower have been set as follows:

Table 1: Loans for service purposes in £'000

Borrower	31.12.2021 actual			2022/23
	Balance owing	Loss allowance	Net figure in accounts	Approved Limit
Places for People	4,767	0	4,767	Limit not split across categories
Cambridge Regional College	341	0	341	
Huntingdon Gymnastics Club	15	0	15	
Urban and Civic	1,984	0	1,984	
Improvement Loans	311	0	311	
Employee Loans	70	0	70	
Rental Deposits	44	0	44	
TOTAL	7,532	0	7,532	15,000

Accounting standards require the Authority to set aside loss allowance for loans, reflecting the likelihood of non-payment. The figures for loans in the Authority's statement of accounts are shown net of this loss allowance. However, the Authority makes every reasonable effort to collect the full sum lent and has appropriate credit control arrangements in place to recover overdue repayments.

3.3 Risk assessment

The Authority assesses the risk of loss before entering into and whilst holding service loans by:

1. A robust acquisition due diligence process and subsequent approvals
2. Liability management (reviews of debt levels and terms)
3. Borrower (financial exposures, potential defaults, changing business plans, credit rating)
4. Delivery partners (suitability, performance levels and financial stability)
5. Market factors (with periodic advice from appropriate professionals)
6. State Aid considerations
7. Professional advisors

The Dun and Bradstreet Credit Reports are used to provide credit reports on the borrowers. The reports provide the following:

- Risk Assessment
- Trade Payments
- Legal Events
- Corporate Linkage
- Company Profile
- Financials
- Registry Info

The credit reports have a tracking feature which notifies the Council regarding any updates on a borrower's credit. Other sources such as Companies House and news sites provide the Authority with extra information to assess and monitor risk.

4.0 Service Investments: Shares

4.1 Contribution

The Council will invest in the shares of its subsidiaries, to support local public services and stimulate local economic growth. The Council will be the sole shareholder of its subsidiary HDC Ventures Limited. The purpose of HDC Ventures is to enable the Council to participate in commercial trading activities.

4.2 Security

One of the risks of investing in shares is that they fall in value meaning that the initial outlay may not be recovered. In order to limit this risk, upper limits on the sum invested in each category of shares have been set as follows.

Table 2: Shares held for service purposes in £'000

Category of company	31.12.2021 actual			2022/23
	Amounts invested	Gains or losses	Value in accounts	Approved Limit
Subsidiaries	100	0	100	1,000
TOTAL	100	0	100	1,000

4.3 Risk assessment

The risk will be assessed as the company matures and contracts are developed.

4.4 Liquidity

Each investment will be considered by Cabinet and the maximum period set will be on a case by case basis.

4.5 Non-specified Investments

Shares are the only investment type that the Authority has identified that meets the definition of a non-specified investment in the government guidance. The limits above on share investments are therefore also the Authority's upper limits on non-specified investments. The Authority has not adopted any procedures for determining further categories of non-specified investment since none are likely to meet the definition.

5.0 Commercial Investments: Property

MHCLG defines property to be an investment if it is held primarily or partially to generate a profit.

5.1 Contribution

The Council faces considerable financial challenges over the medium term. To achieve financial sustainability, the Commercial Investment Strategy was approved. The Council invests in local and regional UK commercial property with the intention of income generation which will help fund public services. Over the last 5 years the Council has bought properties in Huntingdon, Wilbury, Sudbury, Fareham, St Neots and Wakefield.

Table 3: Property held for investment purposes in £'000

Property	Actual	31.3.2021 actual		31.3.2022 expected	
	Opening Value	Gains or (losses)	Value in accounts*	Gains or (losses)	Value in accounts
Existing Portfolio	21,225	12,668	33,893	0	33,893
2 Stonehill	1,800	350	2,150	0	2,150
80 Wilbury Way	1,870	(95)	1,775	0	1,775
Shawlands Retail Park	4,500	1,043	5,543	0	5,543
1400 & 1500 Parkway	4,400	(200)	4,200	0	4,200
Units 21a, 21b, 23a,b,c Little End Road, St Neots	2,900	500	3,400	0	3,400
Rowley Arts Centre, St Neots	5,750	(1,743)	4,007	0	4,007
Tri-link, Wakefield	12,500	1,750	14,250	0	14,250
Alms Close	0	1,502	1,502		1,502
TOTAL	54,945	15,775	70,721	0	70,721

* Current valuations of investment properties are subject to 'material valuation uncertainty'. Consequently, less certainty and a higher degree of caution should be attached to these valuations than normal due to the impact of Covid 19 on the property market.

5.2 Security

In accordance with government guidance, the Authority considers a property investment to be secure if its accounting valuation is at or higher than its purchase price.

A fair value assessment of the Authority's investment property portfolio has been made within the past twelve months, and the underlying assets provide security for capital investment.

5.3 Risk assessment

The Authority assesses the risk of loss before entering into and whilst holding property investments. The strategic objectives of the Commercial Investment Strategy are designed to mitigate risk by:

- Having the fundamental aim of an income rather than capital return (although the latter is part of the strategy)

- Adopting a portfolio approach so as to avoid concentration of risk in any one property, tenant or risk type

In addition, CIS risk will be managed having regard to the following factors:

1. A robust acquisition due diligence process and subsequent approvals
2. Asset management plans and on-going reviews
3. Liability management (reviews of debt levels and terms)
4. Tenants (financial exposures, potential defaults, changing business plans, credit rating)
5. Portfolio factors including occupancy levels, operating costs.
6. Delivery partners (suitability, performance levels and financial stability)
7. Market factors (with periodic advice from appropriate professionals)
8. State Aid considerations
9. Professional advisors

External advisors are used when appropriate e.g. to undertake independent valuations prior to acquisition, asset valuation or when there is a lack of expertise in-house regarding an industry.

The Dun and Bradstreet Credit Reporter are used to provide credit reports on the tenants. The reports provide the following:

- Risk Assessment
- Trade Payments
- Legal Events
- Corporate Linkage
- Company Profile
- Financials
- Registry Info

The credit reports have a tracking feature which notifies the Council regarding any updates on a tenant's credit. Other sources such as Companies House and news sites provide the Authority with extra information to assess and monitor risk.

5.4 Liquidity

Compared with other investment types, property is relatively difficult to sell and convert to cash at very short notice. To ensure that the invested funds can be accessed or liquidated the Council will review investments regularly to ensure rental income is maximised (through rent reviews and lease renewals) and undertake asset management (re-letting, repairs, improvements etc) to ensure any proceeds from sale are maximised if assets are liquidated. Regular review of the property investment market will identify potential changes in market conditions and identify optimum opportunities to sell assets.

6.0 Loan Commitments and Financial Guarantees

Although not strictly counted as investments, since no money has exchanged hands yet, loan commitments and financial guarantees carry similar risks to the Authority. At this moment in time the Council does not have any financial guarantees.

7.0 Proportionality

The Authority is dependent on profit generating investment activity to achieve a balanced revenue budget. Table 4 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 Strategy. Should it fail to achieve the expected net profit, the Authority's contingency plans for continuing to provide these services, are to use reserves where necessary to offset any negative variances in the final outturn. Unallocated general fund balances and budget surplus reserve can be used in case of a downturn in investment income to meet any detrimental effect.

Table 4: Proportionality of Investments in £'000

	2020/21 Actual	2021/22 Forecast (September)	2022/23 Budget	2023/24 Budget	2024/25 Budget
Gross service expenditure	71,928*	76,120	64,296	63,936	64,741
Investment income	3.174	3.405	4.154	4.457	4.629
Proportion	4.41%	4.47%	6.46%	6.97%	7.15%

*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.

8.0 Borrowing in Advance of Need

Government guidance is that local authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.

The Authority has chosen not to follow this guidance and has previously borrowed to invest in commercial property, and may continue to do so in the future. Despite reduced central government funding, the Council still wants to provide a cost effective service to the district. By using the income streams from its property investments it is able to do this. The risks of commercial investment are satisfactorily managed by precautions outlined within the commercial investment strategy, and this strategy. Also The Capital Strategy includes as an Appendix (Capital Strategy Appendix A) a list of the risks and mitigations of commercial investments.

Loans financing CIS purchases are required to be directly linked to the commercial investment strategy asset and the link can only be broken by a specific decision of full council. The risks of commercial investment are satisfactorily managed by precautions outlined within the commercial investment strategy.

9.0 Capacity, Skills and Culture

9.1 Elected members and statutory officers

Through formal Treasury and Capital Management Group meetings, members are provided with updates on:

- The property investment market.
- Performance of current property assets – income growth, capital values, voids and debt.
- Review of investment opportunities investigated.
- Analysis of the investment portfolio by value, location, and property type.

More informal and regular updates are provided on the progress of individual key transactions, opportunities and market changes.

Key staff are appropriately professionally qualified, maintain annual CPD and maintain professional networks with other investors and advisors.

9.2 Commercial Deals

The Commercial Estates and Finance teams are co-located and work closely to ensure the core principles of the prudential framework are maintained, co-authoring guidance notes and reviewing any revision to published guidelines.

9.3 Corporate governance

The Commercial Investment Strategy has published delegated authority levels and process for investment decisions, these are adhered to.

The Treasury and Capital Management Group are consulted early on any investment opportunities and provided with regular progress reports in addition to formal approval reports and a further report on due diligence findings prior to formal commitments. A report to Cabinet in relation to the purchase is made before the deal is finally completed.

10.0 Investment Indicators

The Authority has set the following quantitative indicators to allow elected members and the public to assess the Authority's total risk exposure as a result of its investment decisions.

10.1 Total risk exposure

The first indicator shows the Authority's total exposure to potential investment losses. This includes amounts the Authority is contractually committed to lend but have yet to be drawn down and guarantees the Authority has issued over third party loans.

Table 5: Total investment exposure in £'000

Total investment exposure	31.03.2021 Actual	31.03.2022 Forecast	31.03.2023 Forecast
Treasury management investments	32,361	25,000	15,000
Service investments: Loans	7,425	7,455	7,179
Service investments: Shares	100	100	100
Commercial investments: Property	56,904	56,904	56,904
TOTAL INVESTMENTS	96,790	89,459	79,183
Commitments to lend	0	0	0
Guarantees issued on loans	0	0	0
TOTAL EXPOSURE	96,790	89,459	79,183

10.2 How investments are funded

Government guidance is that these indicators should include how investments are funded. Since the Authority does not normally associate particular assets with particular liabilities, this guidance is difficult to comply with. However, the following investments could be described as being funded by borrowing. The remainder of the Authority's investments are funded by usable reserves and income received in advance of expenditure.

Table 6: Investments funded by borrowing in £'000

Investments funded by borrowing	31.03.2021 Actual	31.03.2022 Forecast	31.03.2023 Forecast
Treasury management investments	0	0	0
Service investments: Loans	5,185	4,584	4,456
Service investments: Shares	0	0	0
Commercial investments: Property	24,255	24,255	24,255
TOTAL FUNDED BY BORROWING	29,440	28,839	28,711

10.3 Rate of return received

This indicator compares the investment income received to the purchase price of the investment. Note that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred.

Table 7: Investment yield (net of all costs)

Investments Yield	2020/21 Actual	2021/22 Forecast	2022/23 Forecast
Treasury management investments	0.01%	0.01%	0.03%
Property Fund	4.25%	3.80%	3.80%
Service investments: Loans	3.21%	3.80%	3.90%
Service investments: Shares	n/a	n/a	n/a
Commercial investments: Property	6.00%	4.60%	4.20%
ALL INVESTMENTS	3.4%	3.1%	3.0%

Table 8: Other investment indicators

Indicator	2020/21 Actual	2021/22 Forecast	2022/23 Forecast
<i>Interest Cover Ratio</i>	2.7	2.6	2.3
<i>Loan to Value Ratio</i>	128.3%	128.3%	128.3%
<i>Gross Rent Multiplier</i>	14.5	14.5	15.1

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MINIMUM REVENUE PROVISION STATEMENT 2022/23

1.0 Introduction

- 1.1 Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Authority to have regard to the former Ministry of Housing, Communities and Local Government's Guidance on Minimum Revenue Provision (the MHCLG Guidance) most recently issued in 2018.
- 1.2 The broad aim of the MHCLG Guidance is to ensure that capital expenditure is financed over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.
- 1.3 The MHCLG Guidance requires the Council to approve an Annual MRP Statement, and recommends a number of options for calculating a prudent amount of MRP.
- 1.4 The Council has a number of MRP policies reflecting the range of capital financing options required for different service scenarios.

2.0 MRP Policy - General

- 2.1 The following statement incorporates options recommended in the Guidance;
- 2.2 The actual Policy is:
 - i. For capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant assets as the principal repayment on an annuity with an annual interest rate based on PWLB borrowing rates, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years. MRP on purchases of land will be charged over 50 years.
 - ii. For assets acquired by finance leases or the Private Finance Initiative, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.
 - iii. Where former operating leases have been brought onto the balance sheet on 1st April 2022 due to the adoption of the IFRS 16 Leases accounting standard, and the asset values have been adjusted for accruals,

prepayments, premiums and/or discounts, then the annual MRP charges will be adjusted so that the total charge to revenue remains unaffected by the new standard.

3.0 MRP Policy - Loans to Organisations

3.1 The aim of the policy is to facilitate the provision of finance (for asset creation purposes) to organisations, with the Council sourcing the finance from third parties, but to ensure that the incidence of debt finance is directly neutralized within the Councils balance sheet.

3.2 The policy is:

For capital expenditure loans to third parties that are repaid in annual or more frequent instalments of principal, the Council will make nil MRP, but will instead apply the capital receipts arising from principal repayments to reduce the capital financing requirement instead. In years where there is no principal repayment, MRP will be charged in accordance with the MRP policy for the assets funded by the loan, including where appropriate, delaying MRP until the year after the assets become operational. While this is not one of the options in the MHCLG Guidance, it is thought to be a prudent approach since it ensures that the capital expenditure incurred on the loan is fully funded over the life of the assets.

Capital expenditure incurred during 2022/23 will not be subject to a MRP charge until 2023/24.

Flexible Use of Capital Receipts Strategy

1.0 Introduction

As part of the November 2015 Spending Review, the Government announced that it would introduce flexibility for the period of the Spending Review for local authorities to use capital receipts from the sale of non-housing assets to fund the revenue costs of service reform and transformation. Guidance on the use of this flexibility was issued in March 2016 which applies to the financial years 2016/17 through to 2019/20. It was subsequently extended to 2021/22 and has now been extended again for 3 years from 2022-23.

Ordinarily only expenditure qualifying as capital may be funded from capital receipts.

2.0 The Guidance

The guidance issued by the Secretary of State under section 15(1)(a) of the Local Government Act 2003 specified that;

- Local authorities will only be able to use capital receipts from the sale of property, plant and equipment received in the years in which this flexibility is offered. They may not use their existing stock of capital receipts to finance the revenue costs of reform.
- Local authorities cannot borrow to finance the revenue costs of the service reforms.
- The expenditure for which the flexibility can be applied should be the up-front (set up or implementation) costs that will generate future ongoing savings and/or transform service delivery to reduce costs or to improve the quality of service delivery in future years. The ongoing revenue costs of the new processes or arrangements cannot be classified as qualifying expenditure.
- The key determining criteria to use when deciding whether expenditure can be funded by the new capital receipts flexibility is that it is forecast to generate ongoing savings to an authority's net service expenditure.
- In using the flexibility, the Council will have due regard to the requirements of the Prudential Code, the CIPFA Local Authority Accounting Code of Practice and the current edition of the Treasury Management in Public Services Code of Practice.

- The Council is also required to prepare a “Flexible use of capital receipts strategy” before the start of the year to be approved by Council which can be part of budget report to Council.

The guidance sets out examples of qualifying expenditure which includes;

- Sharing back-office and administrative services with one or more other council or public sector bodies;
- Investment in service reform feasibility work, e.g. setting up pilot schemes;
- Collaboration between local authorities and central government departments to free up land for economic use;
- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Sharing Chief-Executives, management teams or staffing structures;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Aggregating procurement on common goods and services where possible, either as part of local arrangements or using Crown Commercial Services or regional procurement hubs or Professional Buying Organisations;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy – this could include an element of staff training;
- Setting up commercial or alternative delivery models to deliver services more efficiently and bring in revenue (for example, through selling services to others);
- Integrating public facing services across two or more public sector bodies (for example children’s social care, trading standards) to generate savings or to transform service delivery.

3.0 The Council’s Proposals

The Council intends to use flexibility over capital receipts to support the following transformational projects:

The Council currently has no plans to use capital receipts for transformational purposes, if circumstances change then a revised strategy will be produced and approved.

**Public
Key Decision - No**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Pay Policy Statement 2022/2023

Meeting/Date: Employment Committee – 9 February 2022,
Council - 23 February 2022

Executive Portfolio: Cllr David Keane, Executive Councillor for
Corporate Services

Report by: Strategic HR Manager (AW)

Ward(s) affected: N/A

Executive Summary:

The Localism Act 2011 requires for each local authority to produce and publish an annual Pay Policy Statement. The purpose of the Pay Policy Statement is to ensure transparency and accountability with regards to our approach to setting pay.

The Statement must be agreed by Full Council and published on our Website by 31st March 2022. It must set out the authority's policies relating to the remuneration of its chief officers, the remuneration of its lowest-paid employees and the relationship between the remuneration of chief officers and of other employees. Including the ratio of pay of the top earner and that of the median earner.

The Pay Policy Statement attached sets out the Council's current policies and standard practices and should satisfy the requirements of the Localism Act 2011. Much of the information required is already published by the Council on its website.

Once adopted, the Pay Policy Statement will be publicised on the Council's website along with the data on senior salaries that is already published (under the Code of Recommended Practice for Local Authorities on Data Transparency 2011) through the Annual accounts.

The Statement was endorsed at the meeting of the Employment Committee held on 9th February 2022.

The Council is

RECOMMENDED

To approve the attached Pay Policy Statement for 2022-23

1. PURPOSE OF THE REPORT

- 1.1 The report draws Employment Committee's attention to the Annual Pay Policy Statement for 2022/23.

2. WHY IS THIS REPORT NECESSARY / BACKGROUND

- 2.1 The Localism Act 2011 requires each local authority to produce an annual Pay Policy Statement. The purpose of the Pay Policy Statement is to ensure transparency and accountability with regards to our approach to setting pay.
- 2.2 Employment Cttee are asked to review and agree the Pay Policy statement, which can then be taken to full council, before publication on our website by 31 March 2022.

3. KEY IMPACTS / RISKS

- 3.1 It is a statutory requirement for the council to publish this Annual Pay Policy statement.

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 Employment Committee to review 9 February, Full Council to review 23 February. Publication on HDC Website by 31 March 2022.

5. LIST OF APPENDICES INCLUDED

Appendix 1 –2022 Pay Policy Statement HDC

CONTACT OFFICER

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PAY POLICY STATEMENT 2022 - 2023

1. Introduction and scope

- 1.1. This Pay Policy Statement is produced in accordance with the Localism Act 2011 and sets out Huntingdonshire District Council's approach, to ensure transparency and accountability with regards to setting pay.
- 1.2. The Pay Policy Statement identifies:
- The method by which salaries and severance payments are determined.
 - The detail and level of remuneration of the council's most senior managers, that is the Managing Director and the Senior Leadership Team, which accords with the requirements of the Localism Act 2011.
 - The detail and level of remuneration for the lowest level of post.
 - The ratio of pay of the top earner and that of the median earner.
- 1.3. The localism Act refers to posts of Chief Executive, Chief Officer and Deputy Chief Officer (those that report to a Chief Officer). Whilst the Council does not employ any post with the designation Chief Officer or Deputy Chief Officer, it is considered for the purposes of this legislation that the definition relates to posts of Managing Director as Head of Paid Service; Directors: Assistant Directors; and Heads of Service.
- 1.4. This policy applies to those employed on Huntingdonshire District Council's terms and conditions of employment, whose remuneration (including rates of pay and terms and conditions) are determined by and within the control of the authority. It therefore doesn't apply to staff that transferred to the Council under TUPE as they retain their previous terms, conditions, and policies.
- 1.5. This updated Pay Policy Statement will be published on the Council's website as soon as possible following Full Council Approval and by 31 March 2022.
- 1.6. This Statement will be reviewed annually and amended as necessary to reflect the prevailing legislation at the time. The information and data in this Statement is current as of 30 January 2022. This Pay Policy Statement reflects the pay arrangements for the year up to 31 March 2022.

2. Remuneration

- 2.1. When determining the pay and remuneration of all employees, Huntingdonshire District Council will comply with the Equality Act 2010.
- 2.2. The salary scale is determined by the Job-evaluated grade and any salary progression is subject to exceptional performance and subject to affordability as outlined in the Council's Pay Policy.
- 2.3. The Council may apply a locally agreed cost of living pay award to the salaries.
- 2.4. The Council does not pay bonuses or offer any benefits in kind.

3. Senior Management Pay

3.1. Chief Executive/Managing Director

The Managing Director is the Council's Head of Paid Service. This salary is currently paid in line with the Council's pay scales grade MD (£127,211 - £143,450). Under current arrangements, any change to the pay level of the role of MD needs to be agreed by the Leader. The salary will attract a cost of living increase.

Head of Paid Service appointments are approved by Full Council following the recommendation of such an appointment by a panel which must include the relevant Executive Councillor and appointment salary for this post will be within the pay grade MD.

The Managing Director (Head of Paid Service) is additionally the Council's Returning Officer and Electoral Registration Officer. The responsibility of this role is one of a personal nature distinct from duties as an employee of the Council. Election fees are paid for these additional duties and they are paid separately to salary.

The fees for UK Parliamentary, Police and Crime Commissioner and national referendums are set by the Government and so does not constitute a cost to the Council. The fees for the County Council election are set by the County Council and the fees for the Combined Authority Mayoral election are set by the Combined Authority. Fees for UK Parliamentary and District elections are pensionable. Fees for local elections are paid in accordance with a scale of fees and charges as agreed by Cambridgeshire Chief Executives.

Other Officers, including Senior Officers in the scope of this policy, may receive additional payment for specific election duties.

3.2 Other Senior Managers Pay

The Council's pay scales for these posts are locally agreed and as follows:

Directors

The salary scale is AD within the range £83,364 - £94,191

Assistant Directors:

The salary is a spot salary on SM plus grade £77,178

Heads of Service

The salary scale is SM within the range of £63,876 - £72,537

Section 151 Officer and Monitoring Officer

A Statutory Responsibility Allowance is paid to the Council's Section 151 Officer and the Deputy Section 151 Officer. The Section 151 Officer is paid an annual allowance of £5,000 in addition to their salary for these responsibilities and the Deputy Section 151 Officer is paid an annual allowance of £2,500.

The role of Monitoring Officer is undertaken by the joint Head of Legal, shared with Cambridge City Council and South Cambridgeshire District Council under the 3C shared services arrangement.

4 Remuneration of other employees

- 4.1 Terms and Conditions are in accordance with local agreements and the NJC conditions of service for Local Government Services, with the exception of section 5.2, 5.4 part 2.
- 4.2 The pay spine used by the Council is locally agreed and any cost of living, negotiated locally will be applied to the pay scales. Pay progression within grades, for employees is based on exceptional performance and affordability in line with the Council's Pay policy.
- 4.3 All posts are evaluated using the Inbucon evaluation scheme. Apprentices are paid above the statutory minimum National Apprenticeship Wage. Kickstart placements, which will run up to June 2022 are paid National Minimum Wage, in line with the rate of pay for their age group (as per the funding under this scheme).
- 4.4 Attraction and Retention - Salaries on appointment to all posts are determined in accordance with the Council's Pay Policy. New appointments will normally be made at the minimum point of the relevant grade, although appointing managers have discretion to vary where necessary to secure the best candidate and in line with relevant council policy.
- 4.5 Pay supplements – The council may in exceptional circumstances and if specific criteria are met, use Market Supplements to make additional Payments to reflect the market rate, for those roles where evidence exists of recruitment and retention issues. This policy applies to all roles and requires Director approval and is reviewed regularly to ensure compliance with relevant legislation and in accordance with the Council's Pay Policy.
- 4.6 All temporary appointments, acting up arrangements, secondments and honorarium payments are approved in accordance with the Council's policies and procedures. Such payments are only made on an exception basis on the submission of a business case and at the discretion of the appropriate Chief Officer.
- 4.7 Business Mileage costs are aligned to the HMRC benchmark Rates.
- 4.8 Pay protection – in line with the Council's redundancy policy and to mitigate redundancy for employees at risk who accept a post that is one grade lower than their current grade, pay protection will apply for a period of one year (6 months at full pay, 6 months at half pay). Where a business case demonstrates a benefit to the council, and to mitigate against potential redundancies, the council may consider the application of pay protection two grades lower than current grade and pay protection in this instance will apply for 6 months (3 months full pay and 3 months half pay).

5. Lowest paid employees

- 5.1 For the purposes of the Pay Policy Statement, the Council's pay scales define the lowest paid employees as those whose salary falls within the lowest grade A, spinal column 4, with a salary of £17,190. Apprentices and Kickstart placements are not included within the definition of lowest paid employees.

6. Pay multiples

- 6.1 The idea of publishing the ratio of the pay of an organisation's top earner to that of its median earner (the person in the middle of all earners) has been recommended to support the principles of Fair Pay (Will Hutton 2011) and for transparency.
- 6.2 The council's Median Salary is based on the salary which is the numerical 'mid-point' when the organisations salaries are arranged from top to bottom in order of size. It is based purely on the actual salary assigned to the post (assuming the post is worked at 1 Full Time Equivalent). Salaries of vacant posts, Variable members of staff, contractors, and other non-employees are not used for the purposes of this calculation.

As at January 2022, the Council's full time equivalent **Median Pay**, was £23,953 (equating to spinal column point 16 on the Council's pay scale).

- 6.3 **Pay Ratio** The ratio of pay of the top earner in 2021/22 Managing Director and that of the median earner is 1 to 5.8. It is the Council's policy that the salary of the Managing Director will be no greater than 8x the median earner of the Council's workforce.

7 Pension provisions

- 7.1 The Local Government Pension Scheme (LGPS) is open to all employees up to 75 years of age and with a contract of more than 3 months' duration. Details are set out on the LGPS website.
- 7.2 No additional pension payment to the Local Government Pension Scheme is made to Chief Officers.
- 7.3 Employees have a right to belong to the Local Government Pension Scheme. The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 11.4 per cent of pensionable pay depending on full time equivalent salary levels. The employer contribution rates is fixed at 17.3%.

8 Severance provisions for all employees including Chief Officers

- 8.1 HDC Severance payments are made in accordance with the Council's Redundancy Policy as approved by Employment Panel in August 2014 and applicable legislation and are the same for all staff unless they are protected by TUPE.
- 8.2 Employees with more than two years' service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where an employee is entitled to a redundancy payment, the calculation is based on the employee's actual weekly pay.
- 8.3 Settlement agreements will only be used in exceptional circumstances where they represent best value for the Council.

9 Publication of pay data

- 9.1 In accordance with the requirements of the Local Government Transparency Code 2015 and the Localism Act 2011. Details of the remuneration paid to all members of the Council Leadership Team can be found in the Council's annual statement of accounts.

- 9.2 In line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which became effective 31st March 2017, the Council's publishes its Gender Pay Gap reporting annually on the Council's website. The next report will be finalised and published in line with regulations by 30 March 2022.
- 9.3 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2023/24 and will be submitted to Full Council for approval by 31 March 2023.
- 9.4 Should it be necessary to amend this Pay Statement again during the year that it applies, an appropriate resolution will be made by Full Council.

Summary:

Date	January 2022
Related Legislation	Localism Act 2011
Replaces	Pay Policy Statement 2021/2022
Policy Author	Aileen Whatmore, Strategic HR Manager
Applies to	All employees of Huntingdonshire District Council

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Model Councillor Code of Conduct 2020

Meeting/Date: Corporate Governance Committee –
26th January 2022
Council – 23rd February 2022

Executive Portfolio: Councillor R Fuller, Executive Leader

Report by: Monitoring Officer

Ward(s) affected: All

Executive Summary:

The Local Government Association (LGA) Model Code of Conduct (“Model Code”) was published in December 2020 and updated in May 2021. A link to the current Code of Conduct in place for District Councillors is attached at Appendix 1 and the new Model Code attached at Appendix 2.

Guidance on the LGA Model Code of Conduct (“the Guidance”) was issued on 7th July 2021. A copy of the Guidance is attached at Appendix 3. The Guidance is designed to help understanding and consistency of approach towards the Model Code.

The purpose of the Model Code and the Guidance has been designed to protect the democratic role, encourage good conduct and safeguard the public’s trust and confidence in the role of councillor in local government.

The next scheduled elections for the District Council will be held in May 2022 and it was felt appropriate to coincide the implementation of the Model Code in line with the new intake of Members.

Recommendation:

The Committee is

RECOMMENDED

that the LGA Model Code and Guidance be referred to Council for approval.

The Council is

RECOMMENDED

to consider approving and adopting the LGA Model Code and Guidance to take effect from May 2022.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to consider the adoption of the LGA Model Code of Conduct (“the Model Code”) and associated Guidance (“the Guidance”).

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The current Councillor Code of Conduct was originally adopted by the Council on 4th July 2012.
- 2.2 Following extensive consultation, the LGA published the Model Code in December 2020 to encourage good conduct and safeguard the public’s trust in local government.
- 2.3 The Model Code was developed in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.
- 2.4 The LGA states that the purpose of the Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance and to set out the type of conduct that could lead to action being taken against them. It is also to protect councillors, the public, fellow councillors, local authority officers and the reputation of local government. It sets out the general principles of conduct expected of all councillors and their specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.
- 2.5 All councils are required to have a local Councillor Code of Conduct and the Model Code is provided for use by councils as a template to adopt in whole and/or with local amendments should they wish to. It is the role of the Corporate Governance Committee to determine whether to recommend the Model Code, amended or otherwise to Full Council for inclusion in the Council’s Constitution. While the Council administers code of conduct complaints on behalf of Town and Parish Councils in the District, the adoption of a Code is a matter for each Town/Parish Council.
- 2.6 There are certain new obligations such as an obligation to attend training albeit there is a provision currently within the District Council’s Constitution that Members who sit on a regulatory committee cannot do so until they have undertaken suitable training upon appointment. There is more text on bullying, harassment and discrimination, the use of confidential information and on equalities issues. Reference to social media is now included in the Model Code.
- 2.7 There are changes regarding declarations of interest and the most notable change is around the registration and disclosure of “Other Registerable Interests” (“ORI’s”) and Non-Registerable Interests (“NRI’s”) which replace “non-disclosable pecuniary interests or non-pecuniary interests” in the current Code.

2.8 ORI's which you must register are defined in the Model Code as follows –

“a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management”

2.9 NRI's on the other hand mean an interest that may arise not just from interests already on your register. The Guidance says, *“There will also be times when, although the interest does not personally involve you, it may involve a relative or close associate. You are not expected to register every interest of those people, but you will need to declare them as and when they might arise.”*

2.10 Disclosable Pecuniary Interests (DPI's) and ORI's are interests which must be recorded on a public register except in limited circumstances. NRI's do not need to be recorded on the register but will need to be declared as and when they arise.

2.11 As regards ORI's the Guidance states, *“these are categories of interest which apply only to you and which the LGA believes should be registered as an aid to transparency.”*

2.12 The Guidance provides the following commentary on ORI's which is reproduced below in full for ease of reference –

“Other registerable interests In addition to the Disclosable Pecuniary Interests above, you must, within 28 days of the code being adopted by your local authority, or your election or appointment to office (where that is later), notify the monitoring officer in writing of the details of your interests within the following categories, which are called ‘other registerable interests’: (a) Details of any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your local authority; (b) Details of any body of which you are a member or in a position of general control or management and which – • exercises functions of a public nature • is directed to charitable purposes, or • is a body which includes as one of its principal purposes influencing public opinion or policy (c) Details of any gifts or hospitality with an estimated value of more than £50 or such other limit as your local authority has agreed, that you receive personally in connection with your official duties.

With Other Registerable Interests, you are only obliged to register your own interests and do not need to include interests of spouses or partners. Therefore, a spousal interest in a local group is not registerable as an ‘other registerable interest’. Failure to register these interests is not covered by the criminal offence but would be a breach of the code.

What is a “body exercising functions of a public nature”? Although it is not possible to produce a definitive list of such bodies, here are some criteria to consider when deciding whether or not a body meets that definition - • does that body carry out a public service? • is the body taking the place of local or central government in carrying out the function? • is the body (including one outsourced in the private sector) exercising a function delegated to it by a public authority? • is the function exercised under legislation or according to some statutory power? • can the body be judicially reviewed? Unless you answer “yes” to one of the above questions, it is unlikely that the body in your case is exercising functions of a public nature. Examples of bodies included in this definition: government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms-length management organisations carrying out housing functions on behalf of a council, school governing bodies.

Do local campaigning or Facebook groups need to be registered?

Membership (which does not include simply being on a mailing list), of local campaign or Facebook groups will only need to be registered if they are bodies: • exercising functions of a public nature; • directed towards charitable purposes; or • one whose principal purpose includes influencing public opinion or policy. Generally, it is unlikely that these groups will be regarded as formal bodies to be registered. However, each case should be considered on its own merits. ‘A Body’ is defined as ‘a number of persons united or organised’. Some groups are very united on their cause and organised, but their purpose must fall under one of the functions listed above. There must also be some formality to the membership, such as registration for example. Simply attending a meeting of a local campaign does not of itself make you a ‘member’ of that organisation. There has been a growth in organisations which are more nebulous in nature, and no formal membership requirements exist, such as Extinction Rebellion. It can be helpful to ask yourself the question “do I consider I am a member of the organisation” and if the answer is yes, then register the membership for transparency purposes. If you need further information or specific advice, please speak to your clerk or monitoring officer.

What about membership of a political party or trade union? The second category of other registerable interests refers to membership of a body or being in a position of general control and management of a body, one of whose principal purposes includes the influence of public opinion or policy. This includes any political party or trade union. Memberships of political parties and Trade Unions therefore need to be registered. Remember that if because of membership of a political party or a trade union any payment or financial benefit is received, it is likely to come under the Sponsorship category of DPI.”

- 2.13 As regards NRI’s the Guidance states, this interest arises where the interest is that of yourself or your partner which is not a DPI or of a relative or close associate”.
- 2.14 The Guidance provides the following commentary on NRI’s which is reproduced below in full again for ease of reference –

“As a councillor you are not expected to have to register the interests of your relatives or close associates but under the Code you are expected to declare them as and when relevant business occurs which affects their finances or wellbeing. The Code says you should not participate in the relevant business in two circumstances: • a. when a matter directly relates to that interest. Or • b. when a matter affects that interest to a greater extent than it affects the majority of inhabitants and • a reasonable member of the public would thereby believe that your view of the public interest would be affected. For example, under a) if your son has submitted an application for a licence to open a bar, the matter directly relates to your relative. You must not take part in any discussion or vote on the matter. For example, under b) there has been an application made to build several units of housing on a field adjacent to your business partner’s home. It is not their application, but they will be more affected by the application than the majority of people so again you would be expected to declare the interest and withdraw. Similarly, an application for the property next door to you does not directly relate to your property so it is not a DPI, but you would instead need to declare a Non-Registerable Interest. In all of these cases you can speak on the matter before withdrawing but only where the public are also allowed to address the meeting. If the public are not allowed to address the meeting on that item, you would need if necessary, to get another councillor who did not have an NRI to make any relevant case or to represent the wider views of constituents. As with DPIs you can be granted a dispensation (see below).

What is the difference between ‘relates to’ and ‘affects’? Something relates to your interest if it is directly about it. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you or an outside body you have registered has a financial interest. ‘Affects’ means the matter is not directly about that interest but nevertheless the matter has clear implications for the interest – for example, it is a planning application for a neighbouring property which will result in it overshadowing your property. An interest can of course affect you, your family or close personal associates positively and negatively. So, if you or they have the potential to gain or lose from a matter under consideration, an interest would need to be declared in both situations.

What does “affecting well-being” mean? The term ‘well-being’ can be described as a condition of contentedness and happiness. Anything that could affect your quality of life or that of someone you are closely associated with, either positively or negatively, is likely to affect your well-being. There may, for example, be circumstances where any financial impact of a decision may be minimal but nevertheless the disruption it may cause to you or those close to you could be significant. This could be on either a temporary or permanent basis. Temporary roadworks in your street may affect your wellbeing on a temporary basis. Closure of a local amenity may have a more permanent impact on your wellbeing if you use it more than the majority of people in the area.

What are the definitions of relative or close associate? The Code does not attempt to define “relative” or “close associate”, as all families vary. Some people may have very close extended families, but others will have more distant relations. You should consider the nature of your relationship with the person (eg whether they are a close family member or more distant relation). The key test is whether the interest might be objectively regarded by a member of the public, acting reasonably, as potentially affecting your responsibilities as a councillor. It would be a person with whom you are in either regular or irregular contact with over a period of time who is more than an acquaintance. It is someone a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them. It may be a friend, a colleague, a business associate or someone whom you know through general social contacts. A close associate may also be somebody to whom you are known to show animosity as you might equally be viewed as willing to treat them differently.

What if I am unaware of the interest? You can only declare an interest in a matter if you are aware of the interest. For example, a company of which your father-in-law is a director may have made an application to the local authority. You may not be aware that he is a director, and you are not expected to have to ask about the business affairs of your relatives or acquaintances simply because you are a councillor. However, you would need to declare an interest as soon as you became aware. A reasonable member of the public would expect you to know of certain interests of course, so it is, for example, reasonable that you would be expected to know your daughter’s address or job but not necessarily any shareholdings she might have. While it is therefore your decision as to whether or not to declare an interest, you should always consider how it might seem to a reasonable person and if in doubt always seek advice from the monitoring officer.”

2.15 At present where a member attends a meeting and has a DPI they must withdraw from the room unless they have a dispensation. However, if they have a “non-disclosable pecuniary interest or non-pecuniary interest” they must make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. However, in theory they can still stay in the room, take part in the discussion, and vote on the item. However, in the new Model Code where a matter arises at a meeting and the member has an ORI or a NRI they must always withdraw from participation where the matter directly relates to that interest unless they have a dispensation.

2.16 However, the Guidance the goes on to say –

“If it is something which affects the financial interest or wellbeing of that interest you are asked to declare it and the Code then asks you to apply a two-part test before considering whether to participate in any discussion and/or vote: 1. Does the matter affect the interest more than it affects the majority of people in the area to which the business relates? For example, if a major development affects the settlement where your sister lives and your sister would be no more affected than anybody else – for example,

she lives at the other end of the settlement rather than next door to the development, the answer would be no. If the answer is yes, you then ask: 2. Would a reasonable member of the public knowing all the facts believe that it would affect your judgment of the wider public interest? This is similar to the test for bias (see guidance on predetermination and bias in Part 2) and if the answer is yes to that question then you must not take part in the meeting. You help to run a food bank and are considering a motion to investigate the causes of poverty. A reasonable member of the public would not think that fact would affect your view of the wider public interest. You are over 65 and are taking part in a discussion about provisions for older people. You would be more affected than the majority, but a reasonable member of the public would not think that fact would affect your view of the wider public interest. You are discussing closure of the local authority-run home where your elderly parent lives. A reasonable member of the public would think that fact would affect your view of the wider public interest because of the direct effect on your parent.”

2.17 In the current Code under gifts and hospitality it says –

“7.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a member from any person or body other than the authority.

7.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.”

2.18 In the Model Code this would be replaced with –

“As a councillor: 9.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage. 9.2 I register with the monitoring officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt. 9.3 I register with the monitoring officer any significant gift or hospitality that I have been offered but have refused to accept.”

3. OPTIONS CONSIDERED/ANALYSIS

3.1 Until such time as the Council agree to adopt a new or revised Code of Conduct the existing version will continue to meet the Council’s statutory requirements. The Council can choose to adopt the new Model Code in full or in part or retain its existing code.

3.2 If full Council ultimately decides to adopt the Model Code, then this will require the Monitoring Officer to make changes to the register of members interest form and there will be a requirement for all members to update their individual register. The change will require amendment of the electronic register of members interests form and of meetings agenda templates where they refer to the declarations required in the existing

Code of Conduct. It will also require an amendment to the form for granting Dispensations. Members will also need training on the new Code. It is therefore advised that if the Model Code is adopted that implementation should not happen until May 2022 following the elections whereby the new Code will apply as soon as the Declaration of Acceptance of Office is signed by the councillor.

4. TRAINING

- 4.1 It is proposed that training on the new Model Code (if adopted) for all Members and Officers should be arranged in May 2022 and following the elections so that all Members (both new and re-elected) will have a good and up-to-date knowledge and understanding of the new Code.

5. TOWN AND PARISH COUNCILS

- 5.1 All Town and Parish Councils in the District will be aware of the new Model Code and some have been asking if the District Council had a timetable for adopting it. It is anticipated that the majority will follow the lead of the District Council based upon the adoption of the 2012 Code.
- 5.2 The Cambridgeshire & Peterborough Association of Local Councils Ltd (CAPALC) has already held two training sessions for Cambridgeshire & Peterborough councils on the Model Code in May 2021. The sessions were run by Hoey Ainscough Associates Ltd who were commissioned by the Local Government Association to draw up the Guidance to support the Model Code.
- 5.3 If Council resolves at its meeting in February 2022 to adopt the new Model Code to take effect from May 2022 then this will give Town and Parish Council's only three months to make the necessary arrangements to follow the Council's lead.

6. LEGAL IMPLICATIONS

- 6.1 Under the Localism Act 2011 the Council is under a duty to promote and maintain high standards of conduct and to adopt a Code of Conduct for its elected Councillors based on the principles of standards in public life.
- 6.2 It is not mandatory for all Councils to have the same code.

7. REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 All Councils are required to adopt a local Councillor Code of Conduct and it is considered appropriate for the Council to adopt the Model Code for the reasons set out in the report.

8. LIST OF APPENDICES INCLUDED

Appendix 1 – Current Code of Conduct

Appendix 2 – Local Government Association Model Councillor Code of Conduct 2020

9. BACKGROUND PAPERS

Local Government Association – Guidance on Model Councillor Code of Conduct
2020. Published 23.12.20

HDC Constitution – Code of Conduct

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HUNTINGDONSHIRE DISTRICT COUNCIL

CODE OF CONDUCT FOR MEMBERS

Introduction

Huntingdonshire District Council (the Authority) has adopted this Code of Conduct pursuant to Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the Authority or when they claim to act or give the impression of acting as a representative of the Authority.

This Code is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership ("the Nolan Principles").

1. Application

This Code of Conduct applies to you whenever you are acting, claim to act or give the impression you are acting in your capacity as a Member of the Authority, including –

- 1.1 at formal Meetings of the Authority
- 1.2 when acting as a representative of the Authority
- 1.3 in taking any decision as a Cabinet Member or a Ward Councillor
- 1.4 in discharging your functions as a Ward Councillor
- 1.5 when corresponding with the authority other than in a private capacity.

2. Meeting

In this Code "Meeting" means any meeting organised by or on behalf of the Authority, including –

- 2.1 any meeting of the Council, or a Committee or Sub-Committee of Council
- 2.2 any meeting of the Cabinet and any Committee of the Cabinet
- 2.3 at any briefing by Officers; and
- 2.4 at any site visit to do with the business of the Authority.

3. General Conduct

You must –

- 3.1 provide leadership to the authority and communities within its area, by personal example
- 3.2 respect others and not bully or threaten or attempt to bully or threaten any person

3.3 respect the confidentiality of information which you receive as a Member by –

3.3.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and

3.3.2 not obstructing third parties' legal rights of access to information

3.4 not conduct yourself in a manner which is likely to bring the Authority into disrepute.

3.5 use your position as a Member in the public interest and not for personal advantage.

3.6 comply with the Authority's reasonable rules on the use of public resources for private and political purposes.

3.7 exercise your own independent judgement, taking decisions for good and substantial reasons by –

3.7.1 attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups;

3.7.2 paying due regard to the advice of Officers, and in particular to the advice of the statutory officers, namely the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer; and

3.7.3 stating the reasons for your decisions where those reasons are not otherwise apparent

3.8 do nothing that causes the Authority to act unlawfully.

4. Registration of Interests

4.1 Within 28 days of this Code being adopted by the Council, or your election (if later), you must register with the Monitoring Officer any interests listed in Appendices A and B.

4.2 You must ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of any interests listed in Appendices A and B.

5. Disclosable Pecuniary Interests

5.1 You have a disclosable pecuniary interest if it is of a description specified in regulations made by the Secretary of State (attached at Appendix A) and either:

- (a) it is an interest of yours, or
- (b) it is an interest of:
 - (i) your spouse or civil partner; or
 - (ii) a person with whom you are living as husband and wife; or
 - (iii) a person with whom you are living as if you were civil partners;

and you are aware that other person has the interest.

5.2 You must -

5.2.1 comply with the statutory and the Authority's requirements to disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest.

5.2.3 make a verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

5.2.4 Where you have a disclosable pecuniary interest, whether the interest is registered or not, you must not (unless you have obtained a dispensation from the Authority's Monitoring Officer) –

- (i) participate, or participate further, in any discussion of the matter at the meeting; or
- (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.

6. Non Statutory Disclosable Interests

6.1 In addition to the requirements of Paragraph 5, if you attend a meeting at which any item of business is to be considered and you are aware that you have a “non-statutory disclosable interest in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

6.2 You have a “non-statutory disclosable interest” in an item of business of your authority where –

6.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or

6.2.2 it relates to or is likely to affect any of the interests listed in the Table in Appendix A to this Code, but in respect of a member of your family (other than a “relevant person”) or a person with whom you have a close association; or

6.2.3 it relates to or is likely to affect any of the interests listed in Appendix B to this Code and that interest is not a disclosable pecuniary interest.

7. Gifts and Hospitality

7.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the authority.

7.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.

NOTE: Members must also comply with the relevant Codes and Protocols contained in Part 5 of the Constitution.

Appendix A

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than

one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B

An interest which relates to or is likely to affect any body:-

- (a) exercising functions of a public nature; or
- (b) directed to charitable purposes; or
- (c) one of whose principal purposes includes the influence of public opinion or policy
(including any political party or trade union

of which you are a member or in a position of control or management.



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Guidance on Local Government Association Model Councillor Code of Conduct



We are pleased to publish this supporting guidance which is aimed to help understanding and consistency of approach towards the code. The code, together with the guidance, has been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government.

08 Jul 2021

Part 1 - Introduction

In December 2020, the Local Government Association (LGA) developed and published a **Model Councillor Code of Conduct** [\[https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020\]](https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020) in association with key partners and following extensive consultation with the sector. This was in response to the recommendation of the Committee of Standards in Public Life Local Government Ethical Standards 2019. The code was part of our work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance, and our civility in public life programme.

The code is a template for Local Authorities to adopt in whole and or with amendments to take into account local circumstances.

Our aim was to make the code relatively short and easy to read rather than an overly-complex legal document as it needed to be accessible to councillors, officers, and the public alike. The consultation response also asked for supporting guidance to help understand some of the key provisions in greater depth with examples and case illustrations.

We are therefore pleased to publish this supporting guidance which is aimed to help understanding and consistency of approach towards the code.

The code together with the guidance have been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government. While it sets out the minimum standards of behaviour expected, together with the guidance, it is designed to encourage councillors to model the high standards expected of councillors, to be mutually respectful even if they have personal or political differences, to provide a personal check and balance, and to set out the type of conduct that could lead to complaints being made of behaviour falling below the standards expected of councillors and in breach of the code. It is also to protect councillors, the public, local authority officers and the reputation of local government.

This guidance embeds the provisions of the code and is structured to enable each chapter to be directly accessed. We have also produced a standalone document without the embedded code intended to provide easy access to the guidance.

The LGA will undertake an annual review of this guidance and the code to ensure it continues to be fit for purpose, incorporating advances in technology, social media, case law and changes in legislation.

For the purposes of this guidance, we have adopted the definitions used in the Code of Conduct, for "councillor" and "local authority".

Any comments on the use of the guidance or suggestions for improvement would be welcomed and should be sent to ModelCode@local.gov.uk [\[mailto:ModelCode@local.gov.uk\]](mailto:ModelCode@local.gov.uk)

General principles of Councillor conduct

The Seven Principles of Public Life (also known as the Nolan Principles) outline the ethical standards those working in the public sector are expected to adhere to. The principles apply to all public office holders at all levels including ministers, civil servants, councillors, and local authority officers, as well as private and voluntary organisations delivering services paid for by public funds.

The principles are set out in **Appendix 2** [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#appendix-2-general-principles->] below.

These principles underpin the standards that councillors should uphold and form the basis for the Code of Conduct, where the principles have been translated into a series of clear rules. While fundamental to the Code of Conduct, the principles are not part of the rules of the code and should be used for guidance and interpretation only.

Application of the Model Councillors' Code of Conduct

When does the Code apply?

S27(2) of the Localism Act 2011 says that a local authority must adopt 'a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.'

The term 'capacity' is not further defined in the Act. However, the Model Code states that:

The Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

This means it applies when you are carrying out your official duties, for example when you are considering or discussing local authority business, either as a councillor or representing the local authority on an outside body.

There is no formal description of what the role of a councillor is, but aside from formal local authority business it would include promoting and representing the local authority in the local community and acting as a bridge between the community and the local authority. The LGA's **Guidance** [https://www.local.gov.uk/sites/default/files/documents/11.166%20Councillors%20Guide%202019_08_0.pdf] for new councillors is a helpful reference point.

The code does not, therefore, apply solely when you are in local authority meetings or on local authority premises.

The code applies to all forms of communication and interaction, including:

at face-to-face meetings

at online or telephone meetings

in written communication

in verbal communication

in non-verbal communications

in electronic and social media communication, posts, statements, and comments.

This includes interactions with the public as well as with fellow councillors and local authority officers.

Acting as a private individual

For something to fall within the code there must be a clear link to a local authority function or your role as a councillor. For example, an argument with a neighbour which does not relate to local authority business would not engage the code, even if your neighbour happens to know you are a councillor and therefore complains to the local authority about being treated disrespectfully.

Example

A councillor and an officer had a personal relationship. The councillor sent and encouraged the officer to send inappropriate social media messages, including messages of a sexual nature, during office hours. The panel rejected arguments that the councillor had been acting in an entirely personal capacity. It found that the councillor could not divorce himself from his role as the officer's quasi-employer and that, when sending or encouraging the officer to send the messages during working hours, he was acting in his official capacity.

It is not always immediately apparent in which capacity you are acting, therefore in situations where there may be ambiguity it may be helpful if you can make clear to people in which capacity you are engaging with them.

While the Code does not apply to your non-councillor roles, what you do as a councillor could impact on your position in those other roles.

Political party or group rules may also require you as a councillor to demonstrate certain behaviours as a private individual and failure to do so can result in sanctions from political groups.

Under the Local Government Act 1972 councillors can be disqualified from being a councillor due to matters in their private life, such as being subject to a bankruptcy order or receiving a custodial sentence of three months or longer (whether or not suspended).

In what circumstances might I give the impression to a reasonable member of the public that I was engaged on local authority business?

When you use or attempt to use your position as a councillor to seek to gain an advantage for yourself or someone close to you or to disadvantage someone this is an attempt to misuse your position and therefore falls within the scope of the Code of Conduct.

A number of factors will need to be taken into account to determine whether or not you had used or attempted to use your position as a councillor.

For example:

writing to someone on local authority headed paper or using a local authority email address may lead someone to assume you were writing in your capacity as a councillor

handing out a business card where you describe yourself as a councillor may also lead to that assumption

wearing official local authority regalia.

Examples

Attempting to misuse your position as a councillor would include if you threaten to use your position improperly to block someone's planning, licence or grant application. In effect you would be doing something that only a councillor could do even if as a matter of fact, you did not have the power to do so. That may include an assumption, for example, that you would put inappropriate pressure on officers or fellow councillors or lobby behind the scenes for a particular outcome. It should not be up to a member of the public to have to work out whether you are in fact on a planning committee.

Another example would be disclosing confidential information improperly you had received because of your role as a councillor.

A councillor returning from a party got into an argument with a taxi driver. When he arrived home, he refused to pay the fare and when he spoke to the manager of the taxi company, he said that he was a councillor and would make sure that the taxi driver's licence was withdrawn by the council. While he was entitled to dispute the payment if he was dissatisfied with the service he had received he was found to have breached the code by invoking his office and seeking to misuse his position to intimidate the manager and driver and to seek to gain an advantage for himself, notwithstanding the fact that he did not in reality have the ability to carry out his threat.

Social media postings

Simply describing yourself as a councillor in a social media posting or at the top of your page or in your username or profile, for example, does not of itself mean that every posting you make is covered by the Code. There must be a link within the individual posting or thread to your role as a councillor or to local authority business. However, even if you do not describe yourself as a councillor you may fall within the scope of the code if you are discussing local authority business.

For example, a posting which is simply discussing a recent football match is not covered by the code even if you have described yourself as a councillor. However, if you make a posting threatening a fellow councillor or officer that would fall within the code even if you have not described yourself as a councillor as it relates to local authority business or your role as a councillor.

Each matter would need to be looked at on a case-by-case basis ([see guidance on ‘disrespect, bullying and harassment in Part 2 for further information \[https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-2-general-obligations-under-the-code-of-conduct\]](#)).

You should be very careful when describing yourself as a councillor as seeing the word “councillor” may lead to assumptions amongst the community that you are acting as a councillor.

To help avoid some of these issues, some councillors have found it helpful to have separate social media profiles for personal and local authority use, though even the strictest privacy settings are no guarantee that posts or actions will remain private. As a rule of thumb, never post anything online you would not be comfortable saying or sharing in a public meeting. If your local authority has guidance on the effective use of social media this can help.

The LGA has published [guidance on councillors \[https://local.gov.uk/councillors-and-social-media\]](#) and social media.

Examples

Following a heavy snowstorm which meant a local street market could not go ahead a councillor posted on the local community Facebook page that a certain local authority officer should be sacked for failing to put adequate arrangements in place to clear the snow. Even though it was not posted on a local authority page and he did not explicitly describe himself as a councillor in the post he was found to have breached the code by treating an officer with disrespect and seeking to put undue pressure on officers.

A councillor who described himself as such in his Twitter profile made insulting and offensive comments about the Prime Minister which led to complaints being made to his local authority. He was found not to have breached the code as the comments did not directly relate to his role as a councillor or local authority business but were seen as wider political comments.

What does acting as a representative of my local authority mean?

You are acting as a representative of the local authority when you are sitting on an outside body to which you have been appointed by the local authority, for example.

You would also be considered a representative of the local authority where you were attending an external function or conference on behalf of the local authority or as the local authority’s nominated delegate.

You would not be considered as a representative of the local authority where you were attending an event in a party-political role, for example at a political party’s annual conference. In that situation you would be subject to any relevant party rules.

Matters in party group meetings would also normally not be covered by the code as they are more matters for a party to regulate. However, if you are clearly trying to improperly influence fellow councillors or put undue pressure on them in relation to local authority business for example then relevant provisions of the code would apply. The same would apply to social media groups you may be a member of, such as a WhatsApp group set up for your local authority group.

What if I sit on more than one local authority?

If you sit on more than one local authority, you are subject to the code and associated procedures of the local authority you are representing at any one time. As such, if you are on a district council and a parish council, you would be bound by the district code when attending district council meetings or speaking to district council officers; and bound by the parish council code when attending parish council meetings or speaking to parish council officers.

Where your local authorities have the same code, the same rules would apply and, for example, your completed register of interests should be the same on both tiers.

What is a co-opted member?

The code also applies to co-opted members under the Localism Act. A co-opted member under the Act is someone who is entitled to vote on any matter to be decided at a local authority committee or sub-committee.

A parish councillor who has been co-opted to fill a casual vacancy where an election has not been held is also covered by the Code of Conduct in the same way as if they had been elected.

It does not, therefore include co-opted members who do not have voting rights, nor does it cover, for example, an Independent Person appointed under s28 of the Localism Act to support the local authority on standards matters.

However, it would be good practice to ask such councillors to agree to abide by the code of conduct and to inform the monitoring officer of any interests they might have. While they would not formally fall within the statutory framework for complaint handling, they can be removed from their role by the local authority should they be found to have committed a serious breach of the code so it is important that they are also aware of the expected standards of behaviour.

Part 2 – General obligations under the Code of Conduct

Respect

As a councillor:

- 1. I treat other councillors and members of the public with respect.**
- 2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Showing respect to others is fundamental to a civil society. As an elected or appointed representative of the public it is important to treat others with respect and to act in a respectful way. Respect means politeness, courtesy and civility in behaviour, speech, and in the written word. It also relates to all forms of communications councillors undertake, not just in meetings. Rude, offensive, and disrespectful behaviour lowers the public's expectations and confidence in its elected representatives.

Respect

The key roles and responsibilities of councillors; representing and serving your communities and taking decisions on their behalf, require councillors to interact and communicate effectively with others. Examples of councillor interaction and communication include talking to constituents, attending local authority meetings, representing the local authority on outside bodies, and participating in community meetings and events. In turn this means that as a councillor you are required to interact with many different people, often from diverse backgrounds and with different or conflicting needs and points of view.

You will engage in robust debate at times and are expected to express, challenge, criticise and disagree with views, ideas, opinions, and policies. Doing these things in a respectful way will help you to build and maintain healthy working relationships with fellow councillors, officers, and members of the public, it encourages others to treat you with respect and helps to avoid conflict and stress. Respectful and healthy working relationships and a culture of mutual respect can encourage positive debate and meaningful communication which in turn can increase the exchange of ideas, understanding and knowledge.

Examples of ways in which you can show respect are by being polite and courteous, listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks and being kind. In a local government context this can mean using appropriate language in meetings and written communications, allowing others time to speak without interruption during debates, focusing any criticism or challenge on ideas and policies rather than personalities or personal attributes and recognising the contribution of others to projects.

Disrespectful behaviour

Failure to treat others with respect will occur when unreasonable or demeaning behaviour is directed by one person against or about another. The circumstances in which the behaviour occurs are relevant in assessing whether the behaviour is disrespectful. The circumstances include the place where the behaviour occurs, who observes the behaviour, the character and relationship of the people involved and the behaviour of anyone who prompts the alleged disrespect.

Disrespectful behaviour can take many different forms ranging from overt acts of abuse and disruptive or bad behaviour to insidious actions such as bullying and the demeaning treatment of others. It is subjective and difficult to define. However, it is important to remember that any behaviour that a reasonable person would think would influence the willingness of fellow councillors, officers or members of the public to speak up or interact with you because they expect the encounter will be unpleasant or highly uncomfortable fits the definition of disrespectful behaviour.

Examples of disrespect in a local government context might include rude or angry outbursts in meetings, use of inappropriate language in meetings or written communications such as swearing, ignoring someone who is attempting to contribute to a discussion, attempts to shame or humiliate others in public, nit-picking and fault-finding, the use of inappropriate sarcasm in communications and the sharing of malicious gossip or rumours.

Disrespectful behaviour can be harmful to both you and to others. It can lower the public's expectations and confidence in you and your local authority and councillors and politicians more generally. It influences the willingness of fellow councillors, officers, and the public to speak up or interact with you because they expect the encounter will be unpleasant or uncomfortable. Ongoing disrespectful behaviour can undermine willingness of officers to give frank advice, damage morale at a local authority, and ultimately create a toxic culture and has been associated with instances of governance failure.

Freedom of expression

The requirement to treat others with respect must be balanced with the right to Freedom of expression. Article 10 of the European Convention on Human Rights protects your right to hold your own opinions and to express them freely without government interference. This includes the right to express your views aloud or in writing, such as in published articles or leaflets or on the internet and social media. Protection under Article 10 extends to the expression of views that may shock, disturb, or offend the deeply-held beliefs of others.

However, Article 10 is not an absolute but a qualified right which means that the rights of the individual must be balanced against the interests of society. Whether a restriction on freedom of expression is justified is likely to depend on a number of factors, including the identity of the speaker, the context of the speech and its purpose, as well as the actual words spoken or written. Democracy depends on people being free to express, debate and criticise opposing viewpoints. The courts have generally held that the right to free expression should not be curtailed simply because other people may find it offensive or insulting. A balance must still be struck between the right of individuals to express points of view which others may find offensive or insulting, and the rights of others to be protected from hatred and discrimination.

Freedom of expression is protected more strongly in some contexts than others. In particular, a wide degree of tolerance is accorded to political speech, and this enhanced protection applies to all levels of politics, including local government. Article 10 protects the right to make incorrect but honestly made statements in a political context but it does not protect statements which the publisher knows to be false. Political expression is a broad concept and is not limited to expressions of or criticism of political views but extends to all matters of public administration including comments about the performance of public duties by others. However, gratuitous personal comments do not fall within the definition of political expression.

Public servants such as local government officers are subject to wider levels of acceptable criticism than other members of the public when matters of public concern are being discussed. However, the limits are not as wide as they are for elected politicians such as councillors. Officers do not necessarily have the same right of reply to such comments as councillors do and councillors should take care not to abuse or exploit this imbalance.

Recent case law has confirmed that local authority officers should be protected from unwarranted comments that may have an adverse effect on good administration and states that it is in the public interest that officers are not subject to offensive, abusive attacks and unwarranted comments that prevents them from carrying out their duties or undermine public confidence in the administration. That said, officers who are in more senior positions, for example chief executives or heads of services, will also be expected to have a greater degree of robustness.

Is the Respect provision of the code a gag on councillors?

This provision of the Code (Paragraph 1) is not intended to stand in the way of lively debate in local authorities. Such discussion is a crucial part of the democratic process. Differences of opinion and the defence of those opinions through councillors' arguments and public debate are an essential part of the cut and thrust of political life. Councillors should be able to express their opinions and concerns in forceful terms. Direct language can sometimes be appropriate to ensure that matters are dealt with properly. The code is not intended to stifle the expressions of passion and frustration that often accompany discussions about local authority business.

Can councillors criticise officers?

Yes. In some cases, officers have been known to reject reasonable criticism appropriately made and describe it as disrespectful or bullying. The Code of Conduct is not intended to constrain councillors' involvement in local governance, including the role of councillors to challenge performance. Councillors can question and probe poor officer performance provided it is done in an appropriate way. In the everyday running of a local authority, it is inevitable that councillors may have disagreements with officers from time to time.

This paragraph of the code does not mean that councillors cannot express disagreement with officers. This disagreement might, in the appropriate context, manifest itself in criticism of the way in which an officer or officers handled particular matters.

It is important that councillors raise issues about poor performance in the correct way and at the appropriate forum in accordance with your local authority's processes and procedures, and not in a public meeting or through a published attack in the media.

All local authorities should have clearly defined policies, procedures, and occasions where such issues can be properly raised. It is only where councillors' conduct is unfair, unreasonable, or demeaning that the code will be relevant. If a councillor's criticism is abusive or offensive it is likely to breach the code.

What kinds of conduct are not covered?

A very clear line must be drawn between the Code of Conduct's requirement of respect for others, including councillors with opposing views, and the freedom to disagree with the views and opinions of others. In a democracy, members of public bodies should be able to express disagreement publicly with each other.

What if a member of the public is being unnecessarily disrespectful to me?

Councillors are allowed to respond to criticism, and where that criticism is robust, then they can be robust in response. However, councillors should always seek to try to be civil and demonstrate leadership in their communication. Even where councillors have been wrongly accused, responding in an angry, defensive way can often escalate the situation.

There has been a growing tendency for members of the public to use social media channels to unfairly criticise local councillors. For this reason, many local authorities now offer social media guidance to councillors in addition to the civility in public life resources available on the **LGA's website** (<https://www.local.gov.uk/our-support/guidance-and-resources/civility-public-life>)

Examples

The complaint alleged that the councillor posted on their blog a highly critical comment and an offensive caption about a former councillor, who had passed away and whose funeral had taken place the previous day. The councillor was found to have breached the provisions of his local authority's Code of Conduct relating to councillors treating others with respect; as well as conducting themselves in a manner which could reasonably be regarded as bringing their role or their authority into disrepute.

The complaint alleged that a councillor commented under a pseudonym on a local authority blog referring to possible nepotism in the awarding of a contract to a local firm by the local authority. The standards committee found that the councillor had breached the Code of Conduct in making the posts because he had failed to treat others with respect and, in doing so, he had conducted himself in a manner which brought his role and his local authority into disrepute.

The complaint alleged that a councillor had made remarks of an abusive, insulting and personal nature to the complainant, a police officer, and also made a number of unfounded allegations about him during two telephone calls to a police station made in his capacity as a ward councillor. It was found that the comments amounted to an unacceptable personal attack on the complainant and that the councillor had breached the respect provisions in his local authority's Code of Conduct.

Bullying

As a councillor:

1.
 - 1.1. **I do not bully any person.**

Bullying, harassment, discrimination, and victimisation (either directly or indirectly) are unacceptable and should not be tolerated. It is important to recognise the impact such behaviour can have on any individual experiencing it, as well as on the wider organisation in terms of morale and operational effectiveness.

Bullying may be characterised as offensive, intimidating, malicious, insulting, or humiliating behaviour, an abuse or misuse of power that can make a person feel vulnerable, upset, undermined, humiliated, denigrated or threatened. Power does not always mean being in a position of authority and can include both personal strength and the power to coerce through fear or intimidation. Bullying may be obvious or be hidden or insidious. Such conduct is usually part of a pattern of behaviour which attempts to undermine an individual or a group of individuals, is detrimental to their confidence and capability, and may adversely affect their health.

Bullying can take the form of physical, verbal, and non-verbal conduct but does not need to be related to protected characteristics. Bullying behaviour may be in person, by telephone or in writing, including emails, texts, or online communications such as social media. The standards of behaviour expected are the same, whether you are expressing yourself verbally or in writing.

Bullying can affect anyone, in any career, at any time, at any level and within any workplace. Such behaviour can take the form of easily noticed, physically threatening or intimidatory conduct with immediate impact, or it can take place behind closed doors, or be much more subtle or camouflaged and difficult to identify, at least at first. It can start, for example, with what appear to be minor instances, such as routine 'nit-picking' or fault-finding, but which become cumulative or develop into more serious behaviour over time, enabling the perpetrator to isolate and control the person.

Some bullies lack insight into their behaviour and are unaware of how others perceive it. Others know exactly what they are doing and will continue to bully if they feel they are unlikely to be challenged. Bullying can sometimes be overlooked, as a result of common euphemisms being used by way of explanation or justification, referring to someone as having a "poor leadership style" or a "bad attitude," for example, or to the problem being due to a "personality clash".

You should always be mindful of the overall potential impact of the behaviour on others. First and foremost, bullying can have a significant impact on the recipient's well-being and health. Bullying can have an impact on a local authority's effective use of resources and provision of services. Officers who are subject to bullying are frequently away from their posts, sometimes for extended periods, on sickness or stress-related leave. Bullying can impact on a councillor's ability to represent their residents effectively. It can also discourage candidates from standing in local elections, making local authorities less representative of their communities, and impacting local democracy.

Like disrespectful behaviour, bullying can be difficult to define. When allegations of bullying are considered it's likely that the person handling the complaint will consider both the perspective of the alleged victim, and whether the councillor intended their actions to be bullying. They will also consider whether the individual was reasonably entitled to believe they were being bullied.

Conduct is unlikely to be considered as bullying when it is an isolated incident of a minor nature, where it is targeted at issues, rather than at an individual's conduct or behaviour, or when the behaviour by both the complainant and councillor contributed equally to the breakdown in relations. However, the cumulative impact of repeated 'minor' incidents should not be underestimated.

Examples of bullying include but are not limited to:

- verbal abuse, such as shouting, swearing, threats, insults, sarcasm, ridiculing or demeaning others, inappropriate nicknames, or humiliating language
- physical or psychological threats or actions towards an individual or their personal property
- practical jokes
- overbearing or intimidating levels of supervision, including preventing someone from undertaking their role or following agreed policies and procedures
- inappropriate comments about someone's performance
- abuse of authority or power, such as placing unreasonable expectations on someone in relation to their job, responsibilities, or hours of work, or coercing someone to meet such expectations
- ostracising or excluding someone from meetings, communications, work events or socials
- sending, distributing, or posting detrimental material about other people, including images, in any medium
- smear campaigns.

Freedom of expression 'Respect' guidance Part 2 [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#respectful-behaviour->]

Does this mean that councillors cannot raise concerns about officers or fellow councillors?

Bullying behaviour should be contrasted with the legitimate challenges which a councillor can make in challenging policy or scrutinising performance. An example of this would be debates in the chamber about policy or asking officers to explain the rationale for the professional opinions they have put forward. You are entitled to challenge fellow councillors and officers as to why they hold their views. However, if your criticism is a personal threat or abusive or offensive in nature, you are likely to cross the line of what is acceptable behaviour.

Preventing bullying conduct from developing

Ideally, a culture of honest and clear communication should be sought, with respect for the individual and for the confidentiality required when managing individual performance-related issues. The bullying of officers might be reduced by establishing a specific protocol, which addresses issues such as councillor-officer work relations and appropriate behaviour.

The protocol for parish and town councils can include such simple but important matters as acceptable times to contact the clerk by telephone at home or call at the clerk's home on council business.

Local authority officers and parish clerks also need to be mindful that councillors can come from a wide range of backgrounds and may have been part of workplaces where the culture and expected standards are very different from what the clerk or officers expect; as a result, the councillor simply may not be aware of the impact that their communications have had on the clerk or officer. Early discussion about emerging issues is important to help avoid matters escalating and help establish more effective working arrangements for the future.

Bullying and harassment and the law

In some cases, acts of bullying or harassment can be civil offences, which can be brought to an employment tribunal or a county court.

In some cases, conduct that amounts to bullying and harassment may also amount to criminal offences, which can be tried in the criminal courts. There is not an exhaustive list of acts of bullying or harassment that may constitute a criminal offence. Examples may include, but are not limited to:

- physical assault
- making threats of violence or death threats

- stalking
- hate crimes
- sexual harassment

Intimidation of councillors

Councillors can face behaviours which could amount to bullying and intimidation when carrying out their role.

The LGA and the Welsh Local Government Association recognise the growing need among councillors for support related to intimidation and have jointly developed a “**Councillors' guide to handling intimidation. Practical steps that you and your local authority can undertake to protect yourself as a person in a public position**”
[\[https://www.local.gov.uk/sites/default/files/documents/Full%20word%20english%20version%20guide%20for%20councillors\]](https://www.local.gov.uk/sites/default/files/documents/Full%20word%20english%20version%20guide%20for%20councillors)

. The guide covers topics such as how to handle abuse, both face-to-face, letters or online, guidance on personal safety, lone working and online abuse and the legal and practical remedies, including the nature of the criminal offences involved. It will be continuously updated with the latest advice and information available.

Harassment

As a councillor:

1.
 - 1.1. I do not harass any person.

The Protection from Harassment Act 1997 states that harassment includes behaviour which alarms a person or causes a person distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a victim in a manner that could be expected to cause distress or fear in any reasonable person. Harassment of any kind whether direct or indirect is in no-one's interest and should not be tolerated. It is important to recognise the impact such behaviour can have on any individual experiencing it, as well as on the wider organisation in terms of morale and operational effectiveness.

Like bullying, harassment can take the form of physical, verbal, and non-verbal conduct but does not need to be related to protected characteristics. Harassment may be in person, by telephone or in writing, including emails, texts, or online communications such as social media. It may manifest obviously or be hidden or insidious.

The factors likely to be considered when assessing allegations of harassment are whether the councillor knows or ought to know that their actions constitute harassment, whether a reasonable person would consider the actions to be harassment and the impact of the behaviour/conduct on victim.

Examples of harassment include but are not limited to:

- sending unwelcome emails
- unnecessarily repetitive, intrusive questioning
- unwelcome physical contact such as touching or invading 'personal space'
- haranguing
- intimidation
- inappropriate remarks or questioning such as comments about someone's appearance, lewd comments, and offensive jokes
- overbearing or intimidating levels of supervision, including preventing someone from undertaking their role or following agreed policies and procedures
- inappropriate comments about someone's performance
- placing unreasonable expectations on someone in relation to their job, responsibilities, or hours of work, or coercing someone to meet such expectations
- sexual harassment

What does the law say about harassment?

[\[https://www.local.gov.uk/sites/default/files/documents/Full%20word%20english%20version%20guide%20for%20councillors\]](https://www.local.gov.uk/sites/default/files/documents/Full%20word%20english%20version%20guide%20for%20councillors)

In some cases, acts of harassment can be civil offences, which can be brought to an employment tribunal or county court.

In some cases, conduct that amounts to harassment may also amount to criminal offences, which can be tried in the criminal courts. There is not an exhaustive list of acts of harassment that may constitute a criminal offence. Examples may include, but are not limited to physical assault:

- making violent or death threats
- stalking
- hate crimes
- sexual harassment

Example

The complaint alleged that a councillor had behaved in a disrespectful and harassing manner towards two fellow female councillors and officers. It was established that the councillor had made unwarranted and inappropriate physical contact with the councillors and officers at an official event and had also made remarks towards the officers which were patronising and demeaning. The councillor was found to be in breach of the Code of Conduct.

Discrimination

As a councillor:

2.3 I promote equalities and do not discriminate unlawfully against any person.

Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

The Equality Act 2010 imposes positive duties on local authorities to promote equality and to eliminate unlawful discrimination and harassment. Under the Act your authority may be liable for any discriminatory acts which you commit. This will apply when you do something in your official capacity in a discriminatory manner. You must be careful not to act in a way which may amount to any of the prohibited forms of discrimination, or to do anything which hinders your authority's fulfilment of its positive duties under the Act. Such conduct may cause your authority to break the law, and you may find yourself subject to a complaint that you have breached this paragraph of the Code of Conduct. If you are unsure about the particular nature of the duties of your authority you should seek advice from the monitoring officer or parish clerk.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex and sexual orientation

There are four main forms of discrimination:

Direct discrimination: treating people differently because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Indirect discrimination: treatment which does not appear to differentiate between people because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation but which disproportionately disadvantages them.

Harassment: engaging in unwanted conduct on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation, which violates another person's dignity or creates a hostile, degrading, humiliating or offensive environment.

Victimisation: treating a person less favourably because they have complained of discrimination, brought proceedings for discrimination, or been involved in complaining about or bringing proceedings for discrimination.

Examples of discriminatory behaviour include but are not limited to:

- exclusion or victimisation based on the Protected Characteristics
- treating someone less favourably or limiting their opportunities based on any of the Protected Characteristics
- comments, slurs, jokes, statements, questions, or gestures that are derogatory or offensive to an individual's or group's characteristics
- promoting negative stereotypes relating to individual's or group's characteristics
- racial or ethnic slurs, insults, or jokes
- intolerance toward religious customs

- mimicking, mocking, or belittling a person's disability
- homophobic, biphobic or transphobic comments or slurs
- discriminating against pregnant people or mothers
- declaring ('outing') someone's religion or sexuality or threatening to do so against their will
- deliberate, unwarranted application of an authority's practice, policy or rule in a way that may constitute indirect discrimination
- instructing, causing, inducing, or knowingly helping someone to commit an act of unlawful discrimination under the Equality Act 2010.

A councillor's personality and life experiences will naturally incline them to think and act in certain ways. They may form views about others based on those experiences, such as having an affinity with someone because they have a similar approach to life or thinking less of someone because they are from a different generation. This is known as "unconscious bias" and it can lead people to make decisions based on biases or false assumptions. Councillors need to be alert to the potential of unconscious bias and ensure they make decisions based on evidence, and not on assumptions they have made based on biases.

Questions

How can councillors cause their authority to be in breach of the Equality Act?

The Code of Conduct is not intended to stifle democratic debate. Councillors should always remember that Article 10 of the European Convention on Human Rights gives a high level of protection to comments that are genuinely made during political debate, even if most people would find them offensive.

Some councillors have particular roles which may give a higher risk for the potential for discrimination; for example, if you are on an appointment panel for a position in the local authority, or you are able to award local grants in your ward and will need to decide which organisations to support.

Merely arguing, or even voting, against a proposal which is aimed at complying with a positive anti-discriminatory duty would not be enough by itself to risk breaking this part of the code. Simply having a party-political or personal position on an issue is unlikely to amount to a breach of this provision because it does not, of itself, involve the local authority doing anything.

Under the Equality Act 2010, an authority is made liable for any discriminatory acts which a councillor commits. This will apply where they say or do something in their official capacity in a discriminatory manner.

Examples

The complaint alleged that a councillor 'liked' several racially discriminatory comments on social media and one comment advocating violence against Travellers. The panel found that 'Liking' of the offensive comments did amount to a failure to treat those who were the subject of such comments with respect and a failure to promote equalities in breach of the Code of Conduct.

A councillor was a member of the local authority's recruitment panel to appoint a new chief executive. Five applicants were shortlisted. After one candidate had finished his presentation and left the room the councillor said, "good candidate, shame he's black". The panel found that the Code of Conduct had been breached.

Impartiality of officers

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. Councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Councillors of the executive, chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships.

Officers may sometimes give you advice that you do not want to hear or does not suit your political views. They must be allowed to do this without fear of recriminations to allow for good decision-making looking at all relevant options.

That means in your dealing with officers you must not seek to influence them improperly or put undue pressure on them. For example, you should not get officers to help you prepare party political material, or to help you with matters relating to your private business. You should not provide or offer any incentive or reward in return for acting in a particular way or reaching a particular decision.

Other than political assistants, officers are required to remain politically neutral and not demonstrate their support for specific parties or candidates.

The fundamentally held principle is that "the local government system of the UK has long resided on a bond of trust between elected members and a permanent corps of local government officer... that relationship of trust stems from the right of council members to expect that they are being assisted in their functions by officers who are politically neutral and whose loyalty is to the council as a whole^[1][\[#_ftn1\]](#)".

Examples

A councillor became involved in a social care case on behalf of a constituent during which time he inappropriately sought to influence operational decision-making and sent discourteous and disrespectful correspondence to the officers. In doing so, he lost sight of his overall responsibility to the local authority to allow its officers to perform their statutory functions. He was found to have breached the Code of Conduct.

A councillor who, over a period of six months, persistently sought to influence the decisions of officers dealing with a complaint by his son and daughter-in-law against their local authority tenant neighbour was found, through his actions, to have compromised the impartiality of the officers and to have used his position improperly to promote the interest of his family and to have brought the role of councillor into disrepute in breach of the Code of Conduct.

What does working on behalf of the authority mean?

Local Authorities deliver services in a range of ways. Often services will have been contracted out to outside bodies. For example, if you are in a highway authority, road repair services may be carried out by outside contractors. Their employees delivering that contract are doing so on behalf of the local authority and you should not use your position to interfere improperly in delivery of that service.

What if I disagree with the views of an officer?

You are perfectly entitled to disagree with officers. They are there to give you impartial professional advice and you do not need to accept their advice without question. When you do question them however, you should treat them with respect and recognise that they are professionals.

If you feel dissatisfied with the advice you are given you should raise through appropriate management channels in line with your local authority's councillor-officer protocol (where you have one) - [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#respectful-behaviour->] **see guidance on respect, bullying and harassment in Part 2.** [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#bullying>]

Where you have a declarable interest in a matter you are discussing with an officer you should make that clear to the officer – **see guidance on declarations of interest in Part 3.** [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest>]. Where it is an interest which would stop you from taking part in a meeting you should not discuss those matters with officers except where you are seeking professional advice in the same way as any member of the public could – for example, assistance with making an application – and the officer should make a note that an interest has been declared. If you need to speak to an officer about the matter, you should arrange a meeting as a member of the public and not seek to use your position to gain preferential or quicker access.

[1]-[# ftnref1]-Ahmed v United Kingdom (2000) 29 EHRR 1

Having regard to Officer advice

Councillors take decisions every day that affect the lives of those who live and work within your community. It is therefore important that those decisions are made having regard to all available evidence and weighing up all sides of the argument.

Decisions can be challenged if they are unreasonable, and the local authority could find itself facing an expensive legal bill if it takes a decision which is unlawful. When considering any decision, you must have regard to any professional advice you have been offered, for example from planning or licensing officers. Both the monitoring officer and the chief finance officer have a statutory duty to report formally to the local authority where they believe a local authority action or expenditure is, or may be, unlawful. Similarly, when it comes to elections, you will need to have regard to any advice given to you by the returning officer who may well be a senior officer but in that capacity is entirely independent of and separate from the local authority and is required to be politically neutral.

You must also give reasons for all decisions in accordance with statutory requirements and any reasonable requirements imposed by your local authority. Giving reasons for decisions is particularly important in relation to regulatory decisions and decisions where people's rights are affected. Where councillors disagree with officer recommendations in making a decision, councillors will need to take particular care in giving clear reasons for the decision.

If you seek advice as an individual councillor, or advice is offered to you, for example, on whether or not you should register or declare an interest, you must have regard to this advice before you make your mind up. Failure to do so may lead to a breach of the Code of Conduct.

If in any doubt – be safe and always seek advice from your monitoring officer before taking any action.

Local authorities have protocols for councillor-officer relations in their constitutions which are accessible on their websites.

The LGA published “

https://www.local.gov.uk/sites/default/files/documents/11.141%20A%20councillor%27s%20workbook%20on%20councillor_x
A councillor's workbook on effective councillor/officer relationships 2018

https://www.local.gov.uk/sites/default/files/documents/11.141%20A%20councillor%27s%20workbook%20on%20councillor_

<https://www.local.gov.uk/sites/default/files/documents/11.141%20A%20councillor%27s%20workbook%20on%20councillor>

This workbook has been designed as a distance learning aid for local councillors. It forms part of the suite of LGA resources intended to provide councillors with insight and assistance into key skills and knowledge. It is designed to provide a foundation for effective working as you progress in your councillor career, from the ward level to holding a leading councillor position. The workbook has been updated to contain information and examples obtained from the LGA's work on the ground in local authorities and through the **Corporate Peer Challenge programme** [<https://www.local.gov.uk/our-support/peer-challenges/peer-challenges-we-offer>], and to reflect the changing nature of the councillor and officer relationship.

Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - I have received the consent of a person authorised to give it;
 - I am required by law to do so;
 - the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the monitoring officer prior to its release.
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer, or my business interests.
- 4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently. Their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents, and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Confidential information

While local authority business is by law generally open and local authorities should always operate as transparently as possible, there will be times – for example, when discussing a named individual, confidential HR matters or commercially sensitive information – when it is appropriate for local authority business to be kept confidential or treated as exempt information.

In those circumstances, you must not disclose confidential information, or information which you believe to be of a confidential nature, unless:

- you have the consent of the person authorised to give it
- you are required by law to do so
- the disclosure is made to a third party for the purposes of obtaining professional advice (for example, your lawyer or other professional adviser) provided that person agrees not to disclose the information to any other person
- the disclosure is in the public interest

Disclosure in the public interest

Disclosure ‘in the public interest’ is only justified in limited circumstances, when all the following four requirements are met:

- the disclosure must be reasonable
- the disclosure must be in the public interest
- the disclosure must be made in good faith
- the disclosure must be made in compliance with any reasonable requirements of your authority

In relation to the disclosure of confidential information in the public interest, the four requirements are outlined in more detail below.

1. The first requirement, that the disclosure must be reasonable, requires you to consider matters such as:

Whether you believe that the information disclosed, and any allegation contained in it, is substantially true. If you do not believe this, the disclosure is unlikely to be reasonable.

Whether you make the disclosure for personal gain. If you are paid to disclose the information, the disclosure is unlikely to be reasonable.

The identity of the person to whom the disclosure is made. It may be reasonable to disclose information to the police or to an appropriate regulator. It is less likely to be reasonable for you to disclose the information to the world at large through the media.

The extent of the information disclosed. The inclusion of unnecessary detail, and in particular, private matters such as addresses or telephone numbers, is likely to render the disclosure unreasonable.

The seriousness of the matter. The more serious the matter disclosed, the more likely it is that the disclosure will be reasonable.

The timing of the disclosure. If the matter to which the disclosure relates has already occurred, and is unlikely to occur again, the disclosure may be less likely to be reasonable than if the matter is continuing or is likely to reoccur.

Whether the disclosure involves your authority failing in a duty of confidence owed to another person.

2. The second requirement, that the disclosure must be in the public interest, needs to involve one or more of the following matters or something of comparable seriousness, that has either happened in the past, is currently happening, or is likely to happen in the future:

- a criminal offence is committed.
- your local authority or some other person fails to comply with any legal obligation to which they are subject.
- a miscarriage of justice occurs.
- the health or safety of any individual is in danger.
- the environment is likely to be damaged.
- that information tending to show any matter falling within the above is deliberately concealed.

3. The third requirement, that the disclosure is made in good faith, will not be met if you act with an ulterior motive, for example, to achieve a party-political advantage or to settle a score with a political opponent.

4. The fourth requirement, that you comply with the reasonable requirements of your local authority, means that before making the disclosure you must comply with your local authority's policies or protocols on matters such as whistle-blowing and confidential information. You must first raise your concerns through the appropriate channels set out in such policies or protocols.

In summary, to decide whether the disclosure is reasonable and in the public interest, you may need to conduct a balancing exercise weighing up the public interest in maintaining confidentiality against any countervailing public interest favouring disclosure. This will require a careful focus on how confidential the information is, on any potentially harmful consequences of its disclosure, and on any factors, which may justify its disclosure despite these potential consequences. If in doubt you should always seek advice from the monitoring officer. Always keep a note of the reason for your decision.

In some situations, it is extremely unlikely that a disclosure can be justified in the public interest. These will include where the disclosure amounts to a criminal offence, or where the information disclosed is protected by legal professional privilege.

Circumstances in which a local authority can treat information as confidential

The presumption under local government law is that local authority business is open unless it falls within a specific category of confidential or exempt information as set out in legislation. These categories are:

1. information given to the local authority by a Government Department on terms which forbid its public disclosure or
2. information the disclosure of which to the public is prohibited by or under another Act or by Court Order.

Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

Exempt information means information falling within the following categories (subject to any condition):

1. relating to any individual.
2. which is likely to reveal the identity of an individual.
3. relating to the financial or business affairs of any particular person (including the authority holding that information).
4. relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
5. in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. which reveals that the authority proposes:
 - 6.1. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - 6.2. to make an order or direction under any enactment
7. relating to any action taken or to be taken in connection with the prevention, investigation, or prosecution of crime.

Where information is legally classified as 'confidential' under the above categories the public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

Where an officer recommends that a report to a decision-making committee should be treated as exempt information under the above categories the committee must still agree that the matter should be heard in a closed session. The committee may disagree with any recommendation and decide that those legal tests have not been met; or they may agree that those tests have been met but nevertheless it is in the public interest that the matter be considered in an open session. Again, you should keep a record of the rationale for the decision.

Once the local authority has agreed that the matter be treated as exempt, public access to relevant reports, background papers and minutes will also be excluded and an individual councillor must abide by that collective decision or risk breaching the code if they disclose that information (papers and content of discussion) without lawful excuse.

Does confidentiality under the code apply only to information which is classified as confidential or exempt by law?

No. The code goes wider than matters simply considered in a formal local authority setting. Information is a broad term. It includes facts, advice, and opinions. It covers written material, including tapes, videos, CDs, DVDs, and other electronic media. It covers material in unwritten form, including intellectual property. Information can only be confidential if all the following apply:-

- it has the necessary 'quality of confidence' about it (trivial information will not be confidential but information that you would expect people to want to be private would be);
- it was divulged in circumstances importing an obligation of confidence (information properly in the public domain will not be confidential);
- disclosure of it would be detrimental to the party wishing to keep it confidential.

For example, you may be told confidential information by a constituent in the course of your duties. That is why the code is written broadly to cover information classed as confidential which you may come across in your duties.

You should use your judgment when you are given information. An individual does not have to explicitly say that information is confidential if they tell you something which a reasonable person would regard as sensitive. You may, however, wish to clarify if somebody tells you something whether they want you to treat it as confidential.

Examples

A councillor was assisting a resident in an adoption process, which the resident decided to subsequently withdraw from. The resident's estranged parent contacted the councillor for information as to what was happening with the case and the councillor inadvertently shared confidential information as she had not realised that father and son were estranged. This was found to be a breach of the code.

A councillor circulated information about an officer's medical condition to other councillors and a local headteacher with whom he was acquainted. He was found to have disclosed information which should reasonably be regarded as being of a confidential nature and without the officer's consent in breach of the Code of Conduct.

What does consent by the person authorised to give it mean?

If somebody, for example a constituent, has told you something in confidence – for example in the line of casework – you may later want to put that in the public domain as part of pursuing that case. You should always check with the individual before you disclose something you believe is confidential to ensure that they are comfortable with that information being disclosed. You should also be clear with them as to how you may use the information, they give you to help resolve their issue.

In what circumstances am I required to disclose confidential information by law?

This would be where a law enforcement or regulatory agency or the courts required disclosure of information.

In what way could I use information I have obtained to advance myself or others?

As a councillor you will often receive commercially sensitive or other confidential information. You must not use that information to your own advantage. For example, if you know the local authority is considering the purchase of a piece of land, you should not use that information in your private dealings to seek to purchase the land.

How does this relate to the Data Protection Act?

As part of their role councillors will receive personal information. They should seek to ensure they are familiar with how the Data Protection Act applies to their role in handling such information through training, and if they are not sure to seek advice from an appropriate officer in the council.

Although councillors are not required to register as a data controller, they will receive personal information from residents in their area. They should only use it for the purpose for which it has been given and must ensure this information is held securely and only share with others that are entitled to it.

In contrast, the local authority is responsible for information they provide to councillors and ensuring they know how it can be used.

Access to information

Transparency is a very important principle underpinning local democracy and public decision-making. The public are entitled to see information about the way decisions are made unless there are specific reasons why that information is confidential. Your local authority should have a publication scheme setting out what information is accessible to the public and you as an individual councillor must not prevent any person from accessing information which they are entitled to by law. This includes information under the Freedom of Information Act 2000 or those copies of minutes, agendas, reports, and other documents of your local authority which they have a right to access.

If in doubt seek advice from the relevant local authority officers.

The 'need to know'

As a councillor, you are not automatically entitled to access all information the local authority holds. For example, the local authority may deal with highly confidential and sensitive information about employees or about residents involved in complex cases.

In addition to rights set out in law or conferred by your local authority constitution, you have a right to inspect documents if you can demonstrate a "need to know". This isn't a right to a roving commission but must be linked to your performance of your duties and functions as a councillor. For example, the need could more easily be demonstrated by membership of a relevant committee, such as a staffing committee than simply because you are interested in seeing the information. Local authorities have more justification for denying free access to particularly sensitive papers such as childcare or staffing records. You should not seek to get information if you have a declarable interest in it.

Most local authorities will have a nominated officer you can seek advice from if you feel you are not being given access to information you seek.

You can also exercise the "need to know" in respect of attending meetings. Access to Information Rules set out an Overview and Scrutiny Committee's rights of access to documents and additional rights of access to documents for councillors to carry out their functions.

Where you are given access to documents which are not available to members of the public, you should ensure that any confidential information is used and protected in an appropriate and secure manner and shared with authorised persons only.

Can I use local authority information for matters outside the local authority?

A councillor is entitled to access information held by the local authority for the performance of their duties as a councillor. If a councillor wishes to use local authority information for any purpose other than in connection with their duties as a councillor, and that information is not in a publicly available document, however, then that councillor should submit a freedom of information request so that it can be given to them to use freely.

The general rule is that any information held by the local authority and given directly to a councillor may only ever be used for the purpose for which it was provided. That purpose may add particular restrictions, for example where it relates to an individual constituent or sensitive matter. The purpose should not be for anything other than use in connection with the proper performance of the councillor's duties as a councillor. The exceptions to this are where the information has already been published, it has been given as a result of a request under Freedom of Information or Environmental Information Regulations or it is in the public interest ('whistleblowing') for which provisions are made in the Code of Conduct as explained above.

Please see the **ICO website** [<https://ico.org.uk>] for helpful guidance on data protection and freedom of information.

Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. Article 10 of the European Convention on Human Rights protects your right to freedom of expression, and political speech as a councillor is given enhanced protection but this right is not unrestricted. You should be aware that your actions might have an adverse impact on your role, other councillors and/or your local authority and may lower the public's confidence in your ability to discharge your functions as a councillor or your local authority's ability to discharge its functions.

In general terms, disrepute can be defined as a lack of good reputation or respectability. In the context of the Code of Conduct, a councillor's behaviour in office will bring their **role** into disrepute if the conduct could reasonably be regarded as either:

1. reducing the public's confidence in them being able to fulfil their role; or
2. adversely affecting the reputation of your authority's councillors, in being able to fulfil their role.

Conduct by a councillor which could reasonably be regarded as reducing public confidence in their local authority being able to fulfil its functions and duties will bring **the authority** into disrepute.

For example, circulating highly inappropriate, vexatious or malicious e-mails to constituents, making demonstrably dishonest posts about your authority on social media or using abusive and threatening behaviour might well bring the role of councillor into disrepute. Making grossly unfair or patently untrue or unreasonable criticism of your authority in a public arena might well be regarded as bringing your local authority into disrepute.

Questions

What distinguishes disrepute to “your role or local authority” from disrepute to you as a person?

The misconduct will need to be sufficient to damage the reputation of the councillor's role or local authority, as opposed simply to damaging the reputation of the individual concerned.

Certain kinds of conduct may damage the reputation of an individual but will rarely be capable of damaging the reputation of the role of councillor or the reputation of the authority.

Here are some of the situations that might tip the balance in favour of disrepute to the role of councillor or to the authority in particular cases:

1. Situations where councillors have put their private interests above the public interest, which they are expected to promote as councillors, and therefore reduced the standing of their role. For example, councillors using their position to secure a secret personal profit.
2. Similarly, situations where a councillor defies important and well-established rules of the authority for private gain.
3. Where a councillor engages in conduct which directly and significantly undermines the authority's reputation as a good employer or responsible service provider.

Examples

A councillor posted a tweet reading “Cllr Blogs why don't you just throw in the towel, just go before you cause any more damage to the reputation of the council. You and some members of your cabinet have failed. I hope that the SFO is brought in to investigate your conduct. #failedleadership.” The complainant stated that she found the tweet ‘very offensive’ and bullying and also considered that the tweet would reasonably bring the councillor's office and the authority into disrepute. The councillor was found to have brought his authority into disrepute by reducing public confidence in the council.

A councillor brought his role and authority into disrepute by taking advantage of a local authority mistake and failing to prevent local authority-employed contractors from working on his privately-owned home. The local authority mistakenly sent decorators to the home, an ex-local authority property. The councillor only told the local authority about the mistake after the work had been completed and then said he could not be charged for the work.

The chair of a local authority made a deeply inappropriate remark at a local authority meeting that was reported in the local media and was accused of bringing his role and authority into disrepute. It was clear in both the meeting and the local media reporting that other councillors expressed concerns about his comments and found them inappropriate. It was found that he had not brought his authority into disrepute but that he had brought his role into disrepute.

Misuse of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a councillor provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

You should not use, or attempt to use, your public office either for your or anybody else's personal gain or loss. For example, your behaviour would be improper if you sought to further your own private interests through your position as a councillor.

Involving yourself in a decision in which you have an interest, to seek to benefit yourself or another would be a breach of this paragraph of the code. For guidance on how to conduct yourself when you have an interest and how to balance your rights as an individual and your responsibilities as a public decision maker see the chapter on registration of interests.

Councillors who own land, or whose relatives or close associates own land, need to be particularly cautious where planning matters are concerned. This applies equally to parish councillors when your local authority is consulted on planning matters. Similarly, while it is reasonable to expect councillors to help constituents apply to the local authority, for example, for housing, it is quite improper to seek to influence the decision to be taken by the officers and would also be in breach of paragraph 3 of the code.

What kinds of attempts to advantage or disadvantage would be improper?

There are circumstances where it will be proper for a councillor to seek to confer an advantage or disadvantage and other circumstances where it will not.

Being a councillor can involve making hard choices and balancing a range of interests. Most decisions will inevitably benefit some people and will be to the detriment of others. It's important when you make those decisions to make them in what you think is the public interest and not be influenced by private interests.

For example, there can be no objection to councillors voicing their opposition to the closure of a local public library. This conduct is clearly intended to secure an advantage for the users of the library. What is crucial is that councillors' attempts to secure this advantage are clearly part and parcel of their duties as a local representative. Therefore, these activities are not improper.

The term 'improperly' is not defined in the Code of Conduct. This ensures that the scope of the provision is not unnecessarily limited. The underlying principle is that councillors are elected or appointed to public office to serve the public interest.

A councillor's conduct would be improper if they were to use their public position to further private interests of themselves or associates, or to settle old scores with enemies, to the detriment of the public interest. Any conduct that unfairly uses a councillor's public position to promote private interests over the public interest will be improper.

What if the attempt to confer an advantage or disadvantage fails?

The wording of the Code of Conduct makes it clear that the use of position provision (paragraph 6) covers failed attempts as well as situations where an advantage or disadvantage has actually been achieved.

For example, if you have tried to influence fellow councillors to vote in a particular way which would be to your personal advantage and/or that of your family/close associates you would have breached this provision of the code even if they did not in fact vote that way.

Examples

Most alleged improper uses of position are in connection with matters in which the councillors have interests.

A councillor who was a 'joint co-ordinator' of a community group did not notify the local authority of her position in this group. She took part in the considerations and voted on the decision to negotiate a new lease in respect of a workshop used by this community group. A standards committee found that she had used her position improperly as the decision on which she voted benefited a group in which she clearly had an interest which she had not disclosed to the local authority.

A local authority leader failed to declare a conflict of interest relating to land he owned. The court found that he used his position as a councillor and instructed a planning officer to alter the road route to benefit his own land's value to a considerable extent. He was found guilty of misconduct in public life for trying to influence the route of a new by-pass to enclose his land in a new development belt, which would have significantly increased its value. He received an 18-month custodial sentence.

A parish councillor was found to have improperly used his position and secured an advantage for a member of the public by asking the parish clerk to make a payment which had not been approved by the Parish Council in breach of the Code of Conduct. The payment was for repairs to a private road used by the councillor to get to his allotment.

Misuse of resources and facilities

As a councillor:

7.1 I do not misuse local authority resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

1. **act in accordance with the local authority's requirements; and**
 - 1.1. **ensure that such resources are not used for political purposes unless**
 - 1.1.1. **that use could reasonably be regarded as likely to facilitate, or**
 - 1.1.2. **be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by your local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

You must make sure you use the authority's resources for proper purposes only. It is not appropriate to use, or authorise others to use, the resources for political purposes, including party political purposes. When using the authority's resources, you must have regard, if applicable, to any Local Authority Code of Publicity made under the Local Government Act 1986.

The recommended code of practice for local authority publicity

[\[https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity\]](https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity) published by Ministry of Housing, Communities & Local Government provides guidance on the content, style, distribution, and cost of local authority publicity.

You must be familiar with the rules applying to the use of resources made available to you by your local authority. Failure to comply with the local authority's rules is likely to amount to a breach of the code.

If you authorise someone (for example a member of your family) to use your local authority's resources, you must take care to ensure that this is allowed by the local authority's rules.

You should never use local authority resources for purely political purposes, including designing and distributing party political material produced for publicity purposes.

However, your authority may authorise you to use its resources and facilities for legitimate political purposes in connection with your authority's business. For example, holding surgeries in your ward and dealing with correspondence from your constituents. In this case, you must be aware of the limitations placed upon such use for these purposes. Using your authority's resources outside of these limitations is likely to amount to a breach of the Code of Conduct. Where you are part of a formally-recognised political group, your local authority is also allowed to give you such resources as you need for local authority business, for example use of a room for group meetings.

You should never use local authority resources purely for private purposes, for example using a photocopier to print off flyers for your business unless your local authority's procedures allow for you to repay any costs accrued.

What are the "resources of the local authority"?

The resources of the local authority include services and facilities as well as the financial resources of the authority.

Resources could include any land or premises, equipment, computers, and materials. The time, skills, and assistance of anybody employed by the authority, or working on its behalf, are also resources, as is information held by the authority which it has not published.

What constitutes using resources "improperly for political purposes"?

The code acknowledges that party politics has a proper role to play, both in the conduct of authority business and in the way that councillors carry out their duties.

There will be times when it is acceptable for political groups to use the resources of the local authority, for example, to hold meetings in authority premises. Often it is impractical to separate a councillor's political campaigning from carrying out their duties as an elected ward member, such as when they hold surgeries or deal with correspondence from constituents.

However, councillors and monitoring officers will need to exercise considerable care to ensure that this provision is not abused. You must ensure that there is a sufficient connection between the use of resources and the business of the authority. Only **improper** use of resources will be a breach of the Code of Conduct.

This part of the code complements Section 2 of the Local Government Act 1986, which prevents the publication of material "designed to affect public support for a political party". The code, however, goes further than the Code of Recommended Practice on Publicity. It covers not only the publication of campaigning material but also any other activity that is intended to promote purely party-political interests.

You must have regard to any applicable local authority code of publicity made under the powers contained in Section 4 of the Local Government Act 1986. Publicity is defined as "any communication, in whatever form, addressed to the public at large or to a section of the public". It will cover meetings, websites, and social media postings as well as printed and other written material.

You should be particularly scrupulous about the use of authority resources when elections are pending, particularly those resources relating to publicity. When using the local authority's resources in these circumstances, you should not appear to be seeking to influence public opinion in favour of you, your party colleagues, or your party.

How do you know what the authority's requirements for the use of resources are?

Your local authority should have a protocol dealing with use of authority resources. A typical protocol would cover the following topics:

- use of authority premises
- councillor-officer relationships including use of officer time
- information technology, for example computer equipment and the use of associated software, including the use of such equipment at home
- telephones
- photocopying
- use of stationery and headed notepaper
- postage
- use of authority transport
- allowances and expenses

Your local authority may also have a separate protocol on the use of social media which would also be relevant.

The key principle underlying all such protocols should be that public office and public resources should not be used to further purely private or party-political purposes.

It is worth noting that where you authorise someone such as a family member to use the authority's resources, you must check whether the authority's rules allow this.

Examples

The complaint alleged a councillor used his computer equipment provided by his local authority for private purposes by downloading inappropriate adult pornographic images and sending a number of letters to a local newspaper, which he falsely represented as being from members of the public. He was found to have misused the local authority's equipment in breach of the code and had brought his office into disrepute.

A councillor used local authority notepaper in an attempt to avoid parking penalties incurred by his son. He also dishonestly attempted to renew a parking permit for disabled drivers. He was convicted of attempting, by deception, to evade the parking penalties dishonestly. He was also found by his local authority to have breached this paragraph of the code.

Complying with the Code of Conduct

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your monitoring officer.

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

Councillors should be competent for the work they undertake, and this includes the way in which you conduct yourself when carrying out your role as a councillor. Training helps to develop such competence, ensuring that you understand the Code of Conduct and how it applies to you.

As a councillor you are responsible for your own actions and will be held personally responsible if you breach your local authority's Code of Conduct. Therefore, it is essential that, where you are offered the opportunity by your local authority, you equip yourself with sufficient knowledge of the code to ensure that you comply with it at all times.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

The Code of Conduct is a cornerstone of good governance. It is important for public trust that it is seen to be taken seriously by individual councillors as well as the local authority as a whole.

While being the subject of a complaint that you have breached the Code of Conduct and having your conduct investigated may at times be unpleasant and stressful it is essential that councillors cooperate with any code investigations and determinations. Failure to cooperate will not stop an investigation but may simply drag matters and does not allow you to put your side of the story so increases the risk that inferences are drawn about your unwillingness to cooperate and that you will be found in breach of the Code.

It is equally important if you have made a complaint which the local authority has decided merits investigation that you continue to cooperate. Complaints made simply to damage the reputation of an individual through inferences but which you are not willing to support through your cooperation will damage relationships and will also damage the reputation of you and your local authority.

If you are asked to assist the investigator as a potential witness it is again important that you do so to allow as fully rounded a picture as possible to be drawn so that any determination on a case has as much evidence as necessary in order to reach the correct decision. You should let the investigator know if you need any reasonable adjustments made.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

However much you may be concerned about allegations that you or a fellow councillor failed to comply with the Code of Conduct, it is always wrong to intimidate or attempt to intimidate any person involved in the investigation or hearing. Even though you may not have breached the Code of Conduct, you will have your say during any independent investigation or hearing, and you should let these processes follow their natural course. If you seek to intimidate a witness in an investigation about your conduct, for example, you may find yourself subject to another complaint that you breached this paragraph of the Code of Conduct.

When does the duty not to intimidate start and avoiding allegations of intimidation?

Once there is the possibility of a complaint that the Code of Conduct has been broken, councillors need to be alert to how their behaviour towards potential witnesses or officers involved in handling of their case may be viewed. However innocently the contact is intended or may appear, great care should be taken when councillors deal with people involved with their case.

You should refer to your local authority's procedures and protocol for dealing with alleged breaches of your Code of Conduct.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

Fair, consistent, and proportionate sanctions help to ensure the integrity of the standards framework and thus maintain public trust and confidence in councillors, your role, and your authorities. It is important that councillors and local authorities take standards of conduct seriously and the use of sanctions helps to demonstrate this.

Failure to comply with sanctions can bring the standards framework into disrepute.

Part 3 – Protecting your reputation and the reputation of the local authority

The code requires you to register matters under 2 separate categories:

1. Gifts and hospitality, you receive in your role as a councillor; and
2. Certain types of interests

Registration of gifts, hospitality and interests

Gifts and hospitality

As a councillor:

9.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

9.2 I register with the monitoring officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

9.3 I register with the monitoring officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your monitoring officer for guidance.

What does “hospitality” mean?

Hospitality can be defined as any food, drink, accommodation, or entertainment freely provided or heavily discounted.

How much detail should I include on the register?

Where you register gifts or hospitality you should include the name of the person or organisation who gave you the gift or hospitality; the date on which you received it; the reason it was given; and its value or estimated value.

How do I know if gifts or hospitality have been offered to me because of my role as a councillor?

The code says you must register any gift or hospitality received *in your capacity as a councillor* if the estimated value exceeds £50 or such other limit as agreed by your local authority.

You should ask yourself whether you would have received the gift or hospitality if you were not on the local authority. If you are in doubt as to the motive behind an offer of a gift or hospitality, we recommend that you register it or speak to the clerk or monitoring officer before deciding whether to accept it. You should also refer to the local authority's policy on gifts and hospitality.

You do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you should apply common sense when you consider how receipt of a gift might be interpreted. For example, if you are the chair of the planning committee and a birthday present arrives from a family friend who is also an applicant just before a planning application is due to be considered, then you need to think about how this would be interpreted by a reasonable member of the public.

What about gifts or hospitality I do not accept?

The code makes it clear that the presumption is that you do not normally accept gifts or hospitality. While gifts or hospitality can be offered for benign reasons it is important for your reputation, the reputation of the local authority and the need to reassure the public that decision-making is not being improperly influenced that you do not accept gifts or hospitality wherever possible.

Simply accepting gifts or hospitality and then registering it does not mean that it may be seen as reasonable. Accepting an expensive meal from somebody who is negotiating for a contract with the council, for example, is not 'made right' by being recorded on a public register.

There will be times, however, where turning down hospitality or gifts could be seen as causing unnecessary offence. For example, if you have been invited as a ward councillor to a local festival or faith celebration along with other members of the community then it may be entirely appropriate to accept the hospitality. However, you should always exercise particular caution if the organisers are involved in ongoing negotiations with the local authority on a particular matter.

Where you are offered a gift or hospitality but decline it you should nevertheless notify the monitoring officer. That helps the authority to identify if there are any patterns and to be aware of who might be seeking to influence the authority.

What about gifts or hospitality that falls below the limit in the code?

You should always notify the monitoring officer of any gift or hospitality offered to you if it could be perceived as something given to you because of your position, especially where the gift or hospitality is from somebody who has put in an application to the local authority (or is about to) even where that hospitality falls below £50 or the limit set by the local authority.

While that would not be a matter for the public register it again allows the authority to be aware of any patterns.

Also, an accumulation of small gifts you receive from the same source over a short period of say a couple of months that add up to £50 or over should be registered in the interests of transparency.

What if I do not know the value of a gift or hospitality?

The general rule is, if in doubt as to the value of a gift or hospitality, you should register it, as a matter of good practice and in accordance with the principles of openness and accountability in public life. You may therefore have to estimate how much a gift or hospitality is worth. For example, if you attend a dinner as a representative of the authority which has been pre-paid by the sponsors you would need to make an informed judgment as to its likely cost.

What if I'm at an event but don't have the hospitality or only have a small amount?

The best way to preserve transparency is for you to assess the hospitality on offer, whether it is accepted or not. This is because it would clearly not be in your interests to be drawn into arguments about how much you yourself ate or drank at a particular occasion. For example, you may find yourself at a function where relatively lavish hospitality is on offer, but you choose not to accept it. You may go to a champagne reception but drink a single glass of orange juice for example.

As a guide you should consider how much a person could reasonably expect to pay for an equivalent function or event run on a commercial basis. What you have been offered is the value of the event regardless of what you actually consumed. Clearly where you are in any doubt the prudent course is to register the hospitality.

Is there a minimal threshold where I wouldn't have to notify the monitoring officer?

The code is about ensuring that there is transparency and accountability about where people may be trying to influence you or the local authority improperly. However, in the course of your duties as a councillor you will be offered light refreshments or similar on many occasions. It is perfectly acceptable to have a cup of tea or biscuits at a meeting with residents at the local community centre for example and there may be times when an external meeting lasts all day and the organisers offer you a sandwich lunch and refreshments.

The Government's guide to the Bribery Act for employers says that 'the Government does not intend that genuine hospitality or similar business expenditure that is reasonable and proportionate be caught by the Act, so you can continue to provide bona fide hospitality, promotional or other business expenditure. In any case where it was thought the hospitality was really a cover for bribing someone, the authorities would look at such things as the level of hospitality offered, the way in which it was provided and the level of influence the person receiving it had on the business decision in question. But, as a general proposition, hospitality or promotional expenditure which is proportionate and reasonable given the sort of business you do is very unlikely to engage the Act.'

You should use your discretion and think how it might look to a reasonable person but always seek the views of the monitoring officer or clerk where you are a parish councillor if in doubt.

What are 'normal expenses and hospitality associated with your duties as a councillor'?

As well as the minimal threshold hospitality above there will be times when you are paid expenses which include an element for food and drink as part of your role.

The focus of the code is on the source of the hospitality and its nature. Hospitality does not need to be registered where it is provided or reimbursed by the authority or where it is clearly ancillary to the business being conducted, such as an overnight stay for an away-day. Therefore, hospitality at a civic reception or mayor's ball would not need to be registered.

However, the hospitality should be registered if it is provided by a person or body other than the authority and is over and above what could reasonably be viewed as ancillary to the business conducted. You might meet dignitaries or business contacts in local authority offices. However, if such meetings take place in other venues, such as at cultural or sporting events, this should be registered as hospitality.

If you are away at a conference and you are offered entertainment by a private company or individual or attend a sponsored event you should consider registering it.

What if my role involves me attending regular events or receiving gifts or hospitality?

Some roles in a local authority will inevitably involve being offered more entertainment than others because of the 'ambassadorial' nature of the role. For example, the mayor or chair of the authority will be invited to a large number of functions and the leader of the local authority may be attending events as political leader of the local authority.

Although the mayor or chair, for example, may attend many social functions, they are not exempt from the requirement to register hospitality as individual councillors. However, where the hospitality is extended to the office holder for the time being rather than the individual, there is no requirement under the code to register the hospitality against your individual register. The question a councillor needs to ask themselves is, "Would I have received this hospitality even if I were not the mayor/chair?" If the answer is yes, then it must be registered.

If matters are recorded on a mayor or chair's register any entry on the register should make it clear that gifts or hospitality are being accepted because of the office held and, where possible, any gifts accepted should be 'donated' to the local authority or to charity or as raffle prizes for example.

Gifts that are clearly made to the local authority, for example a commemorative goblet which is kept on display in the local authority's offices, do not need to be registered in the councillor's register of gifts and hospitality. However, such gifts ought to be recorded by the local authority for audit purposes.

Register of interests

Section 29 of the Localism Act 2011 requires the monitoring officer to establish and maintain a register of interests of members of the local authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision-making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the monitoring officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)**. [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>] which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**. [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>].

You must register two different categories of interests:

1. Disclosable Pecuniary Interests – these are categories of interests which apply to you and your partner. The categories are set out in regulations made under s27 of the Localism Act 2011 and knowing non-compliance is a criminal offence.
2. Other registerable interests – these are categories of interest which apply only to you and which the LGA believes should be registered as an aid to transparency.

Further details about these two categories follow. For guidance on when these interests give rise to a matter which needs to be declared at a meeting see the **guidance on declaring interests in Part 3**. [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest>]

Disclosable Pecuniary Interests

These are interests which must be notified to the principal authority's monitoring officer within 28 days of the code being adopted by your local authority or within 28 days from when you become a councillor in accordance with the statutory requirements of the Localism Act 2011. These are enforced by criminal sanction, and failure to register or declare such an interest at a meeting is a criminal offence. You must keep your register up to date so, as soon as a new interest needs to be registered or you cease to hold an interest, you should notify the monitoring officer.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) and the categories covered are set out in Appendix A of the Code.

Offences

It is a criminal offence under the Localism Act 2011 to

- fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election or co-option
- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- fail to notify the monitoring officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- knowingly or recklessly providing information that is false or misleading in notifying the monitoring officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to five years.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	Any licence (alone or jointly with others) to occupy land in the local authority for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

* director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Does 'office carried on for profit or gain' include allowances I may receive from another local authority I sit on?

If you receive allowances which are treated as taxable income rather than simply being pure reimbursement of expenses, say, then they do need to be registered and declared as appropriate.

Reimbursement of expenses is separately covered by the DPI category 'sponsorship' and makes clear that it excludes the need to register or declare reimbursement of expenses from one's own authority. However, that does not exclude any allowances received from another authority. This is supported by a letter written by the then Minister Brandon Lewis to Desmond Swayne MP in 2013 when this issue was raised with Government which said: "a member being in receipt of taxable members' allowances may be considered to give rise to a disclosable pecuniary interest under the subject of 'Employment, office, trade or vocation' set out in the regulations.

That means that any member in receipt of taxable allowances from another authority would have to register such as a DPI. For example, a parish councillor who is also a district councillor and is in receipt of taxable allowances from the district would need to register that fact.

How much detail do I need to put about my employment?

It is not enough simply to put, for example, 'management consultant' or 'teacher'. Sufficient detail should be given to identify your company or employer. This aids transparency and allows people to see where potential conflicts of interest may arise.

Where you have a sensitive employment, which should not be disclosed you should discuss this with your monitoring officer (see 'sensitive interests' below). While the law on sensitive interests only applies to where there is a fear of intimidation there may be employment, such as certain sections of the military, which cannot be disclosed for other reasons so you should always seek advice if in doubt.

What is a contract with the local authority?

Some councillors' own businesses which may have dealings with the local authority. For example, a grounds maintenance company may contract with a parish council for grass cutting. Such contracts should be included on the register of interest.

More broadly, councillors, as residents, may have dealings with the local authority in their personal lives. For example, some councillors pay their own local authority to have garden waste collections, rent an allotment or may be a member of the gym of a local authority operated leisure centre. Such arrangements form a subscription service that are open to all residents, and do not require registration.

How much detail is required of landholdings?

Sufficient detail should be given to identify the land in question.

An address and, where the address is not sufficient, details that are sufficient to identify the land will usually meet the requirement. A plan identifying the land may be useful in some situations but is not a requirement.

Do you have to register the landholdings of your employers or bodies you have shareholdings in?

In general, there is no requirement to list the landholdings of companies or corporate bodies included in the register. The only requirement is to register any tenancy between such bodies and the authority (under the corporate tenancies). Obviously, you can only be expected to register those you ought reasonably to be aware of, so, for example, if you work for a large housebuilder you may not be aware of which land in the local authority's area they had options on.

You do need to be mindful of your level of control in the company and the effect this may have on your benefit from the land. For example, if you and your spouse jointly owned a farming business, you would be the sole beneficiaries of any land owned by that farm and as such it is strongly advised to register land held by companies in which you have a controlling interest.

What about my home and tenancies?

The most common beneficial interest in land councillors have is their home address. You should include in here your home if you live in it; whether that be as a result of a mortgage, tenancy, or other arrangement (for example, a councillor is living with their parents but not paying a rental fee to them).

You should also include in the section for beneficial interests in land any tenancy properties you own in the local authority's area.

How much information do you have to give out about shareholdings?

In general, if you hold more than £25k of equity in a company, or more than 1 per cent of a shareholding, you are required to declare this.

Many councillors hold investments through trust funds, investment funds or pension funds which are managed by fund managers. In that situation, you may not know if you actually hold more than £25k in a single company or more than 1 per cent. The expectation is that you should take reasonable steps to ensure you do understand what investments you may have and whether the requirement to register applies, and so:

1. It can be helpful for councillors to state on their form that they have funds invested in specific funds.
2. It can be helpful for councillors to make fund managers aware of their requirement to declare where they hold significant investments within a company that operates in the local authority's area so that they can be notified if this is the case.

Do I have to separate my spouse/partners interests and my own interests?

The law only requires you to register the interests, and you are not required specifically to state whether the interest is held by you, or by your spouse. However, many local authorities do ask for this information as it can be more transparent to separate it.

How much information do I need to obtain from my spouse/partner?

You need to make sure you take all reasonable steps to obtain information from your spouse or partner about their interests. For example, you would reasonably be expected to know where they worked, or if they owned any rental properties. You would be expected to ask if they had any shareholdings in companies, but they may not know the full details of an investment fund they had and where it was invested, and if that were the case, you would not be expected to know (and register) it either.

Other registerable interests

In addition to the Disclosable Pecuniary Interests above, you must, within 28 days of the code being adopted by your local authority, or your election or appointment to office (where that is later), notify the monitoring officer in writing of the details of your interests within the following categories, which are called 'other registerable interests':

(a) Details of any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your local authority;

(b) Details of any body of which you are a member or in a position of general control or management and which –

- exercises functions of a public nature
- is directed to charitable purposes, or
- is a body which includes as one of its principal purposes influencing public opinion or policy

(c) Details of any gifts or hospitality with an estimated value of more than £50 or such other limit as your local authority has agreed, that you receive personally in connection with your official duties.

With Other Registerable Interests, you are only obliged to register your own interests and do not need to include interests of spouses or partners. Therefore, a spousal interest in a local group is not registerable as an 'other registerable interest'. Failure to register these interests is **not** covered by the criminal offence but would be a breach of the code.

What is a "body exercising functions of a public nature"?

Although it is not possible to produce a definitive list of such bodies, here are some criteria to consider when deciding whether or not a body meets that definition -

- does that body carry out a public service?
- is the body taking the place of local or central government in carrying out the function?
- is the body (including one outsourced in the private sector) exercising a function delegated to it by a public authority?
- is the function exercised under legislation or according to some statutory power?
- can the body be judicially reviewed?

Unless you answer "yes" to one of the above questions, it is unlikely that the body in your case is exercising functions of a public nature.

Examples of bodies included in this definition: government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms-length management organisations carrying out housing functions on behalf of a council, school governing bodies.

Do local campaigning or Facebook groups need to be registered?

Membership (which does not include simply being on a mailing list), of local campaign or Facebook groups will only need to be registered if they are bodies:

- exercising functions of a public nature;
- directed towards charitable purposes; or
- one whose principal purpose includes influencing public opinion or policy.

Generally, it is unlikely that these groups will be regarded as formal bodies to be registered. However, each case should be considered on its own merits. 'A Body' is defined as 'a number of persons united or organised'. Some groups are very united on their cause and organised, but their purpose must fall under one of the functions listed above.

There must also be some formality to the membership, such as registration for example. Simply attending a meeting of a local campaign does not of itself make you a 'member' of that organisation.

There has been a growth in organisations which are more nebulous in nature, and no formal membership requirements exist, such as Extinction Rebellion. It can be helpful to ask yourself the question "do I consider I am a member of the organisation" and if the answer is yes, then register the membership for transparency purposes.

If you need further information or specific advice, please speak to your clerk or monitoring officer.

What about membership of a political party or trade union?

The second category of other registerable interests refers to membership of a body or being in a position of general control and management of a body, one of whose principal purposes includes the influence of public opinion or policy. This includes any political party or trade union. Memberships of political parties and Trade Unions therefore need to be registered. Remember that if because of membership of a political party or a trade union any payment or financial benefit is received, it is likely to come under the Sponsorship category of DPI.

Sensitive interests

Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the monitoring officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

What is sensitive information?

It may include your sensitive employment (such as certain scientific research or the Special Forces) which is covered by other legislation or interests that are likely to create serious risk of violence or intimidation against you or someone who lives with you. For example, disclosure of your home address where there has been a threat of violence against you or where there is a court order protecting your whereabouts.

You should provide this information to your monitoring officer and explain your concerns regarding the disclosure of the sensitive information; including why it is likely to create a serious risk that you or a person who lives with you will be subjected to violence or intimidation. You do not need to include this information in your register of interests, if your monitoring officer agrees, but you need to disclose at meetings the fact that you have an interest in the matter concerned (see guidance on declaring interests).

What happens if the monitoring officer does not agree that the information is sensitive?

It is for the monitoring officer to decide if the information is sensitive. You must notify the monitoring officer of the information which you think is sensitive and give your reasons and any supporting evidence.

If the monitoring officer agrees, this information does not need to be included in the register of interests. However, if the monitoring officer disagrees then it must be registered.

What happens if the information stops being sensitive?

You must notify the monitoring officer of any change in circumstances which would mean that the sensitive information is no longer sensitive within 28 days of the change, for example a change in employment. The information would then be included in the authority's register of interests.

I haven't received a direct threat, but I am concerned about registering my home address.

At present, councillors are required to register their home address as part of their local authority's register of interests which are typically published on their local authority website. There have been growing concerns about the potential for threats and intimidation to councillors by virtue of disclosing their home address. Whilst some councillors believe disclosing a home address is a core component of democracy and it is important for the public to know where a councillor may live as they may be making decisions that have an impact on their property, others are very concerned about it. Section 32 of the **Localism Act 2011** [https://en.wikipedia.org/wiki/Localism_Act_2011] allows Local Authorities to withhold sensitive interests from the public register where their disclosure could lead to violence or intimidation. It is recommended that councillors should not be required to register their home addresses as a disclosable pecuniary interest. The **Committee on Standards in Public Life** [https://en.wikipedia.org/wiki/Committee_on_Standards_in_Public_Life]'s review of Local Government Ethical Standard recommended in January 2019 that councillors should not be required to register their home addresses as a disclosable pecuniary interest. However, at present the Government has not legislated for this.

It is important that if councillors have such concerns, they share these with the monitoring officer transparently and openly so they can be properly considered.

Who should you notify when registering your interests?

The Localism Act and the Code both say that the monitoring officer is responsible for maintaining the register. You must therefore notify your monitoring officer of your interests to be registered. This is also true for parish councillors that you must notify the monitoring officer of the district, metropolitan or unitary authority for the area in which the parish council is situated.

However, the obvious point of contact for information of this type for the public is the parish clerk. The clerk needs to have an up-to-date copy of the register of interests in order to comply with public access requirements and there is a requirement for the parish council to publish the registers on their website where they have one, either directly or through a link to the relevant page on the principal authority's website. It also ensures that the clerk is aware of potential conflicts if they arise in a parish council meeting and can advise accordingly. It is therefore practical for the parish clerk to act as the point of contact between parish councillors and the relevant monitoring officer by collecting their interests together, passing them on and regularly asking councillors to review if there have been any changes.

However, you should ensure that there is a system in place for the parish clerk to pass on immediately any information to the relevant monitoring officer as each individual councillor is ultimately responsible for ensuring that the relevant monitoring officer is in possession of all the required information.

Declarations of interest

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the monitoring officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1 of the Code** [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>], is a criminal offence under the Localism Act 2011.

Appendix B of the Code [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>] sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your monitoring officer.

This part of the Code is about the registering of your interests and then how to go about declaring or managing your interests.

At heart there is a simple principle – as public decision-makers, decisions must be made in the public interest and not to serve private interests. However, the rules to set out whether you have an interest or not in any given situation can be complex given the infinite variety of issues that may arise. This guidance is to help you steer a way through those rules.

The Code therefore requires members to declare interests in certain circumstances. Disclosure, in the register and at meetings, is about letting members of the public and interested parties know where you are coming from when involved in decision making and is to enable you to be 'up front' about who you are and what your conflicts of interest might be. Conflicts of interest in decision making as a councillor, and what in public law is known as 'apparent bias', are an established part of the local government legal landscape. The Nolan Principles and the Model Code require councillors to act impartially (i.e. not be biased) when carrying out their duties. **(See also guidance on bias and predetermination in Part 3) []**

A single councillor who is guilty of bias is enough to strike out the whole decision when challenged before the courts. This can cause huge cost and reputational damage for the local authority, yet is seldom due to actual corruption or even consciously favouring a personal interest over the public interest on the part of the councillor involved and may have no repercussions for them personally.

The object of this part of the Code is therefore twofold.

Firstly, it is to provide an explanation and a guide to the public and councillors as to what is or isn't a conflict of interest and then how a conflict between the interest you may hold as an individual councillor and the public interest you must hold as a decision maker of a public authority can be best managed.

Secondly, the Code provides a means to hold an individual councillor to account for their actions when they fail to manage that conflict of interest properly and put the decision of the public authority, including the public purse, and decisions around individuals' daily lives, at risk.

The test at law for apparent bias is 'would a fair-minded and informed observer, having considered the facts, conclude that there was a real possibility of bias'. This is why you will see this question reflected in the Code when you are asked to consider whether or not you should participate in a meeting where you have a conflict of interest.

The code contains three different categories of interests – **Disclosable Pecuniary Interests (DPI)**; **Other Registerable Interests (ORI)**; and **Non-Registerable Interests (NRI)**.

For the first two categories these are interests which must be recorded on a public register except in limited circumstances (**see guidance on Registration of Interests in Part 3**). [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest>]. The third category do not need to be recorded on the register but will need to be declared as and when they arise.

This means an interest may arise not just from interests already on your register. There will also be times when, although the interest does not personally involve you, it may involve a relative or close associate. You are not expected to register every interest of those people, but you will need to declare them as and when they might arise. These are referred to in the code as '**non-registerable interests**'.

As a brief summary, the requirements of the code apply where:

1. you or someone you are associated with has an interest in any business of your authority, and;
2. where you are aware or ought reasonably to be aware of the existence of that interest, and
3. you attend a meeting of your authority at which the business is considered (or where you are making a delegated decision as an individual under executive arrangements).

You must disclose to that meeting the existence and nature of your interests at the start of the meeting, or when the interest becomes apparent. It is usual to have for any declarations of interest at the start of the meeting but it is good practice also to ask again at the start of any agenda item. For example, members of the public may only be present for a specific item so will not have heard the declaration at the start, and a member may only become aware of the interest part-way through the meeting or item in any case.

And there will be times that because your interest is so close to the matter under discussion you will not be able to take part in that item of business. Those circumstances are explained in greater detail for each category of interest below.

This means there are three types of interest which you may have to declare:

Disclosable Pecuniary Interests (Part A of the Register [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-a-the-seven-principles-of-public-life>]); [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-a-the-seven-principles-of-public-life>].

Other Registerable Interests (Part B [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>]); [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>] and

Non-registerable interests [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>].

Guidance is given below on each of these categories in turn.

Disclosable Pecuniary Interests

(**Annex B, paragraphs 4 and 5**). [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>]

Disclosable Pecuniary Interests (or 'DPIs') were introduced by s30 of the Localism Act 2011. They are a category of interests which relate to the member and/or their partner, such as financial interests of you or your partner such as your house or other property, or if you have a job or own a business. The categories are set out in regulations made under the Act and are in **Table 1 of Annex B of the Code** [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>].

'Partner' is defined by regulations as your 'spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.'

They must be registered and, where they come up in a meeting, declared. Failure knowingly to register or declare a DPI is a criminal offence under the Localism Act.

The Localism Act says that if you are present at a meeting of the Council, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and you have a disclosable pecuniary interest **in any matter to be considered or being considered at the meeting**:

- you may not participate in any discussion of the matter at the meeting
- you may not participate in any vote taken on the matter at the meeting
- if the interest is not registered, you must disclose the interest to the meeting
- if the interest is not registered and is not the subject of a pending notification, you must notify the monitoring officer of the interest within 28 days.

The Act says you need to declare the nature of the interest only if it is not on the public register. In addition, your authority's rules might require you to leave the room where the meeting is held while any discussion or voting takes place.

However, the Model Code states that it is important to declare the nature of the interest and to withdraw while the item is being dealt with. This aids transparency for the public and helps avoid accusations that you may be seeking to influence the outcome by remaining in the room even if your local authority's rules don't explicitly require it.

If you have a **DPI**, you may in certain circumstances be granted a dispensation to take part (see guidance on **Dispensations in Part3**).

When does a Disclosable Pecuniary Interest arise?

The Localism Act uses the phrase 'you have a DPI in any matter...'

This wording has led to some confusion as to what circumstances would lead to the need to declare a DPI. The Explanatory Notes to the Localism Act say that section 31 of the Act "requires a member of a relevant authority to disclose a disclosable pecuniary interest that they are aware of (apart from a sensitive interest), at a meeting or if acting alone, where any matter to be considered **relates to** their interest. ... It prohibits a member from participating in discussion or voting on any matter **relating to** their interest or, if acting alone, from taking any steps in relation to the matter (subject to any dispensations)." [our emphasis].

This means you have a Disclosable Pecuniary Interest (DPI) in a matter when the matter being discussed **directly relates** to your registered interest or that of your partner, rather than simply affecting it.

For example, if you have registered 1 Acacia Avenue as your address, you would have a DPI if you put in a planning application for 1 Acacia Avenue, or if the whole of Acacia Avenue was being considered for a Resident Parking Zone.

You would not have a DPI if 3 Acacia Avenue had put in a planning application as the matter does **not directly relate** to your registered interest. You may however have a non-registerable interest (see below) as the application may indirectly affect your property.

Does setting the Council Tax or precept give rise to a DPI?

The LGA is clear that you do not have a DPI simply if you are voting to set the Council Tax or precept. Guidance issued by the Government in 2013 made clear that 'any payment of, or liability to pay, council tax does not create a disclosable pecuniary interest as defined in the national rules; hence being a council tax payer does not mean that you need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support.'

The Council Tax and precept are charges on all relevant properties in the area and do not directly relate to any single property in such a way as to give rise to a DPI. Members are therefore fully entitled to vote on the matter (subject to rules about Council tax arrears).

Other registerable interests

(Paras 6, 8 and 9 of Annex B) [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>]

The second category of interests are 'other registerable interests' or ORIs.

If you have an 'Other Registerable Interest' – that is an interest which falls within the categories in Table 2 in Annex B - the Code says you should not participate in the relevant business in two circumstances:

1. when a matter directly relates to the finances or wellbeing of that interest. (para 6); or
2. when a matter affects the finances or wellbeing of that interest to a greater extent than it affects the majority of inhabitants; and a reasonable member of the public would thereby believe that your view of the public interest would be affected (paras 8 and 9).

An interest ‘directly relates’ to an outside body where the local authority is taking a decision which directly relates to the funding or wellbeing of that organisation

For example, under a) if you are a member of a group which has applied for funding from the local authority, or if you are a member of an organisation which has submitted a planning application, the decision directly relates to that organisation.

In such a case you must not take part in any discussion or vote on the matter. You can speak on the matter before withdrawing but only where the public are also allowed to address the meeting. For example, you may want to put forward the organisation’s case as to why it has applied for funding, but representatives from competing organisations would also need to be able to make their case.

If the public are not allowed to address the meeting on that item, you would need, if necessary, to get another councillor who did not have an ORI to make any relevant case.

If the local authority is simply discussing that outside organisation but not making a decision which relates to its finances or wellbeing – for example discussing the annual report from the organisation – that does not directly relate to the organisation as there is no direct impact on the organisation which would give rise to a conflict of interest.

Under b) if you are on the committee of the local village hall and an application for a licence for another venue in the village is made which may take trade away from the village hall then the matter would affect the village hall and a reasonable person would believe that would affect your view of the public interest so those two tests are met.

You would not have an interest if the local authority was discussing early planning for an event, which may or may not be held in the village hall as there would be no direct financial impact at that time. When the plans crystallised then an interest would arise as a decision would be made which would have financial implications.

There will also be circumstances where you do not need to declare an interest even though the matter may be relevant to the wider aims of an organisation of which you are a member. For example, if you are a member of a charity such as the Royal Society for the Protection of Birds (RSPB), you do not need to declare an interest every time the local authority might discuss matters relating to habitats or conservation issues. Those issues may reflect the wider aims of RSPB, but they do not directly relate to or affect the organisation and your mere membership of the organisation has no bearing on the matter.

If you were in a position of control or general management in that body and the organisation was campaigning actively on the specific issue being discussed or you personally were campaigning actively on that specific issue the situation would be different. In those circumstances you may have an interest and there is a risk of predetermination. Where there is doubt you should always seek advice from the monitoring officer (or clerk if you are a parish councillor).

As with DPIs you can be granted a dispensation (see below) and if the interest has not been registered or notified to the monitoring officer you should do so within 28 days of the meeting.

Non-registerable interest

(paras 7, 8 and 9 of Annex B) [<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020#appendix-b-registering-interests>]

The third category of interests is Non-registerable interests or NRIs.

A **Non-registerable Interest** arises where the interest is that of yourself or your partner which is not a DPI or of a relative or close associate (see definition below).

As a councillor you are not expected to have to register the interests of your relatives or close associates but under the Code you are expected to declare them as and when relevant business occurs which affects their finances or wellbeing. The Code says you should not participate in the relevant business in two circumstances:

- **a.** when a matter directly relates to that interest. Or
- **b.** when a matter affects that interest to a greater extent than it affects the majority of inhabitants and
 - a reasonable member of the public would thereby believe that your view of the public interest would be affected

For example, under a) if your son has submitted an application for a licence to open a bar, the matter directly relates to your relative. You must not take part in any discussion or vote on the matter.

For example, under b) there has been an application made to build several units of housing on a field adjacent to your business partner’s home. It is not their application, but they will be more affected by the application than the majority of people so again you would be expected to declare the interest and withdraw.

Similarly, an application for the property next door to you does not directly relate to your property so it is not a DPI, but you would instead need to declare a Non-Registerable Interest.

In all of these cases you can speak on the matter before withdrawing but only where the public are also allowed to address the meeting. If the public are not allowed to address the meeting on that item, you would need if necessary, to get another councillor who did not have an NRI to make any relevant case or to represent the wider views of constituents.

As with DPIs you can be granted a dispensation (see below).

What is the difference between ‘relates to’ and ‘affects’?

Something relates to your interest if it is directly about it. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you or an outside body you have registered has a financial interest.

‘Affects’ means the matter is not directly about that interest but nevertheless the matter has clear implications for the interest – for example, it is a planning application for a neighbouring property which will result in it overshadowing your property. An interest can of course affect you, your family or close personal associates positively and negatively. So, if you or they have the potential to gain or lose from a matter under consideration, an interest would need to be declared in both situations.

What does “affecting well-being” mean?

The term ‘well-being’ can be described as a condition of contentedness and happiness. Anything that could affect your quality of life or that of someone you are closely associated with, either positively or negatively, is likely to affect your well-being. There may, for example, be circumstances where any financial impact of a decision may be minimal but nevertheless the disruption it may cause to you or those close to you could be significant. This could be on either a temporary or permanent basis. Temporary roadworks in your street may affect your wellbeing on a temporary basis. Closure of a local amenity may have a more permanent impact on your wellbeing if you use it more than the majority of people in the area.

What are the definitions of relative or close associate?

The Code does not attempt to define “relative” or “close associate”, as all families vary. Some people may have very close extended families, but others will have more distant relations. You should consider the nature of your relationship with the person (eg whether they are a close family member or more distant relation). The key test is whether the interest might be objectively regarded by a member of the public, acting reasonably, as potentially affecting your responsibilities as a councillor. It would be a person with whom you are in either regular or irregular contact with over a period of time who is more than an acquaintance. It is someone a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them. It may be a friend, a colleague, a business associate or someone whom you know through general social contacts. A close associate may also be somebody to whom you are known to show animosity as you might equally be viewed as willing to treat them differently.

What if I am unaware of the interest?

You can only declare an interest in a matter if you are aware of the interest. For example, a company of which your father-in-law is a director may have made an application to the local authority. You may not be aware that he is a director, and you are not expected to have to ask about the business affairs of your relatives or acquaintances simply because you are a councillor. However, you would need to declare an interest as soon as you became aware.

A reasonable member of the public would expect you to know of certain interests of course, so it is, for example, reasonable that you would be expected to know your daughter’s address or job but not necessarily any shareholdings she might have. While it is therefore your decision as to whether or not to declare an interest, you should always consider how it might seem to a reasonable person and if in doubt always seek advice from the monitoring officer.

Do I always have to withdraw if I have an ‘other registerable interest’ or a non-registerable interest to declare?

Where you have declared a DPI the Localism Act says you must always withdraw from participation unless you have a dispensation.

If the matter is an ‘other registerable interest’ or a non-registerable interest you must always withdraw from participation where the matter directly relates to that interest unless you have a dispensation.

If it is something which affects the financial interest or wellbeing of that interest you are asked to declare it and the Code then asks you to apply a two-part test before considering whether to participate in any discussion and/or vote:

1. Does the matter affect the interest more than it affects the majority of people in the area to which the business relates?
For example, if a major development affects the settlement where your sister lives and your sister would be no more affected than anybody else – for example, she lives at the other end of the settlement rather than next door to the development, the answer would be no. If the answer is yes, you then ask:
2. Would a reasonable member of the public knowing all the facts believe that it would affect your judgment of the wider public interest?

This is similar to the test for bias (*see guidance on predetermination and bias in Part 2*) and if the answer is yes to that question then you must not take part in the meeting.

You help to run a food bank and are considering a motion to investigate the causes of poverty. A reasonable member of the public would not think that fact would affect your view of the wider public interest.

You are over 65 and are taking part in a discussion about provisions for older people. You would be more affected than the majority, but a reasonable member of the public would not think that fact would affect your view of the wider public interest.

You are discussing closure of the local authority-run home where your elderly parent lives. A reasonable member of the public would think that fact would affect your view of the wider public interest because of the direct effect on your parent.

What does 'withdraw from the meeting' mean?

When you withdraw from the meeting that means you must not be present in the room during the discussion or vote on the matter. If the public are allowed to speak at the meeting then you would be granted the same speaking rights as the public and would need to comply with the same rules – for example, giving notice in advance or abiding by time limits. However, unlike the public you would then withdraw once you had spoken.

This would be true at a committee meeting, for example, even if you are not a member of the committee but are simply attending as a member of the public. By staying in the room, even though you are not permitted to speak or vote, it is a long-held doctrine of case law that a councillor may still influence the decision or might gather information which would help in the furtherance of his or her interest. It is therefore in the public interest that a councillor, after having made any representations, should withdraw from the room, and explain why they are withdrawing.

These rules would apply to virtual meetings as they would to physical meetings. For example, after having spoken you should turn off your microphone and camera and may be moved to a 'virtual waiting room' while the item is discussed.

Executive decisions

Where you are an executive member you should follow the same rules as above when considering a matter collectively – that is you should not take part in the decision where you have an interest applying the same rules as apply to other meetings above.

Where you have delegated decision-making power, you should not exercise that delegation in relation to matters where you have a disclosable pecuniary interest or another type of interest which would debar you from taking part in a meeting. Instead you should ask the executive to take the decision collectively without your participation.

Where you have been delegated non-executive powers under s.236 of the Local Government and Public Housing Act 2007 you should similarly follow this approach and your local authority may need to make that clear in its code if it is using that power.

Dispensations

Wherever you have an interest the code allows you to apply for a dispensation. The Localism Act sets out arrangements for applying for a dispensation where you have a DPI but is silent about dispensations for other types of interest as they are not statutory interests. A similar process should however be set out in your constitution or Dispensation Policy for ORIs and NRIs.

A dispensation must be applied for in writing to the 'Proper Officer' (the monitoring officer or, in the case of a parish council, the clerk) in good time before the relevant meeting and will be considered according to the local authority's scheme of delegation for considering a dispensation. The circumstances whereby a dispensation may be granted are where -

1. It is considered that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business.
2. It is considered that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business.
3. That the authority considers that the dispensation is in the interests of persons living in the authority's area.
4. That the authority considers that it is otherwise appropriate to grant a dispensation.

What is a 'sensitive interest'?

There are circumstances set out in the Localism Act where you do not need to put an interest on the public register or declare the nature of an interest at a meeting although you would have to declare in general terms that you have an interest. These are so-called 'sensitive interests'.

An interest will be a sensitive interest if the two following conditions apply: (a) That you have an interest (whether or not a DPI); and (b) the nature of the interest is such that you and the monitoring officer consider that disclosure of the details of the interest could lead to you or a person connected to you being subject to violence or intimidation.

Where it is decided that an interest is a “sensitive interest” you must inform the monitoring officer of the interest so that a record is kept but it will be excluded from published versions of the register. The monitoring officer may state on the register that the member has an interest the details of which are excluded under that particular section.

Where the sensitive interest crops up in a meeting the usual rules relating to declaration will apply except that you will only be required to disclose that you hold an interest in the matter under discussion but do not have to say what that interest is. The Localism Act sets out the scheme where the DPI is a sensitive interest. Your local authority procedures should allow for similar arrangements for other registerable or declarable interests.

For example, if your sister has been subject to domestic violence such that the perpetrator has been served with a Domestic Violence Protection Order you would not be expected to disclose your sister’s address to a meeting.

What do I do if I need advice?

If you are unsure as to whether you have an interest to declare you should always seek advice from the monitoring officer (or the clerk if you are a parish councillor).

The Golden Rule is be safe –seek advice if in doubt before you act.

No.	TYPE	SPEAK*	VOTE	STAY	EXAMPLE	COMMENTS
1	DPI	N	N	N	Awarding a contract to your own company Planning application for your property Resident parking zone includes your house	<i>Directly relates to DPI-foreseeable-narrow-criminal</i>
2a	ORI	If public allowed to	N	N	Awarding/withdrawing grant funding to a body of which you are a member e.g. village hall Granting planning permission to a body of which you are a member	<i>Directly relates to finances-foreseeable-narrow-can “address” meeting if public can do, but not take part in discussion.</i>
2b	ORI	Test	Test	Test	Awarding grant funding to a body other than the body of which you are a member e.g. competitor to village hall	<i>Affects finances or wellbeing-test (1) greater than majority of inhabitants and (2) reasonable public-affect view of public interest</i>
3a	NRI	If public allowed to	N	N	Determining an application submitted by your sister or your neighbour for a dog breeding licence Partner with free parking permit and policy review decision to be made Councillor objects in private capacity to neighbours planning application cannot sit on PC as statutory consultee	<i>Directly relates to finances of you, partner (not a DPI)-a relative or close associate-Unforeseeable- can “address” meeting if public can do, but not take part in discussion.</i>
3b	NRI	Test	Test	Test	Application for housing development on land near to partners business property Your neighbour applies for planning permission	<i>Affects finances or well-being-test 1) greater than majority of inhabitants and (2) reasonable public-affect view of public interest</i>

2b/3b	NRI	Test	Test	Test	Road works noise outside your house Odours from nearby refuse tip ASB from rough sleepers housed in B+B's nearby	May not affect finances but Well-being=quality of life – apply 2-stage test
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*speak-take part in discussion, as opposed to addressing a public meeting as a member of the public where others can also address the meeting

Proximity in personal relationship and in physical proximity are often important factors in determining ability to speak and/or vote.

Bias and Predetermination

Bias and predetermination are not explicitly mentioned in the Code of Conduct. The code provisions on declarations of interest are about ensuring you do not take decisions where you or those close to you stand to lose or gain improperly. **(See guidance on declarations of interest in Part 2)** [\[https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-2-general-obligations-under-the-code-of-conduct\]](https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-2-general-obligations-under-the-code-of-conduct)

There is however a separate concept in law dealing with bias and predetermination which exists to ensure that decisions are taken solely in the public interest rather than to further private interests.

Both the courts and legislation recognise that elected councillors are entitled, and indeed expected, to have and to have expressed their views on a subject to be decided upon by the local authority. In law, there is no pretence that such democratically accountable decision-makers are intended to be independent and impartial as if they were judges or quasi-judges.

Nonetheless, decisions of public authorities do involve consideration of circumstances where a decision-maker must not act in a way that goes to the appearance of having a closed mind and pre-determining a decision before they have all of the evidence before them and where they have to act fairly. Breaches of the rules of natural justice in these circumstances have and do continue to result in decisions of local authorities being successfully challenged in the courts. These issues are complex, and advice should be sought and given in the various situations that come up, which is why there are no direct paragraphs of the code covering this, although it does overlap with the rules on declarations of interest.

While declaring interests will to some extent deal with issues of bias, there will still be areas where a formal declaration is not required under the Code of Conduct, but councillors need to be clear that they are not biased or predetermined going into the decision-making process. Otherwise the decision is at risk of being challenged on appeal or in the Courts. To quote a leading judgment in this field "All councillors elected to serve on local councils have to be scrupulous in their duties, search their consciences and consider carefully the propriety of attending meetings and taking part in decisions which may give rise to an appearance of bias even though their actions are above reproach." ^[1][\[#_ftn1\]](#)

The rules against bias say that there are three distinct elements.

The first seeks accuracy in public decision-making.

The second seeks the absence of prejudice or partiality on the part of you as the decision-maker. An accurate decision is more likely to be achieved by a decision-maker who is in fact impartial or disinterested in the outcome of the decision and who puts aside any personal strong feelings they may have had in advance of making the decision.

The third requirement is for public confidence in the decision-making process. Even though the decision-maker may in fact be scrupulously impartial, the appearance of bias can itself call into question the legitimacy of the decision-making process. In general, the rule against bias looks to the appearance or risk of bias rather than bias in fact, in order to ensure that justice should not only be done but should manifestly and undoubtedly be seen to be done.

To varying degrees, these "requirements" might be seen to provide the rationales behind what are generally taken to be three separate rules against bias: "automatic" (or "presumed") bias, "actual" bias, and "apparent" bias.

^[1][\[#_ftnref1\]](#) Kelton v Wiltshire Council [2015] EWHC 2853 (Admin)

The rationale behind "automatic" or "presumed" bias appears to be that in certain situations (such as if you have a pecuniary or proprietary interest in the outcome of the proceedings) then it must be presumed that you are incapable of impartiality. Since a motive for bias is thought to be so obvious in such cases, the decisions are not allowed to stand even though no investigation is

made into whether the decision-maker was biased *in fact*. In these circumstances you should not participate in the discussion or vote on the issue. These are covered by the code's requirement to declare certain interests and withdraw from participation. (**see guidance on declaration of interests in Part 3**). [<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#declarations-of-interest>]

A single councillor who is guilty of bias is enough to strike out the whole decision when challenged before the courts. This can cause huge cost and reputational damage for the local authority yet is seldom due to actual corruption or even consciously favouring a personal interest over the public interest on the part of the councillor involved and may have no repercussions for them personally.

Predetermination

The Localism Act 2011 has enshrined the rules relating to pre-disposition and predetermination into statute. In essence you are not taken to have had, or appeared to have had, a closed mind when making a decision just because you have previously done anything that directly or indirectly indicated what view you may take in relation to a matter and that matter was relevant to the decision.

Predetermination at a meeting can be manifested in a number of ways. It is not just about what you might say, for example, but it may be shown by body language, tone of voice or overly-hostile lines of questioning for example.

You are therefore entitled to have a predisposition one way or another as long as you have not pre-determined the outcome. You are able to express an opinion providing that you come to the relevant meeting with an open mind and demonstrate that to the meeting by your behaviour, able to take account of all of the evidence and make your decision on the day.

How can bias or predetermination arise?

The following are some of the potential situations in which predetermination or bias could arise.

Connection with someone affected by a decision

This sort of bias particularly concerns administrative decision-making, where the authority must take a decision which involves balancing the interests of people with opposing views. It is based on the belief that the decision-making body cannot make an unbiased decision, or a decision which objectively looks impartial, if a councillor serving on it is closely connected with one of the parties involved.

Examples

The complaint alleged that a councillor had behaved in a disrespectful and harassing manner towards two fellow female councillors and officers. It was established that the councillor had made unwarranted and inappropriate physical contact with the councillors and officers at an official event and had also made remarks towards the officers which were patronising and demeaning. The councillor was found to be in breach of the Code of Conduct.

A district councillor also belongs to a parish council that has complained about the conduct of an officer of the district council. As a result of the complaint the officer has been disciplined. The officer has appealed to a councillor panel and the councillor seeks to sit on the panel hearing the appeal. The councillor should not participate.

Contrast this with:

The complaint about the officer described above is made by the local office of a national charity of which the councillor is an ordinary member and is not involved with the local office. The councillor should be able to participate in this situation because the matter is not concerned with the promotion of the interests of the charity.

Improper involvement of someone with an interest in the outcome

This sort of bias involves someone who has, or appears to have, inappropriate influence in the decision being made by someone else. It is inappropriate because they have a vested interest in the decision.

Examples

The complaint alleged that a councillor had behaved in a disrespectful and harassing manner towards two fellow female councillors and officers. It was established that the councillor had made unwarranted and inappropriate physical contact with the councillors and officers at an official event and had also made remarks towards the officers which were patronising and demeaning. The councillor was found to be in breach of the Code of Conduct.

A local authority receives an application to modify the Definitive Map of public rights of way. A panel of councillors are given delegated authority to make the statutory modification Order. They have a private meeting with local representatives of a footpath organisation before deciding whether the Order should be made. However, they do not give the same opportunity to people with opposing interests.

Prior involvement

This sort of bias arises because someone is being asked to make a decision about an issue which they have previously been involved with. This may be a problem if the second decision is a formal appeal from the first decision, so that someone is hearing an appeal from their own decision. However, if it is just a case of the person in question being required to reconsider a matter in the light of new evidence or representations, it is unlikely to be unlawful for them to participate.

Example

The complaint alleged that a councillor had behaved in a disrespectful and harassing manner towards two fellow female councillors and officers. It was established that the councillor had made unwarranted and inappropriate physical contact with the councillors and officers at an official event and had also made remarks towards the officers which were patronising and demeaning. The councillor was found to be in breach of the Code of Conduct.

Commenting before a decision is made

Once a lobby group or advisory body has commented on a matter or application, it is likely that a councillor involved with that body will still be able to take part in making a decision about it. But this is as long as they do not give the appearance of being bound only by the views of that body. If the councillor makes comments which make it clear that they have already made up their mind, they may not take part in the decision.

If the councillor is merely seeking to lobby a public meeting at which the decision is taking place but will not themselves be involved in making the decision, then they are not prevented by the principles of predetermination or bias from doing so. Unlike private lobbying, there is no particular reason why the fact that councillors can address a public meeting in the same way as the public should lead to successful legal challenges.

Examples

The complaint alleged that a councillor had behaved in a disrespectful and harassing manner towards two fellow female councillors and officers. It was established that the councillor had made unwarranted and inappropriate physical contact with the councillors and officers at an official event and had also made remarks towards the officers which were patronising and demeaning. The councillor was found to be in breach of the Code of Conduct.

A local authority appoints a barrister to hold a public inquiry into an application to register a village green. The barrister produces a report where he recommends that the application is rejected. A councillor attends a meeting in one of the affected wards and says publicly: "speaking for myself I am inclined to go along with the barrister's recommendation". He later participates in the local authority's decision to accept the barrister's recommendation. At the meeting the supporters of the application are given an opportunity to argue that the recommendation should not be accepted.

This is unlikely to give rise to a successful claim of predetermination or bias. The statement made by the councillor only suggests a predisposition to follow the recommendation of the barrister's report, and not that he has closed his mind to all possibilities. The subsequent conduct of the meeting, where supporters of the application could try and persuade councillors to disagree with the recommendation, would confirm this.

A developer entered into negotiations to acquire some surplus local authority land for an incinerator. Planning permission for the incinerator had already been granted. Following local elections there is a change in the composition and political control of the local authority. After pressure from new councillors who have campaigned against the incinerator and a full debate, the local authority's executive decides to end the negotiations. This is on the grounds that the land is needed for housing and employment uses.

The local authority's decision is unlikely to be found to be biased, so long as the eventual decision was taken on proper grounds and after a full consideration of all the relevant issues.

What do I do if I need advice?

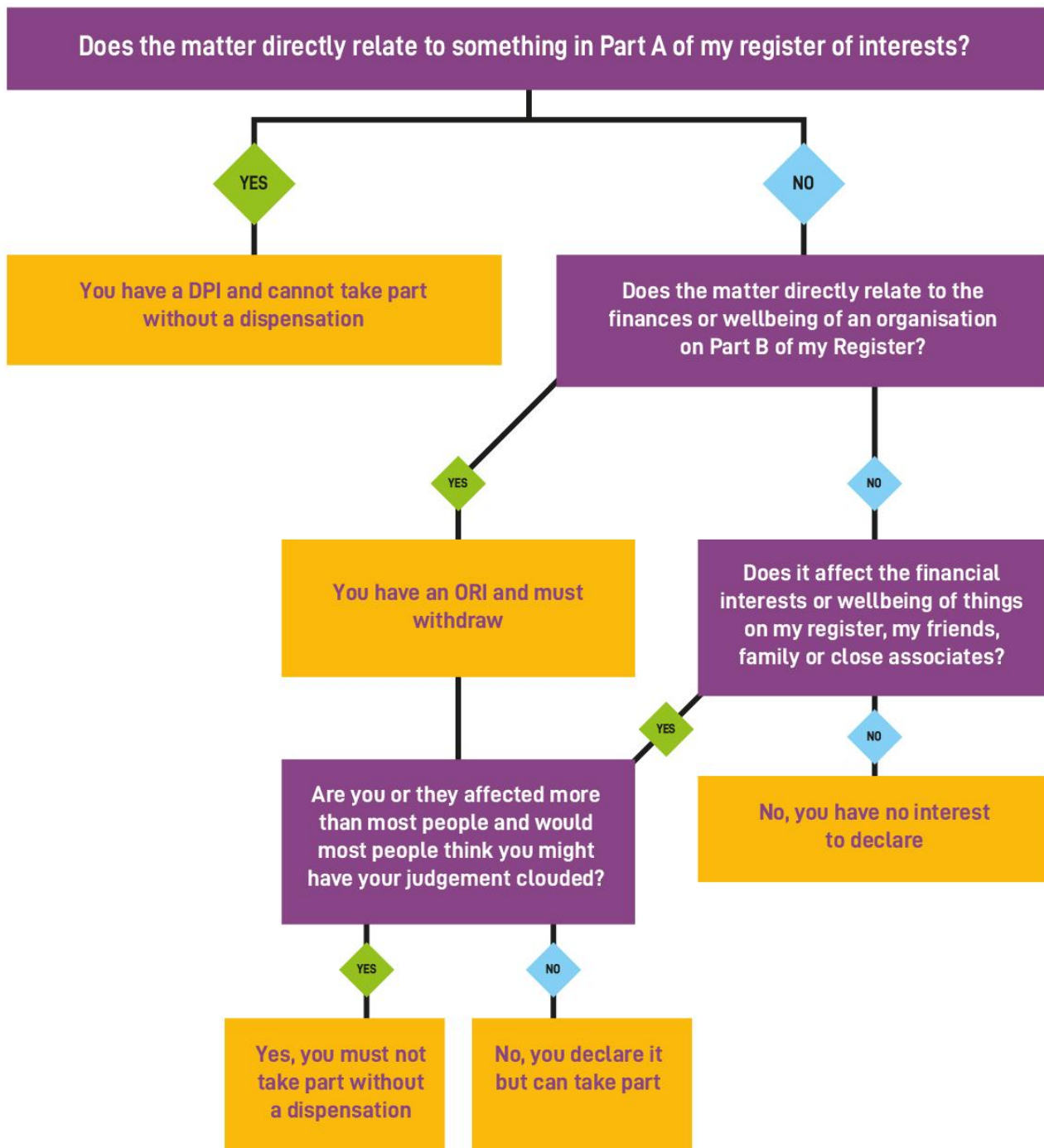
If you are unsure as to whether your views or any action you have previously taken may amount to predetermination you should always seek advice from the monitoring officer (or the clerk if you are a parish councillor).

The Golden Rule is be safe –seek advice if in doubt before you act.

Appendix 1 - Interests Flowchart

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



General Principles

The Seven Principles of Public Life (also known as the Nolan Principles) outline the ethical standards those working in the public sector are expected to adhere to. The principles apply to all public office holders at all levels including ministers, civil servants, councillors, and local authority officers, as well as private and voluntary organisations delivering services paid for by public funds. The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

These principles underpin the standards that councillors should uphold and form the basis for the Code of Conduct, where the Principles have been translated into a series of clear rules. While fundamental to the Code of Conduct the principles are not part of the rules of the code and should be used for guidance and interpretation only.

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Lead and Deputy Independent Persons

Meeting/Date: Council – 23rd February 2022

Executive Portfolio: Councillor R Fuller, Executive Leader

Report by: Elections and Democratic Services Manager & Deputy Monitoring Officer

Ward(s) affected: All

Executive Summary

The Localism Act 2011 established the requirement for every principal authority to appoint one or more Independent Persons. Accordingly, the appointments of Lead and Deputy Independent Persons were confirmed by the Council in February 2020 for a two-year term. The terms of office of the Lead and Deputy Independent Persons expire on 30th April 2022. The Council is responsible for ensuring that the requirement to have Independent Persons is complied with.

The Corporate Governance Committee have endorsed the contents of this report at their meeting on 26th January 2022.

It is

RECOMMENDED

that the Council affirm the re-appointment of Mrs Gillian Holmes and Mr Peter Baker to the posts of Lead and Deputy Independent Persons respectively for a further two-year period to 30th April 2024 without the need for further ratification in each year by the Council at its Annual Meeting.

1. WHAT IS THIS REPORT ABOUT?

- 1.1 This report provides the Council with an opportunity to appoint Independent Persons as required by the Localism Act 2011.

2. BACKGROUND

- 2.1 The Localism Act 2011 requires every principal authority to appoint one or more Independent Persons. The Act contains strict rules preventing a person from being appointed if they are a friend or relative to any member or officer of the authority, or of any Parish Council within the authority's area. It also prescribes the role of Independent Persons. They must be consulted before the authority takes a decision to investigate any allegation.
- 2.2 Independent Persons, furthermore, may be consulted by a Member of the authority against whom an allegation has been made, as well as by a Parish Councillor in similar circumstances.
- 2.3 Given the valuable contributions of impartial advice made by Mrs Gillian Holmes and Mr Peter Baker, the Lead and Deputy Independent Persons respectively, and the excellent working relationship established with the Monitoring Officer and Deputy Monitoring Officer in the period since their appointment, it is suggested that their terms of office should be extended to 30th April 2024.

3. CONSULTATION

- 3.1 The Lead and Deputy Independent Persons have been consulted and have indicated they are willing to continue with their roles in assisting the Corporate Governance Committee and Code of Conduct investigations.

4. LEGAL IMPLICATIONS

- 4.1 Section 28 of the Localism Act 2011 requires the appointment of at least one Independent Person who may not be a member, a co-optee and officer or a close friend or relative of a member, co-optee or officer and may not have been any of those roles for a period of at least five years.

5. RESOURCE IMPLICATIONS

- 5.1 The Lead and Deputy Independent Persons receive an allowance of £1,051 and £525 respectively plus reimbursement of the costs involved in attending meetings and training events.

6. CONCLUSION

- 6.1 It is necessary to for the Council to consider and resolve the two appointments in advance of their terms of office expiring. In so doing, this will provide continuity in the roles that are prescribed in legislation.

BACKGROUND PAPERS

District Council's Constitution
Corporate Governance Committee Reports/Minutes.

CONTACT OFFICER

Name/Job Title: Lisa Jablonska, Elections and Democratic Services Manager &
Deputy Monitoring Officer
Tel No: (01480) 388004
Email: lisa.jablonska@huntingdonshire.gov.uk

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Invitation to Become an Opted In Authority: The Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015 (the Regulations)

Meeting/Date: Corporate Governance Committee – 26th January 2022
Council – 23rd February 2022

Executive Portfolio: Councillor D Keane, Executive Councillor for Corporate Services

Report by: Justin Andrews, Assistant Director (Corporate Services)

Ward(s) affected: All Wards

Executive Summary:

The Local Audit and Accountability Act 2014 requires authorities to either opt into the appointing person regime or to establish an Auditor Panel and conduct their own procurement exercise. The Council has been invited by Public Sector Audit Appointments Limited (PSAA) to opt into the national scheme for external audit appointments from 2023/24 onwards. PSAA is offering this scheme as an appointing person under the Local Audit (Appointing Person) Regulations 2015. This is a continuation of the process previously agreed by the council in 2016.

Recommendation:

The Committee is

RECOMMENDED

to recommend to Council that Huntingdonshire District Council opts into the national scheme by Public Sector Audit Appointments (PSAA) for the appointment of external auditors.

The Council is

RECOMMENDED

to opt Huntingdonshire District Council into the national scheme by Public Sector Audit Appointments (PSAA) for the appointment of external auditors.

1. PURPOSE OF THE REPORT

- 1.1 To consider the agreement to opt into the national scheme for appointing an external Auditor from 2023/24 to 2027/28 and to make the recommendation to Council.

2. BACKGROUND

- 2.1 Following the demise of the Audit Commission new arrangements were needed for the appointment of external auditors. The Local Audit and Accountability Act 2014 requires authorities to either opt into the appointing person regime or to establish an Auditor Panel and conduct their own procurement exercise.
- 2.2 The Council has been invited by Public Sector Audit Appointments Limited (PSAA) to opt into the national scheme for external audit appointments from 2023/24 onwards. PSAA is offering this scheme as an appointing person under the Local Audit (Appointing Person) Regulations 2015.

3. LEGAL IMPLICATIONS

- 3.1 The process as set out above and the recommendation should ensure compliance with the Local Audit and Accountability Act 2014.

4. RESOURCE IMPLICATIONS

- 4.1 If PSAA is not used some additional resource may be needed to establish an auditor panel and conduct our own procurement. Until either procurement exercise is completed it is not possible to state what additional resource may be required for audit fees for 2022/23, although it is anticipated that any increase will be minimised through using PSAA.

5. REASONS FOR THE RECOMMENDED DECISIONS

- 5.1 It is likely that a sector wide procurement conducted by the PSAA will produce better outcomes for the Council than any procurement undertaken by the Council or with a limited number of partners. Use of the PSAA will also be less resource intensive than establishing an Auditor Panel and conducting the procurement.

6. LIST OF APPENDICES INCLUDED

Appendix 1 – Invitation to opt in to the national scheme for Auditor appointments

Appendix 2 – Form of notice of acceptance

7. BACKGROUND READING

- 7.1 [Previous report to CGC on External Audit 7 Dec 2016.](#)

CONTACT OFFICER

Name/Job Title: Justin Andrews, Assistant Director (Corporate Services)
Email: Justin.Andrews@huntingdonshire.gov.uk

22 September 2021

To: Ms Lancaster, Chief Executive
Huntingdonshire District Council

Copied to: Mrs Edwards, S151 Officer
Mr McGuire, Chair of Audit Committee or equivalent

Dear Ms Lancaster,

Invitation to opt into the national scheme for auditor appointments from April 2023

I want to ensure that you are aware the external auditor for the audit of your accounts for 2023/24 has to be appointed before the end of December 2022. That may seem a long way away but, as your organisation has a choice about how to make that appointment, your decision-making process needs to begin soon.

We are pleased that the Secretary of State has confirmed PSAA in the role of the appointing person for eligible principal bodies for the period commencing April 2023. Joining PSAA's national scheme for auditor appointments is one of the choices available to your organisation.

In June 2021 we issued a draft prospectus and invited your views and comments on our early thinking on the development of the national scheme for the next period. Feedback from the sector has been extremely helpful and has enabled us to refine our proposals which are now set out in the [scheme prospectus](#) and our [procurement strategy](#). Both documents can be downloaded from our website which also contains a range of useful information that you may find helpful.

The national scheme timetable for appointing auditors from 2023/24 means we now need to issue a formal invitation to you to opt into these arrangements. In order to meet the requirements of the relevant regulations, we also attach a form of acceptance of our invitation which you must use if your organisation decides to join the national scheme. We have specified the five consecutive financial years beginning 1 April 2023 as the compulsory appointing period for the purposes of the regulations which govern the national scheme.

Given the very challenging local audit market, we believe that eligible bodies will be best served by opting to join the scheme and have attached a short summary of why we believe that is the best solution both for individual bodies and the sector as a whole.

I would like to highlight three matters to you:

1. if you opt to join the national scheme, we need to receive your formal acceptance of this invitation by Friday 11 March 2022;

2. the relevant regulations require that, except for a body that is a corporation sole (e.g. a police and crime commissioner), the decision to accept our invitation and to opt in must be made by the members of the authority meeting as a whole e.g. Full Council or equivalent. We appreciate this will need to be built into your decision-making timetable. We have deliberately set a generous timescale for bodies to make opt in decisions (24 weeks compared to the statutory minimum of 8 weeks) to ensure that all eligible bodies have sufficient time to comply with this requirement; and
3. if you decide not to accept the invitation to opt in by the closing date, you may subsequently make a request to opt in, but only after 1 April 2023. We are required to consider such requests and agree to them unless there are reasonable grounds for their refusal. PSAA must consider a request as the appointing person in accordance with the Regulations. The Regulations allow us to recover our reasonable costs for making arrangements to appoint a local auditor in these circumstances, for example if we need to embark on a further procurement or enter into further discussions with our contracted firms.

If you have any other questions not covered by our information, do not hesitate to contact us by email at ap2@psaa.co.uk. We also publish answers to [frequently asked questions](#) on our website.

If you would like to discuss a particular issue with us, please send an email also to ap2@psaa.co.uk, and we will respond to you.

Yours sincerely

Tony Crawley
Chief Executive

Encl: Summary of the national scheme

Why accepting the national scheme opt-in invitation is the best solution

Public Sector Audit Appointments Limited (PSAA)

We are a not-for-profit, independent company limited by guarantee incorporated by the Local Government Association in August 2014.

We have the support of the LGA, which in 2014 worked to secure the option for principal local government and police bodies to appoint auditors through a dedicated sector-led national body.

We have the support of Government; MHCLG's Spring statement confirmed our appointment because of our "strong technical expertise and the proactive work they have done to help to identify improvements that can be made to the process".

We are an active member of the new Local Audit Liaison Committee, chaired by MHCLG and attended by key local audit stakeholders, enabling us to feed in body and audit perspectives to decisions about changes to the local audit framework, and the need to address timeliness through actions across the system.

We conduct research to raise awareness of local audit issues, and work with MHCLG and other stakeholders to enable changes arising from Sir Tony Redmond's review, such as more flexible fee setting and a timelier basis to set scale fees.

We have established an advisory panel, which meets three times per year. Its membership is drawn from relevant representative groups of local government and police bodies, to act as a sounding board for our scheme and to enable us to hear your views on the design and operation of the scheme.

The national scheme for appointing local auditors

In July 2016, the Secretary of State specified PSAA as an appointing person for principal local government and police bodies for audits from 2018/19, under the provisions of the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015. Acting in accordance with this role PSAA is responsible for appointing an auditor and setting scales of fees for relevant principal authorities that have chosen to opt into its national scheme. 98% of eligible bodies made the choice to opt-in for the five-year period commencing in April 2018.

We will appoint an auditor for all opted-in bodies for each of the five financial years beginning from 1 April 2023.

We aim for all opted-in bodies to receive an audit service of the required quality at a realistic market price and to support the drive towards a long term competitive and more sustainable market for local audit. The focus of our quality assessment will include resourcing capacity and capability including sector knowledge, and client relationship management and communication.

What the appointing person scheme from 2023 will offer

We believe that a sector-led, collaborative, national scheme stands out as the best option for all eligible bodies, offering the best value for money and assuring the independence of the auditor appointment.

The national scheme from 2023 will build on the range of benefits already available for members:

- transparent and independent auditor appointment via a third party;
- the best opportunity to secure the appointment of a qualified, registered auditor;
- appointment, if possible, of the same auditors to bodies involved in significant collaboration/joint working initiatives, if the parties believe that it will enhance efficiency;
- on-going management of any independence issues which may arise;
- access to a specialist PSAA team with significant experience of working within the context of the relevant regulations to appoint auditors, managing contracts with audit firms, and setting and determining audit fees;
- a value for money offer based on minimising PSAA costs and distribution of any surpluses to scheme members - in 2019 we returned a total £3.5million to relevant bodies and more recently we announced a further distribution of £5.6m in August 2021;
- collective efficiency savings for the sector through undertaking one major procurement as opposed to a multiplicity of smaller procurements;
- avoids the necessity for local bodies to establish an auditor panel and undertake an auditor procurement, enabling time and resources to be deployed on other pressing priorities;
- updates from PSAA to Section 151 officers and Audit Committee Chairs on a range of local audit related matters to inform and support effective auditor-audited body relationships; and
- concerted efforts to work with other stakeholders to develop a more sustainable local audit market.

We are committed to keep developing our scheme, taking into account feedback from scheme members, suppliers and other stakeholders, and learning from the collective post-2018 experience. This work is ongoing, and we have taken a number of initiatives to improve the operation of the scheme for the benefit of all parties.

Importantly we have listened to your feedback to our recent consultation, and our response is reflected in [the scheme prospectus](#).

Opting in

The closing date for opting in is 11 March 2022. We have allowed more than the minimum eight-week notice period required, because the formal approval process for most eligible bodies is a decision made by the members of the authority meeting as a whole [Full Council or equivalent], except police and crime commissioners who are able to make their own decision.

We will confirm receipt of all opt-in notices. A full list of eligible bodies that opt in will be published on our website. Once we have received an opt-in notice, we will write to you to request information on any joint working arrangements relevant to your auditor appointment, and any potential independence matters which may need to be taken into consideration when appointing your auditor.

Local Government Reorganisation

We are aware that reorganisations in the local government areas of Cumbria, Somerset, and North Yorkshire were announced in July 2021. Subject to parliamentary approval shadow elections will take place in May 2022 for the new Councils to become established from 1 April 2023. Newly established local government bodies have the right to opt into PSAA's scheme under Regulation 10 of the Appointing Person Regulations 2015. These Regulations also set out that a local government body that ceases to exist is automatically removed from the scheme.

If for any reason there is any uncertainty that reorganisations will take place or meet the current timetable, we would suggest that the current eligible bodies confirm their acceptance to opt in to avoid the requirement to have to make local arrangements should the reorganisation be delayed.

Next Steps

We expect to formally commence the procurement of audit services in early February 2022. At that time our procurement documentation will be available for opted-in bodies to view through our e-tendering platform.

Our recent webinars to support our consultation proved to be popular, and we will be running a series of webinars covering specific areas of our work and our progress to prepare for the second appointing period. Details can be found on [our website](#) and in [the scheme prospectus](#).

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Appendix 2

Appointing Period 2023/24 to 2027/28

Form of notice of acceptance of the invitation to opt in

(Please use the details and text below to submit to PSAA your body's formal notice of acceptance of the invitation to opt into the appointing person arrangements from 2023)

Email to: ap2@psaa.co.uk

Subject: Huntingdonshire District Council
Notice of acceptance of the invitation to become an opted-in authority

This email is notice of the acceptance of your invitation dated 22 September 2021 to become an opted-in authority for the audit years 2023/2024 to 2027/2028 for the purposes of the appointment of our auditor under the provisions of the Local Audit and Accountability Act 2014 and the requirements of the Local Audit (Appointing Person) Regulations 2015.

I confirm that **Huntingdonshire District Council** has made the decision to accept your invitation to become an opted-in authority in accordance with the decision making requirements of the Regulations, and that I am authorised to sign this notice of acceptance on behalf of the authority.

Name: **[insert name of signatory]**

Title: **[insert role of signatory]** (authorised officer)

For and on behalf of: **Huntingdonshire District Council**

Date: **[insert date completed]**

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Proposal to Uplift the Code of Procurement Thresholds

Meeting/Date: Corporate Governance Committee – 26th January 2022
Council – 23rd February 2022

Executive Portfolio: Councillor D Keane, Executive Councillor for Corporate Services

Report by: Justin Andrews, Assistant Director (Corporate Services)

Ward(s) affected: All Wards

Executive Summary:

A proposal to update the Code of Procurement within HDC's constitution to increase the procurement thresholds in line with peer organisations, to reflect the need for more dynamic purchasing options to meet post-COVID need. Further, to reduce the procurement administrative burden which outweighs the perceived VfM saving through onerous process-intensive rules. The new thresholds will allow faster purchasing of goods and services, allow enhanced social-value choices for local suppliers and reduce the overall cost of purchase whilst maintaining controls and staying within the UK government and EU regulations. This uplift refers only to the first two levels, raising the single quote limit to £10k and the three-quote limit to £50k. Beyond this, the existing regulations on advertising, formal quotation and competitive tendering remain the same which enables combining two levels into one.

Recommendation:

The Committee is

RECOMMENDED

to endorse the changes to the Code of Procurement to raise the thresholds for the lower levels and simplify the level structure – within the existing regulations, as amended by EU exit legislation to Council for approval.

The Council is

RECOMMENDED

to approve the changes to the Code of Procurement to raise the thresholds for the lower levels and simplify the level structure – within the existing regulations, as amended by EU exit legislation

1. PURPOSE OF THE REPORT

- 1.1 To inform Committee of the proposal to uplift the Code of Procurement to include higher purchasing thresholds and simplify the procurement process.

2. BACKGROUND

- 2.1 Our Code of Procurement currently sets out a series of thresholds or limits as a framework for officers to act when buying goods and services for the Council. The limits set are within the regulations and legislation, particularly with regard to the EU threshold, but also rely heavily on expert Procurement Officer support. Although the process and bureaucracy of the upper tiers are unavoidable and place a substantial burden on officer time, these thresholds are set by legislation and (formerly) EU regulations. We are at liberty to adjust tiers below these levels to reduce the burden on our officers and thus effectively increase productivity and value for money efficiency.
- 2.2 Further, the bureaucracy of the upper tiers also places local suppliers at a disadvantage as they do not have the expertise, time nor inclination to endure our processes for contracts of low value. This means we are limited to the 'bigger players' and inevitably this increases our costs.

3. RATIONALE

- 3.1 The limits we have set ourselves ensure we are getting value for money, but also acting within the expectations of public procurement policy to operate a fair system of open competition. However, the law of unintended consequences means that VfM is skewed by the amount of officer time taken to assess tenders and deal with the associated administrative burden of this process. Where officer time can run to many 10s of hours, the cost of this versus a saving of a few £100 or the odd £1k is unsustainable.
- 3.2 A second consequence is the disadvantage played to local and small to medium firms¹ that are not staffed nor experienced enough to deal with the tendering process we use and so lose out on potentially straightforward contracts. We have a desire to ensure a social value is a part of our procurement process, which we currently struggle to achieve based on our thresholds. Uplifting thresholds is a part of encouraging local and SMEs by making the contract amount worth their effort in negotiating our procurement process.

Officer Time Spent on Procurement

- 3.3 Analysis² conducted by the Procurement Manager in South Cambs (with similar existing thresholds to HDC) shows that by raising the procurement thresholds, officer time needed to process bids and manage procurement administration is reduced by 20%-25% (i.e. a whole day per week). Higher thresholds do yield another (smaller) reduction in officer time spent on procurement activities, but on balance, the desire to increase efficiency versus risk plus the drive to align with partner councils suggest the greater success will be with the thresholds chosen

¹ See Appendix for a Review of Barriers for SMEs Report from SCDC

² See Appendix for this data

4. THRESHOLD UPLIFT

- 4.1 The relevant part of HDC's constitution is the section entitled 'Code of Procurement'. The current limits we have imposed upon ourselves are in para 5.3 of this code (also in the table below). These thresholds are inclusive of VAT, so in reality the lower level amounts to only £4000 of purchasing power before needing to seek 3 quotes.
- 4.2 This proposal relates to the lower end of this spectrum, to uplift the 'purchasing power' for the 'estimates' levels (L1 & L2). It also 'merges' the formal quote and competitive tendering levels as this amounts to much the same thing in terms of complexity for potential bidders, officer time, and any contracts over £25k must be advertised on 'Contracts Finder' (the national procurement portal for public sector contracts).
- 4.3 The intention is that financial rigour is maintained by retaining the existing controls as specified in the Code of Procurement which ensure VfM and compliance with spirit as well as the letter of the regulations. The increase in the thresholds is an efficiency and flexibility measure which alleviates the administrative burden with minimal risk to financial propriety.
- 4.4 This change also replaces text referring to EU regulations, and where appropriate states World Trade Organisation (WTO).

Levels	Type	Old	New	Control Measure
Level 1	Single Quote	Up to £5k	Up to £10k	£5k< – must have had training
Level 2	3 quotes	£5k – £25k	£10k - <£50k	£25k< - must be approved by Procurement Officer
Level 3	Formal Quote	£25k - £100k		<i>Remove level, combined into 'Tender' level</i>
Level 4	Tender	EU Thresholds	£50k - WTO Threshold	<i>Expanded level</i>
Level 5	EU tender	EU Thresholds	WTO Thresholds	<i>No Change (remove EU terminology)</i>

5. REASONS FOR THE RECOMMENDED DECISIONS

- 5.1 This is a small change which has limited effect on risk and likelihood of fraud within HDC but enables easier access to HDC contracts to our local suppliers. It also gives HDC an enhanced ability to exercise better sustainability options and environmentally sound judgement in accordance with the Social Value Act 2012.
- 5.2 This change will align us with many other councils which have adopted higher thresholds, and South Cambs District Council (with whose advice and support this paper was written) are considering adopting these same threshold amendments. Further, this will enable a more streamlined working partnership with colleagues at SCDC and eventually Cambridge City Council, notably on joint procurement exercises which are increasingly common, through the various 3C shared services, particularly in tech. This will become increasingly important as we seek creative opportunities to share resource and make efficient use of expensive expertise in a new economic reality.

- 5.3 By aligning, insofar as practicable, our policies in common areas, our shared expert resource can expend less energy on remembering which set of rules any project or programme is working to, plus it further enables joint procurement across councils (such as the new HR system).

6. LIST OF APPENDICES INCLUDED

Appendix 1 – Other Councils' Thresholds & Barriers to SMEs

Appendix 2 – New Code of Procurement

7. BACKGROUND READING

- South Cambs Review of Barriers to Council Procurement for Small and Medium-Sized Enterprises Task and Finish Group (available upon request)
- Public Procurement form 1 January 2021 (available at [this webpage](#)).

CONTACT OFFICER

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Appendix 1

OTHER COUNCILS' THRESHOLDS

Where two numbers are quoted, this is for Supplies/Services and Works respectively

Council	Lower / estimate	Mid – 3 quotes	Tender	EU
Local				EU Threshold applies universally
South Cambs	<£5k	<£25k	£25k to EU	
East Cambs	<£5k	<£25k	£75k to EU	
Cambridge City	<£5k	<£25k	£100k to EU	
Cambridgeshire County	<£2k	<£25k	£100k to EU	
Fenland	<£5k / <£10k	<£25k / <£100k	£25k to EU	
National				
Chichester	<£10k	<£50K	<EU	
Folkestone	<£10k	<£100k	<EU	
Worcester	<£5k	<£50k	<EU	
Derby		<£100k	<EU	
Richmond	<£1,500	<£50k	<EU	
Salford		<£75k	<EU	

BARRIERS TO SMEs

There are several recommendations in this report, which are readable across to HDC. However, most require a dedicated Procurement officer which we are in the process of seeking to hire. The recommendation in this report, which is addressed by here is:

An issue has been identified with regard the impact that the Council's procurement thresholds have on the ability of local SMEs to successfully tender for Council contracts and, as a result, their willingness to submit applications.

DATA FROM SOUTH CAMBS PROCUREMENT EXERCISE

Existing Model	2018	Officer Time		2019		Officer Time
	Vol	Days	Val	Vol	Val	Days
Tenders 25k +	17	144	£5,873,792	26	£410,390,765	250
3 Quotes 5k to 25k	8	15	£114,076	12	£162,391	22
Single Quote upto 5k	2	1	£7,349	0	£0	0
Total	27	159	£5,995,217	38	£410,553,155	272
Revised Model (Tenders 50k, Quotes from 10k)	2018	Officer Time		2019		Officer Time
	Vol	Days	Val	Vol	Val	Days
Tenders 50k +	9	91	£5,580,326	17	£410,049,918	190
3 Quotes 10k to 50k	13	24	£378,757	16	£474,543	29
Single Quote upto 10k	5	2	£36,134	5	£28,695	2
Total	27	117	£5,995,217	38	£410,553,155	222

Revised Model (Tenders from 75k, Quotes from 10k)	2018	Officer Time		2019		Officer Time
	Vol	Days	Val	Vol	Val	Days
Tenders 75k +	4	58	£5,272,588	11	£409,646,931	151
3 Quotes 10k to 75k	18	33	£686,495	22	£877,530	40
Single Quote upto 10k	5	2	£36,134	5	£28,695	2
Total	27	93	£5,995,217	38	£410,553,155	193

Appendix 2

Proposed (new) Code of Procurement with tracked changes for ease of consumption.

Huntingdonshire District Council

CODE OF PROCUREMENT

~~April 2019~~ February 2022

CODE OF PROCUREMENT

1. INTRODUCTION

- 1.1 The Code of Procurement defines the regulatory and legal framework for procurement. It has been adopted in accordance with the requirements of Section 135 (2) of the Local Government Act 1972.
- 1.2 Throughout the Code, reference to Manager shall mean ~~Managing-All Directors, Corporate Director,~~ Heads of Services or Budget Manager as appropriate. A Manager shall be responsible for procuring all goods and services that require the quotation or tender procedures as set out in this Code to be followed.
- 1.3 No **Officer** shall procure any goods or services valued at £5,000 or more unless they have attended training provided by the Procurement Manager and consider themselves to have such detailed knowledge and understanding of this Code and how it shall be applied in respect of the total value of the procurement being considered.
- 1.4 This Code applies to the procurement, commissioning, hire, rental or lease of -
- ◆ land and buildings, roads or other infrastructure;
 - ◆ vehicles or plant;
 - ◆ equipment, furniture and fittings;
 - ◆ construction and engineering works;
 - ◆ information and communication technology - hardware and software;
 - ◆ goods, materials and services;
 - ◆ repairs and maintenance;
 - ◆ consultants, agents and professional services.
- 1.5 This Code does not apply to purchases made from internal management units or 3Cs partners.
- 1.6 The Code also applies to the disposal of assets and goods by the Council. Where the appropriate Manager estimates that the assets or goods to be worth less than £1,000, then the goods or assets may be donated to a recognised Charity. If disposal to Officers is proposed, then the goods or assets shall be advertised internally to all Officers and sealed bids sought. Where the value is estimated as exceeding £1,000, fair market value must be sought.
- 1.7 The Council includes the Cabinet, Panels, Committees or other body or person(s) acting in accordance with delegated authority on behalf of the Council.
- 1.8 All procurements or sales made by or on behalf of the Council shall comply with this Code, subject to any overriding requirements of the Council's Rules of Procedure or Code of Financial Management or British or European Union law or regulation or applicable Crown Commercial Services' Procurement Policy Notices.
- 1.9 Throughout the Code, reference to contractor(s) or sub-contractor(s) shall mean any person, company or supplier who has -

- (a) requested to be on an approved or ad-hoc approved list of tenderers; or
- (b) been approached to provide a quotation or tender; or
- (c) provided a quotation or tender; or
- (d) been awarded a contract in accordance with the provisions of this Code.

1.10 ~~The Corporate Director (Services)~~ Risk and Controls Group shall annually review all the financial values contained in the Code to take account of the impact of inflation and make any recommendation for ~~The Corporate Director (Services) shall inform all Managers of any amendments to the values prior to the 1st April from which they shall be operative. Any approved changes will be communicated to Managers via the appropriate channels on a timely basis.~~

2. REPORTING AND ADVERTISING

~~2.1 Heads of Service shall provide the Procurement Manager details of new or additional requirements likely to meet or exceed £100,000 as they arise.~~

2.2 ~~The Public Procurement Regulations 2015 (Statutory Instrument no. 102 2015), as amended The Public Procurement (Amendment etc.) (EU Exit) Regulations 2020 SI 1319 ("PP Amendment Regulations 2020")-requires that contracts above EU the WTO threshold are advised in the UK e-notification service" – Find a Tender Service~~ Official Journal of the European Union, and that any contract opportunity above £25,000 is advertised in the Cabinet Office's portal "Contracts Finder". For requirements estimated as above £5,000 Managers shall advertise in the Contracts Register where needed to stimulate competition and obtain best value. There is no requirement to advertise competitions run using frameworks or approved lists.

2.3 Public Procurement Notice (PPN) 03/15) now states: Publishing contract opportunity advertisements and contract award information on the new Contracts Finder portal (regulations 106 and 110) Contracting authorities must ensure that when they advertise a new procurement opportunity above certain thresholds, that the advert is placed on the new national Contracts Finder portal. <https://www.gov.uk/contracts-finder> This website must be used in addition to, or instead of any local or regional portals currently being used. Authorities must subsequently ensure that contract award information is placed on Contracts Finder once the contract is awarded. The thresholds are as follows: Central Contracting Authorities: £10,000 Sub Central Contracting Authorities and NHS Trusts*: £25,000 *Note: where existing standing orders in local government are in place that have a higher value for advertising opportunities, the higher value applies rather than £25,000.

Media	Threshold		
	Supplies and Services	Works and Concessions	Light Touch Regime Services
Contracts Register	£ 105 ,000	£ 510 ,000	£ 510 ,000
Contracts Finder	£ 250 ,000	£ 250 ,000	£ 250 ,000
Official Journal of the European Union (OJEU) Find a Tender Service	£ 181,302	£ 4,551,413	£615,278

(1 January 2018)

3. 'BEST VALUE' AND SOURCING POLICY

3.1 The Council seeks 'Best Value' in all procurement activity. 'Best Value' being:

- ♦ The opportunity to obtain leverage (better prices and) for volume.
- ♦ Transparent and efficient procurement processes. ♦ Appropriate social, environmental and equality outcomes ♦ Regulatory compliance.
- ♦ Minimum procurement overhead.

3.2 Achieving 'Best Value' needs valid competition and valid competition is dependent on the existence of an 'open' market with the selected contractors having the interest, capability and capacity for the work or business being offered.

Wherever possible a minimum of three competitive tenders or quotations shall be sought. In selecting contractors to provide a tender or quotation Managers shall ensure that wherever possible -

- (a) the selection process used is fair and equitable, and that no favouritism is shown to any one contractor (e.g. the requirement is not an extract of a contractor's product specification).
- (b) checks are made to ensure that contractors are interested in this type of business;
- (c) repeat or 'automatic' invitations to the 'same' contractor or group of contractors are avoided, particularly where previously invited to bid and had failed to do so;
- (d) 'new' contractors are sought and invited to tender or quote;
- (e) the geographic area of the search for potential contractors is widened; and
- (f) 'no-bids' are checked for the reasons for a contractor's failure to bid.

3.3 Sourcing policy is determined by the needs of 'Best Value' and in order of preference is:

- (a) Adopted catalogues or framework contracts. An adopted catalogue or framework is the preferred contract for the Council's business within a defined category (a type or group of goods or service). The Procurement

Manager shall make available adopted catalogues or framework contracts on the [TechOne FMS](#) or publish details of the contract or framework in Procurement Protocols & Guidelines. Managers shall ensure that orders for such categories are placed through the [TechOne FMS](#) using appropriate 'adopted' catalogue or framework contract. The Procurement Manager shall keep under review the continued suitability of any such catalogues, contracts or framework agreements.

- (b) Collaborative procurements with other public bodies or authorities.
- (c) Council let corporate contracts.

3.4 Some categories are managed corporately by specialist areas. The Procurement Manager shall provide a list of specialist categories and Managers shall ensure all requirements for such categories are referred to the relevant specialist.

Market Sounding

3.5 Market engagement is encouraged to help achieve Best Value though trying to understand the market, the suppliers, their business models and their costs

3.6 Supplier Meetings/Briefings. To avoid the risk of unfair competitive advantage, any such meeting should be structured as an open event; all questions and answers recorded and with a minimum of 2 officers present. If pre-competition a minimum of 3 suppliers shall be invited and during a competition, all participating contractors shall be invited.

4. METHODS OF ORDERING

4.1 All orders shall be placed through one of the following recognised methods:

- ◆ A purchase order raised on the TechOne Financial Management System (FMS).
- ◆ A procurement card order.
- ◆ A manual purchase order.

4.2 Where there is an exception requirement and the relevant ~~Corporate Director or Head of Service~~Senior Leadership Team member considers that the work is of an emergency nature necessary to enable the service to continue and none of the ordering methods are suitable, an alternative method may be used. The relevant Corporate Director or Head of Service shall record the details of the exceptional requirement and the action taken must be recorded for future audit purposes.

5. CONTRACTS REGISTER

5.1 In compliance with the Local Government Transparency Code 2013, Managers shall keep a record using the Contracts Register, for all tenders and quotes greater than ~~£5~~£10,000 (and subsequent contract extensions); of:

- ◆ the reasons (if appropriate) for not advertising on the Council's 'Latest Opportunities' internet site;
- ◆ all those contractors that were requested to quote or tender;

- ◆ the reasons why those particular contractors were selected to quote or tender;
- ◆ if applicable, the reasons why less than three contractors were selected to quote or tender;
- ◆ if the selected contractor is a Small or Medium Enterprise, voluntary or third sector organisation or charity;
- ◆ if the selected contractor is VAT registered;
- ◆ contract renewal date (if appropriate);
- ◆ summary details of a single tender/quote (if appropriate), and
- ◆ file or other reference to the contract and location of the documents and contract.

5.2 Any procurement estimated to exceed £100,000, which is not covered by the exceptions in paragraph 6 below, must be referred to the Procurement Manager before the procurement process is commenced. If a Manager does not wish to accept the Procurement Manager's advice on any significant aspect the matter will be determined by the relevant Corporate Director. The discussion will cover:

- ◆ Scope and objectives of the procurement;
- ◆ Budget and costing;
- ◆ Tender methods;
- ◆ Product and market information;
- ◆ Timescales; and ◆ Deliverables.

5.3 Where there is no adopted contract or framework, Managers shall, wherever practicable, seek to maximise contract values with other Managers to secure lower costs. The Council nevertheless wishes to balance the effort of going to the market with the effort and efficiency of the procurement process. Managers after determining the proposed contract's total value shall then follow one of the procurement procedures detailed below. These procedures shall be used in all procurements or sales bar those exceptions at paragraph 6.

	Procedure	Estimated Total Value of Procurement	Requirement
(a)	Estimate	Up to £ 105 ,000	At least 1 written estimate or offer (email, web or paper) shall be sought and recorded.
(b)	Request for Price (Informal Quote)	£ 105 ,000 up to £ 250 ,000	At least 3 written estimates or offer (etendering, email or headed paperwork) shall be sought.

(e)	Request for Quote (Formal Quote)	£25,000 to £100,000	Formal quotations sought from all contractors expressing interest following advertisement in accordance with paragraph 2.2. A formal written contract prepared in accordance with paragraph 13.1(f) if justified by potential risk or specialist subject matter.
(d) (c)	Tender	£ 105 0,000 to EU Procurement Threshold	Competitive tenders shall be obtained using one of the tendering options in this Code, and a formal written contract prepared in accordance with paragraph 13.1(f).
(e) (d)	EU-WTO tender	The WTO EU Threshold and above	The appropriate EU-UK procurement directive shall be complied with.

5.4 Total value is the cost of all elements of the procurement (e.g. installation, testing, training, maintenance, etc). The Manager shall ensure that a procurement is not split or otherwise disaggregated and may choose to competitively tender requirements less than £100,000.

5.5 A Manager shall not invite quotations or tenders from any contractor or subcontractor who has participated in the preparation of documentation or were involved in other preparatory work for the contract, unless they have, in writing, explained to the Monitoring Officer why this does not constitute an unfair competitive advantage or a conflict of interest and obtained agreement, in writing, that the contractor/sub-contractor may compete in the quote/tender process.

6. TENDER AND REQUEST FOR QUOTATION PROCEDURES

6.1 **Exceptions.** Nothing in this Code shall require tenders/quotes to be sought: -

- (a) for purchases made from a Public Purchasing Body (ESPO, PRO5, Crown Commercial Service) where:
 - ◆ there is a single supplier 'call-off contract' or catalogue created with fixed prices, or
 - ◆ the contract is created to our requirements;
- (b) for purchases through local authority, government body or agency, police, health or other similar public authority, where the procurement rules of that organisation have been approved by the Procurement Manager and the contract is created in co-operation, agreed joint requirements or partnership;
- (c) for purchases made at public auction.

6.2 Provided that a compliant procurement process is underway a contract may be extended to complete procurement and contract negotiations by up to 3 months subject to agreement of the Procurement Manager.

6.3 **Single Tenders/Quotes.** All single tenders/quotes shall be reported to and recorded by the Procurement Manager in a register kept for that purpose.

6.4 **AD / Head of Service Approval.** An AD-Head of Service can approve a single tender/quote:

- (a) if the Head of Service considers that the work is of an emergency nature or is necessary to enable the service to continue and is reported to the next meeting of Cabinet.
- (b) for ongoing maintenance of propriety IT systems or where work to be executed or goods, services or materials to be supplied consist of repairs to or the supply of parts of existing proprietary machinery, equipment, hardware or plant and the repairs or the supply of parts cannot be carried out practicably by alternative contractors provided: ♦ there is evidence that it is a propriety system;
 - ♦ the initial contract award was compliant with this Code;
 - ♦ the renewal is for a period not greater than 4 years (this is the time interval ~~the EU uses~~ used to calculate contract value for ongoing contracts);
 - ♦ the total ongoing value does not exceed the WTO~~EU~~ threshold.
- (c) where a single expression of interest is received for a competition run in accordance with the quote procedures (paragraphs 5.3 (a) & (b)) provided that:
 - ♦ a clear description of the requirement has been advertised (paragraph 2.2) for an adequate period;
 - ♦ the sole prospective supplier is kept unaware of their status; ♦ the process for seeking the quote is compliant.
- (d) where a new extension is proposed to a contract awarded under quote procedures (paragraphs 5.3 (a) & (b)) provided:
 - ♦ the value of the proposed and all previous extensions to the contract are:
 - a. not greater than 10% of the advertised requirement for goods and services, or
 - b. or not greater than 15% of the advertised requirement for works;
 - ♦ the extension does not materially change the nature of the contract; ♦ the initial contract award was compliant with this Code.
 - ♦ the extension is recorded in the Contracts Register.
- (e) where the AD/HoS considers a single quote is in the Council's best interest and:
 - ♦ the total value is less than **£25,000**; and
 - ♦ the details and justification are reported to the next ~~quarterly~~ Corporate Governance Committee.

6.5 **Monitoring Officer Approval.** An AD/-Head of Service after consulting the Monitoring Officer may obtain a single tender or quotation when no satisfactory alternative is available:

- (a) Prices are wholly controlled by trade organisations or government order and no reasonably satisfactory alternative is available.
- (b) Specialist consultants, agents or professional advisers are required and
 - ◆ here is no satisfactory alternative; or
 - ◆ evidence indicates that there is likely to be no genuine competition; or ◆ it is in the Council's best interest to engage a particular consultant, agent or adviser.
- (c) Products are sold at a fixed price, and market conditions make genuine competition impossible.
- (d) With the Monitoring Officer's agreement, considers that it is in the Council's best interest in negotiating a further contract for works, supplies or services of a similar nature with a contractor who is currently undertaking such work and is reported to the next meeting of cabinet.
- (e) For reasons of interoperability/interchangeability or substantial duplication of costs.

6.6 If the single quote/tender option is used, the Manager shall:

- (a) seek approval of the Monitoring Officer; and
- (b) retain records that demonstrate that the best price or value for money has been obtained from the negotiations with the contractor.

7. LIST OF APPROVED TENDERERS

7.1 Tenders shall be invited from at least three contractors selected from an approved list established in accordance with this paragraph of the Code. Vetting is not normally required as the contractor was vetted to join the list.

7.2 The Council uses 2 types of list of approved contractors:

- (a) Third party vetted lists of contractors that are compiled and maintained by an external organisation. Only external organisations approved by the Procurement Manager, after consultation with other relevant Manager(s) shall be adopted. The Procurement Manager shall ensure that the external organisation and approved list of contractors is detailed in Procurement Protocols & Guidelines.
- (b) Ad-hoc list of approved tenderers. If a Manager believes that the approved list of tenders does not allow him to obtain sufficient competition for 'Best Value', the Manager shall write to the Procurement Manager seeking approval to source additional contractors or create an ad-hoc list of approved tenderers.

7.3 Subject to approval as required in paragraph 7.2(b) the Manager shall:

- (a) issue a public notice inviting applications for inclusion on a specific approved list for the supply of goods, services or materials.
- (b) vet (as detailed at paragraph 9.1) all contractors replying to the public notice or who have requested within the previous 12 months to be considered for work of a similar nature;
- (c) only include contractors satisfactorily completing the checks;
- (d) tell all potential suppliers how the approved list operates
- (e) ensure the ad-hoc list shall only be used for seeking tenders for the supply of goods, services or materials specifically detailed within the original public notice;

7.4 The Procurement Manager in conjunction with the relevant Managers shall review the continued suitability of any List of Approved Tenderers periodically and at least prior to the third anniversary of its initial or further adoption.

8. FRAMEWORKS

8.1 All contractors on the framework (or lot if split into lots) shall be invited to submit a tender or quotation unless:

- (a) the framework explicitly permits direct award;
- (b) the proposed award is less than the tender threshold (£100,000); and
- (c) the Head of Service can show both objective reasons for the selection of a supplier and evidence of best value.

8.2 No public notice is required and general Terms & Conditions are set in the original framework contract but additional Terms & Conditions specific to the requirement may be permitted. Vetting is not normally required as the contractor was vetted as part of the original framework competition.

8.3 When advertising any contract or framework, Managers shall name any wholly publicly owned Local Authority Trading Company (LATC) if relevant to the contract. (eg: "Huntingdonshire Ventures").

9. COMPETITION

9.1 Shortlisting and Restricted Tenders

- (a) Restricted (shortlisting) tenders are not permitted for competitions below the EU-WTO threshold.
- (b) Where allowed, the Manager shall undertake sufficient vetting to ensure that all contractors:
 - ◆ comply with minimum standards of Insurance;
 - ◆ have the necessary Health & Safety policy and performance and (where applicable) membership of the Contractor's Health and Safety Scheme or equivalent health and safety standard;
 - ◆ are financially viable based on a risk based assessment;
 - ◆ have an appropriate environmental policy; ◆ comply with equalities legislation and policy; and ◆ possess the experience and capacity required.

- (c) The Procurement Manager shall provide an appropriate questionnaire for the purpose of vetting contractors.

9.2 Open Tenders/Quotes

- (a) Provided the Manager complies with paragraph 2.2 and is satisfied that Expressions of Interest received represent contractors with genuine interest and capacity, then no further public notice is required. Otherwise public notice may be given in one or more newspapers and/or in an appropriate trade journal. The notice shall state the nature and purpose of the contract, where further information and documentation can be obtained, and state the closing date for the process.
- (b) An Invitation to Tender (ITT) or Request to Quote (RFQ) shall be sent to all contractors expressing an interest. ITTs and RFQs may include an appropriate suitability questionnaire. The Procurement Manager shall provide a suitable questionnaire.

9.3 Invitations to Tenders (ITT) and Requests for Quotations (RFQ)

Managers shall ensure that all ITTs and RFQs include;

- (a) approved contract terms in accordance with paragraph 13.1 of this Code;
- (b) a clear statement that explains if the bid is to be evaluated on the basis of the most economically advantageous tender (best value).

9.4 Evaluation Criteria

Except where the Cabinet decides otherwise, all formal quotations or tenders that are being sought shall:

- (a) state explicitly all essential/mandatory/minimum requirements or award criteria. Any single failure or non-compliance with these requirements or criteria will result in rejection of the tender;
- (b) list all desirable award criteria together with specific weightings applied to each; and
- (c) if appropriate, include a requirement for a performance bond and liquidated damages.

9.5 Social Value

All tenders that are being sought for services or works shall include a relevant social value requirement, such as:

- (a) employment measures:
 - ◆ new work opportunities including work experience, training and apprenticeships,
 - ◆ back-to-work support (interviews skills, CV advice, and careers guidance),

- ♦ employment of disadvantaged groups (care leavers or ex-military or ex-offenders).
- (b) community measures (including assisting community, voluntary and third sector groups) by:
 - ♦ contributing practical business support (eg: financial, legal, HR advice, etc).
 - ♦ providing access to facilities and premises
 - ♦ supporting the creation of new volunteering opportunities (c)
 - promoting environmental sustainability:
 - ♦ improved environmental performance including low energy and water
 - ♦ reducing the amount of waste generated
 - ♦ the elimination (or reduced consumption) of substances hazardous to health,

5% of the marks available to any tender shall be for social value, provided the social value benefit is relevant to the subject matter of the contract and delivered within the District.

9.6 Non-Traditional Procurement

If a Manager believes that by following one of the procurement procedures detailed in paragraph 9 above that the procurement process will not provide him with the most appropriate method of delivery, the most competitive prices, allow for continuous improvements in delivery, or stifle innovation, then they may suggest alternative procurement strategies.

The Manager shall produce in accordance with guidance issued by the Procurement Manager and prior to proceeding with the procurement, a written acquisition strategy that shall be approved by the Monitoring Officer and the Cabinet.

10. SUB-CONTRACTS AND NOMINATED SUPPLIERS

10.1 Quotations or tenders for sub-contracts to be performed or for goods, services or materials to be supplied by nominated sub-contractors shall be invited in accordance with this Code.

10.2 The relevant Manager is authorised to nominate to a main contractor a subcontractor whose quotation or tender has been obtained in full accordance with this Code.

11. RECEIPT AND OPENING OF TENDERS AND QUOTATIONS

11.1 Contractors shall be notified that tenders or formal quotations are invited in accordance with this Code. No tender or formal quotation will be considered unless -

- (a) it has been received via the e-tendering 'sealed quote' facility; or
- (b) it is contained in a plain envelope/package which shall be securely sealed and shall bear the word "Tender" or "Quotation", the Unique Reference Number (URN) from the Contracts Register; and the envelope shall not bear any distinguishing matter or mark intended to indicate the identity of the sender. Such envelope shall be addressed

- ◆ impersonally to the 3Cs Head of Legal Practice if it contains a "Tender", or
 - ◆ the appropriate Manager if it contains a "Quotation"; or
- (c) RFQs (Formal Quotations) may be sent electronically to a specific e-mail address, ~~which the appropriate Manager shall obtain from the IMD Service Manager. The IMD Service Manager shall ensure that the e-mail address is secure.~~
- 11.2 All Officers shall comply with the procedure note 'Procedure for the Receipt of Tenders and Formal Quotations' which can be found on the Procurement internet pages.
- 11.3 All tenders or quotations upon opening shall be recorded in writing on either a tender or quotation opening record unless the [e-tendering system](#) or Contracts Register is being completed contemporaneously. The format of the opening record shall have been previously agreed with the Monitoring Officer and 3Cs Head of Legal Practice.
- 11.4 Any tenders or quotations received after the specified time may in exceptional circumstances be accepted by 3Cs Head of Legal Practice, otherwise they shall be returned promptly to the contractor by the 3Cs Head of Legal Practice or his nominated officer in respect of tenders, or by the appropriate Manager or his nominated officer in respect of a formal quotation.
- 11.5 Late tenders shall be rejected once any other tender/quotation has been opened. The tender or quotation may be opened to ascertain the name of the contractor but no details of the tender or quotation shall be disclosed.

12. ACCEPTANCE OF TENDERS AND QUOTATIONS

- 12.1 The appropriate Manager shall evaluate all the tenders or quotations received in accordance with the award criteria set out in the bid documentation and shall accept, subject to the provisos set out in this paragraph, the most economically advantageous tender or quotation, as evaluated against the award criteria.
- 12.2 Tenders or quotations exceeding the approved estimate may only be accepted once approval to further expenditure is obtained.
- 12.3 If the most economically advantageous quotation exceeds £100,000 but -
- (a) is within 15% of the original estimate and budget, the appropriate Head of Service may accept the quotation without seeking further competition; or
 - (b) is in excess of 15% of the original estimate then the Head of Service shall consult the Procurement Manager and obtain the approval of the Monitoring Officer that the quotation can be accepted otherwise a competitive tender exercise in accordance with paragraph 9.1 above shall be carried out.
- 12.4 A tender or quotation shall not be accepted -
- (a) where payment is to be made by the Council and it is not the most economically advantageous tender or quotation in accordance with the award criteria set out in the tender or quotation documentation; or
 - (b) if payment is to be received by the Council and the tender or quotation is not the highest price or value; (c) unless -

- ◆ the Cabinet have considered a written report from the appropriate Head of Service/Service Manager, or
- ◆ in cases of urgency, the Monitoring Officer has consulted and obtained the approval of the relevant executive councillor. Tenders or quotations accepted in this way shall be reported by the appropriate Manager to the next meeting of the Cabinet.

12.6 Arithmetical Errors and Post-Tender Negotiations

- (a) Contractors can alter their tenders or quotations after the date specified for their receipt but before the acceptance of the tender or quotation, where examination of the tender or quotation documents reveals arithmetical errors or discrepancies which affect the tender or quotation figure. The contractor shall be given details of all such errors or discrepancies and afforded an opportunity of confirming, amending or withdrawing his offer.
- (b) Post-tender negotiations shall not be used to degrade the original specification unless:
 - ◆ the capital or revenue budget is exceeded; or
 - ◆ other special circumstances exist;
 - ◆ in which case the Monitoring Officer and Procurement Manager shall decide which of those contractors who originally submitted a tender or quotation shall be given the opportunity to submit a further bid based upon a degraded specification. This decision shall be recorded in writing.
- (c) In evaluating tenders, the appropriate Manager may invite one or more contractors who have submitted a tender to submit a revised offer following post-tender negotiations.
- (d) All post-tender negotiations shall:
 - ◆ only be undertaken where permitted by law and where the appropriate Manager and Monitoring Officer and 3Cs Head of Legal Practice consider additional financial or other benefits may be obtained which over the period of the contract shall exceed the cost of the post-tender negotiation process;
 - ◆ be conducted by a team of officers approved in writing by the Monitoring Officer and 3Cs Head of Legal Practice;
 - ◆ be conducted in accordance with guidance issued by the 3Cs Head of Legal Practice; and
 - ◆ not disclose commercially sensitive information supplied by other bidders for the contract.
- (e) The appropriate Manager shall ensure that all post-tender negotiation meetings are properly minuted with all savings and benefits offered clearly costed. Following negotiations but before the letting of the contract, amendments to the original tender submitted shall be put in writing by the contractor(s) and shall be signed by him.

13. TERMS OF BUSINESS AND THE FORM OF CONTRACTS

- 13.1 All orders less £100,000 placed by the Council shall be on the Council's Standard Terms and Conditions (T&Cs) except for:-
- (a) Any purchase at a public auction.
 - (b) Any framework or contract formally adopted by the Council.
 - (c) Purchasing Agency (e.g. ESPO, Crown Commercial Service) arranged contracts and orders.
 - (d) Orders of a total value of less than £ 25,000 where the goods or service are purchased on a 'retail' basis on terms available to the general public.
 - (e) Orders for software where the licence is for a 'standard' product but not where any form of modification, customisation, development or on-site service is required for the 'standard' product.
 - (f) Where agreed by the Procurement Manager that there is potential detriment to performance, cost or delivery; or the procurement relates to a specialist category (eg: works, IT, professional services, concessions).
- 13.2 Any contract where the estimated total value exceeds £100,000 shall be in writing in a form agreed by the 3Cs Head of Legal Practice. Managers shall ensure that advice of the 3Cs Head of Legal Practice is sought at a stage as early as practicable (normally before the issue of an Invitation to Tender).
- 13.3 Managers shall not use Contractor's documentation to order, acknowledge, instruct to proceed or make any other commitment where the documentation makes any reference to the Contractor's T&Cs. Except where permitted at paragraph 13.1, if a contractor formally insists on trading on T&Cs other than the Council's T&Cs, the Procurement Manager shall be informed.
- 13.4 In the case of any contract likely to exceed £100,000 for the execution of works or for the supply of goods, services or materials, the Manager after consulting with the Procurement Manager and the Monitoring Officer shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the specification of tender the nature and amount of the security to be given. In the latter event, the Council shall require and take a bond or other sufficient security for the due performance of the contract.
- 13.5 Managers shall produce the final version of all contracts in 2 copies. Where the total value of a contract exceeds £100,000 both copies shall be presented to the Head of Resources for signature. Once signed by the contractor, the signed contract, all original documents, including specifications, drawings, tender documents and correspondence relating to shall be forwarded by the 3Cs Head of Legal Practice. Where the total value of the contract is less than £100,000 the relevant Manager shall make arrangements for the retention of all the original documentation.
- 13.6 Managers shall maintain a record (in the form detailed in the Procurement Protocols & Guidance) for their area of each contract or agreement (both written and verbal agreements).
- 13.7 Managers shall include one of the specific T&Cs listed in the Procurement Home Page in all contracts. Where a Manager considers a term or condition inappropriate

they shall seek advice of the 3Cs Head of Legal Practice on the modification or deletion of the term or condition.

14. LETTERS OF INTENT

14.1 Letters of intent provide a contractor with the authority to proceed prior to the award of a contract. However, letters of intent have two main disadvantages:-

- (a) if the contract is not awarded the contractor is entitled to payment regardless as to whether the work was actually needed;
- (b) the Council's negotiating position is weakened as the contractor may believe actual award of contract is a formality and therefore, the contractor may refuse to accept conditions that are seen as disadvantageous.

14.2 Managers shall ensure that:-

- (a) all letters of intent are in a form approved by the 3Cs Head of Legal Practice; and
- (b) all letters of intent are signed by the appropriate Budget Manger with sufficient authority for either the value of the intended contract or the estimated value of any 'extension' period defined in the letter of intent if below £100,000 , otherwise by the Head of Resources.

15. POST-COMPETITION DEBRIEFS

15.1 For all contracts greater than £250,000, Managers shall maintain records of selection and evaluation scoring and where requested by participating suppliers, provide a suitable post-tender debrief in writing. For contracts greater than £100,000 , unsuccessful tenderers shall be advised in writing of the winning supplier, the value of the contract awarded and the strengths and weaknesses of their tender and the advice of the Procurement Manager shall be sought on the format and scope of the debrief.

16. PUBLISHING CONTRACT AWARDS

16.1 Contract Award Notices shall be published within 90 days of contract award in the appropriate online system:

- ◆ Contracts Register if greater than £510,000, and.
- ◆ Contracts Finder if greater than £250,000 (including awards under mini-competition using a framework) or if advertised in Contracts Finder, and
- ◆ The ~~Find a Tender Service~~ ~~Official Journal of the European Union~~ if greater than the promulgated ~~EU-WTO~~ threshold.

17. LOCAL GOVERNMENT ACT – COMMUNITY RIGHT TO CHALLENGE

The Local Government Act permits relevant bodies (charities, community bodies, town & parish councils and staff) to submit Expressions of Interest to provide Council services. The Procurement Manager shall maintain and publish a timetable for the submission of

Expressions of Interest. ~~All Expressions of Interest received from relevant bodies should be forwarded to the Policy, Performance and Transformation Manager (Scrutiny).~~

18. RETENTION OF DOCUMENTS

18.1 Managers shall ensure that every contract or quotation is assigned the Unique Reference Number (URN) from the Contract Register, which is to be used in all correspondence. Any Division or reference may be included in addition to the URN shall comprise abbreviation for the Division and year. Formal amendments to a contract or order should also be given unique numbers showing the order in which the amendments were made.

18.2 Documentation retention periods are dictated by the Statute of Limitations and (where applicable) EU requirements. The following rules apply:-

- (a) retention for 12 years from the date of completion of the contract for contracts made under deed;
- (b) retention for 6 years from the date of completion of the contract:-
 - ◆ Contract Documents
 - ◆ Hire/Rental Agreements
 - ◆ Successful Tenders
 - ◆ Summary of Tender Opening
 - ◆ Disposal Board papers
 - ◆ All selection and evaluation scoring and reports
 - ◆ Goods Received Notes
 - ◆ HM Customs and Excise Import documentation
 - ◆ Invitations to Tender/Quotation Requests
 - ◆ Maintenance/Software licence agreements
 - ◆ Specifications
 - ◆ Successful Quotations
 - ◆ Suppliers' Advice Notes;
- (c) retention for 3 years after the last entry:-
 - ◆ Stock and Purchase Record Cards or Registers
- (d) retention for 2 years after the financial year to which the document relates:-
 - ◆ Unsuccessful Quotations.
 - ◆ Unsuccessful Tenders.

19. FREEDOM OF INFORMATION ACT 2000 (FOIA)

Managers shall ensure that the handling of requests for procurement information complies with the detailed guidance published as Procurement Protocols & Procedures and the general FOIA guidance published by the Council's Freedom of Information Officer.

20. CONFLICTS OF INTEREST

20.1 Where a potential conflict is declared by an officer or otherwise recognised, the HoS shall ensure the relevant company and businesses areas are identified. Other business areas are exempt from the procedure.

20.2 The following procedure is applied according to value:

(a) Low value (less than £100,000)

- ◆ AD/HoS shall arrange for specifications/evaluation criteria written by the affected officer to be independently vetted;
- ◆ AD/HoS shall appoint 2 independent officers to evaluations were the relevant company participates; and
- ◆ AD/HoS shall ensure independent vetting of evaluations were the relevant company becomes the preferred bidder.

(b) High Value (greater than £100,000). Where the relevant company bids or is considered likely to bid the HoS shall ensure participation by the affected officer is limited to providing specialist advice.

20.3 If a conflict of interest becomes apparent once a procurement is underway but before contract award the HoS shall seek the advice of the Procurement Manager and 3Cs Head of Legal Practice on how to proceed. If discovered after contract award, the HoS shall refer the matter to the Monitoring Officer.

21. Interims, Consultants and Contractors

21.1 The Manager responsible for appointing any Interim, Consultant or Contractor (ICC) deemed to be outside of the IR35 regulation shall:

- (a) if engaged through an agency, provide the agency with any information requested about the role.
- (b) if engaged directly, use the HMRC's online employment status tool to check the ICC's tax status (IR35) and record the outcome. If the ICC is deemed an employee then HR shall be provided with the details of the engagement.

22.2 If the ICC will be responsible to the Council for the management or supervision of a contract on its behalf, then the Manager shall provide the ICC with a copy of this Code and ensure that it shall be a condition of the engagement that the ICC shall:

- (a) comply with this Code; and
- (b) at any time during the carrying out of the contract produce to the appropriate Manager, on request, all the records maintained in relation to the contract; and
- (c) on completion of the contract transfer all records produced or received that relate to the contract to the appropriate Manager.

22. PROCUREMENT TRAINING

22.1 The Procurement Manger shall create, maintain and arrange the delivery of training for Officers undertaking procurement duties.

22.2 Managers shall ensure that all Officers routinely undertaking purchasing or procurement duties where the gross value of the procurement is **£5,000** or more shall have undertaken appropriate training.

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Grafham and Ellington Neighbourhood Plan

Meeting/Date: Council – 23 February 2022

Executive Portfolio: Executive Councillor for Strategic Planning

Report by: Strategic Growth Manager

Ward(s) affected: Great Staughton (Grafham and Ellington Parishes)

Executive Summary:

The Referendum on the Grafham and Ellington Neighbourhood Plan was held on 27 January 2022 and resulted in an 95.7% 'Yes' vote in support of making the Neighbourhood Plan as part of the statutory development plan. As this exceeds the required threshold of 50% of the votes cast the Council is required to formally 'make' the Grafham and Ellington Neighbourhood Plan unless the Council considers that it would be incompatible with any EU or human rights obligations. As part of the statutory development plan the Grafham and Ellington Neighbourhood Plan would be used to help decide planning applications within the neighbourhood area.

It is not considered that making the plan would be incompatible with an EU or human rights obligation and the Grafham and Ellington Neighbourhood Plan must therefore be 'made'.

Recommendation(s):

The Council is

RECOMMENDED

To 'make' the Grafham and Ellington Neighbourhood Plan in the form attached as Appendix 1 such that it becomes part of the statutory development plan for Huntingdonshire with immediate effect.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to consider whether the Grafham and Ellington Neighbourhood Plan should be officially 'made' such that it becomes part of the statutory development plan for Huntingdonshire.

2. BACKGROUND

- 2.1 The joint Grafham and Ellington Neighbourhood Area was formally designated on 3 September 2019 following public consultation. Following substantial local consultation to aid with preparation of the plan it was submitted for statutory consultation which took place between 12 July and 27 August 2021. The submission neighbourhood plan, its supporting evidence base and all responses to the statutory consultation were subject to an independent examination commencing on 6 September 2021 with the final report issued on 4 October 2021.
- 2.2 The examination confirmed that the Grafham and Ellington Neighbourhood Plan should move forward to referendum subject to modifications and confirmed that it complied with the specified basic conditions, was properly prepared by the qualifying body, covered the designated plan area, did not contain any excluded development and contained policies that related to the development and use of land. The examiner's report also confirmed that there was nothing in the Grafham and Ellington Neighbourhood Plan that led them to conclude there would be any breach of the European Convention on Human Rights. They also confirmed that the Grafham and Ellington Neighbourhood Plan is compatible with EU obligations arising from the Habitats Regulations Assessments and other directives (retained under UK law).
- 2.3 The outcome of the examination and proposed changes were reported to Overview and Scrutiny Committee (Performance and Growth) on 3 November 2021 and Cabinet on 18 November 2021. Arising from these it was agreed that the Grafham and Ellington Neighbourhood Plan as proposed to be modified should progress to referendum.

3. ANALYSIS

- 3.1 The referendum was held on 27 January 2022 where the statutorily set question was posed asking residents of the designated neighbourhood area: 'Do you want Huntingdonshire District Council to use the Neighbourhood Plan for Grafham and Ellington to help it decide planning applications in the neighbourhood area?'.
- 3.2 A total of 956 people were eligible to vote in the referendum; 280 ballot papers were issued representing a turnout of 29.3%. The number of votes cast in favour of 'Yes' was 268, the number of votes in favour of 'No' was 12 with 0 ballot papers rejected where the intended vote could not be clearly determined. This indicated a majority of 95.7% voting in favour of using the Grafham and Ellington Neighbourhood Plan to help decide planning applications within the designated neighbourhood area.

- 3.3 As the Grafham and Ellington Neighbourhood Plan was endorsed by more than the required threshold of 50% of those voting the Council must now 'make' the Neighbourhood Plan such that it becomes part of the statutory development plan for Huntingdonshire unless the Council considers that it would be incompatible with any EU or human rights obligations. It is not considered that making the plan would be incompatible with an EU or human rights obligation and the Grafham and Ellington Neighbourhood Plan must therefore be 'made'.

4. KEY IMPACTS / RISKS

- 4.1 The key impacts of this are the reiteration of the importance of the planned system with town and parish councils and residents of the neighbourhood plan area having the opportunity to positively influence how their community grows in the future.
- 4.2 Successful 'making' of a Neighbourhood Plan entitles Grafham and Ellington Parish Councils to an increased proportion of CIL receipts from development within the neighbourhood area, up from 15% to 25%.

5. TIMETABLE FOR IMPLEMENTATION

- 5.1 Grafham and Ellington Neighbourhood Plan will become part of the statutory development plan with immediate effect.

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

- 6.1 Making the Grafham and Ellington Neighbourhood Plan links to and supports the delivery of the Council's Corporate Plan (2018-2022) specifically:
- People – Develop stronger and more resilient communities to enable people to help themselves
 - Support community planning including working with parishes to complete Neighbourhood Plans

7. LEGAL IMPLICATIONS

- 7.1 Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to 'make' the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour. The Council is content that the Grafham and Ellington Neighbourhood Plan meets the specified basic conditions, does not breach the European Convention on Human Rights and is not incompatible with EU obligations arising from the Habitats Regulations Assessments and other directives (retained under UK law).

8. RESOURCE IMPLICATIONS

- 8.1 An additional 10% of CIL receipts within the neighbourhood area will be passed over to Grafham and Ellington Parish Councils. This may have

implications on resource availability for infrastructure projects provided by this Council. Additional support, both financial and partnership working, may be sought to help deliver some of the projects identified in the Grafham and Ellington Neighbourhood Plan.

9. REASONS FOR THE RECOMMENDED DECISIONS

- 9.1 The Council has a statutory obligation to 'make' the Grafham and Ellington Neighbourhood Plan now that it has successfully passed the referendum stage.

10. LIST OF APPENDICES INCLUDED

Appendix 1 – Grafham and Ellington Neighbourhood Plan

11. BACKGROUND PAPERS

[Overview and Scrutiny Committee \(Performance and Growth\) on 3 November 2021](#)

[Cabinet on 18 November 2021](#)

[The Neighbourhood Planning \(Referendums\) Regulations 2012 \(as amended\)](#)

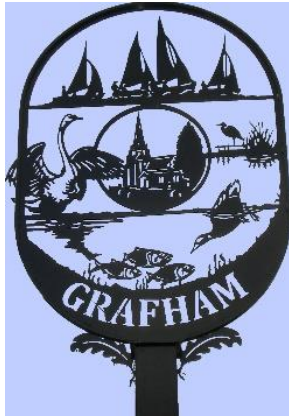
[National Planning Practice Guidance \(Neighbourhood Planning\)](#)

[Grafham and Ellington Neighbourhood Plan Referendum webpage](#)

[Neighbourhood Planning webpage](#)

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Grafham and Ellington Neighbourhood Plan

2020 – 2036

Referendum Version

Dated: 7th Oct 2021

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Abbreviations

BEIS	Business, Energy & Industrial Strategy (<u>government department</u>)
C	Century
CCC	Cambridgeshire County Council
GENP	Grafham and Ellington Neighbourhood Plan (policy reference)
HDC	Huntingdonshire District Council
NPPF	National Planning Policy Framework
PC	Parish Council
SPD	Supplementary Planning Document
SSSI	Site of Special Scientific Interest

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1. Introduction

1.1. Purpose of the Plan

- 1.1.1. The purpose of Grafham and Ellington having a neighbourhood Plan is to define the aspirations and needs of residents and businesses within these areas so that they have to be taken into account when local planning authorities, such as Huntingdonshire District Council (HDC), Cambridgeshire County Council (CCC) and the secretary of state can take the democratic wishes of the area into account.
- 1.1.2. Neighbourhood Plans, when complete, form part of the statutory development plan for an area. They will be used to promote and guide what goes where and, importantly, will be used to help determine planning applications.
- 1.1.3. The Grafham and Ellington Parish Councils consider that this is an important right to exercise, and in 2019 the Parish Councils applied for their combined parish areas (see *Figure 1*) to be designated a neighbourhood planning area. Huntingdonshire District Council (HDC) approved this application in September 2019. Following designation and consultation, the Parish Councils steering group has prepared and published this version of the Neighbourhood Plan.
- 1.1.4. The Neighbourhood Plan seeks to represent one part of the development plan for the two parishes over the period 2020 to 2036. For clarity, the development plan consists of any planning policies currently adopted by the local planning authority, Huntingdonshire District Council (HDC), Cambridgeshire County Council (CCC) and this Neighbourhood Plan.
- 1.1.5. The policies in this Plan take account of HDC's Local Plan [Ref 1], which came into force in 2019 and covers the period up to 2036.
- 1.1.6. The Plan therefore provides the local community with a powerful tool to guide the long-term future of Grafham and Ellington and their surrounding countryside for the period 2020 to 2036. The Plan allows all residents to exercise an element of control of the management of planning issues and developments within the community. It is not just for the Parish Councils but for all residents both current and future. The Plan contains a vision for the future of Grafham and Ellington Parishes and sets out clear planning policies to realise this vision.
- 1.1.7. In order to develop the Neighbourhood Plan, Grafham and Ellington Parish Councils set up a Neighbourhood Plan Working Group which comprised two Parish Councillors and a number of other local volunteers. It has been prepared with extensive support from the local people, statutory bodies, local businesses and Huntingdonshire District Council.
- 1.1.8. An application for Neighbourhood Area designation was approved by HDC in September 2019.
- 1.1.9. The map in Figure 1 below shows the boundary of the Neighbourhood Plan area, which is the same as the combined administrative boundaries of Grafham and Ellington Parishes.
- 1.1.10. The principal purpose of the Neighbourhood Plan is to guide development within the parish and provide guidance to anyone wishing to submit a planning application for development within the parish. The process of producing a plan has sought to engage and involve the community as widely as possible and the different topic areas are reflective of matters that are considered important to Grafham and Ellington, its residents, businesses and community groups.



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Figure 1: Neighbourhood Area of Grafham and Ellington

- 1.1.11. Grafham and Ellington are located in the Huntingdonshire district of Cambridgeshire. The nearest town is Huntingdon, located approximately 7 miles to the East. The A14 runs along the northern edge of Ellington, which provides an efficient connection to Cambridge. The A1 lies to the East of the two villages and provides an effective link to the North and South. Huntingdon has a mainline station providing a good railway service to London and Peterborough (for the North).

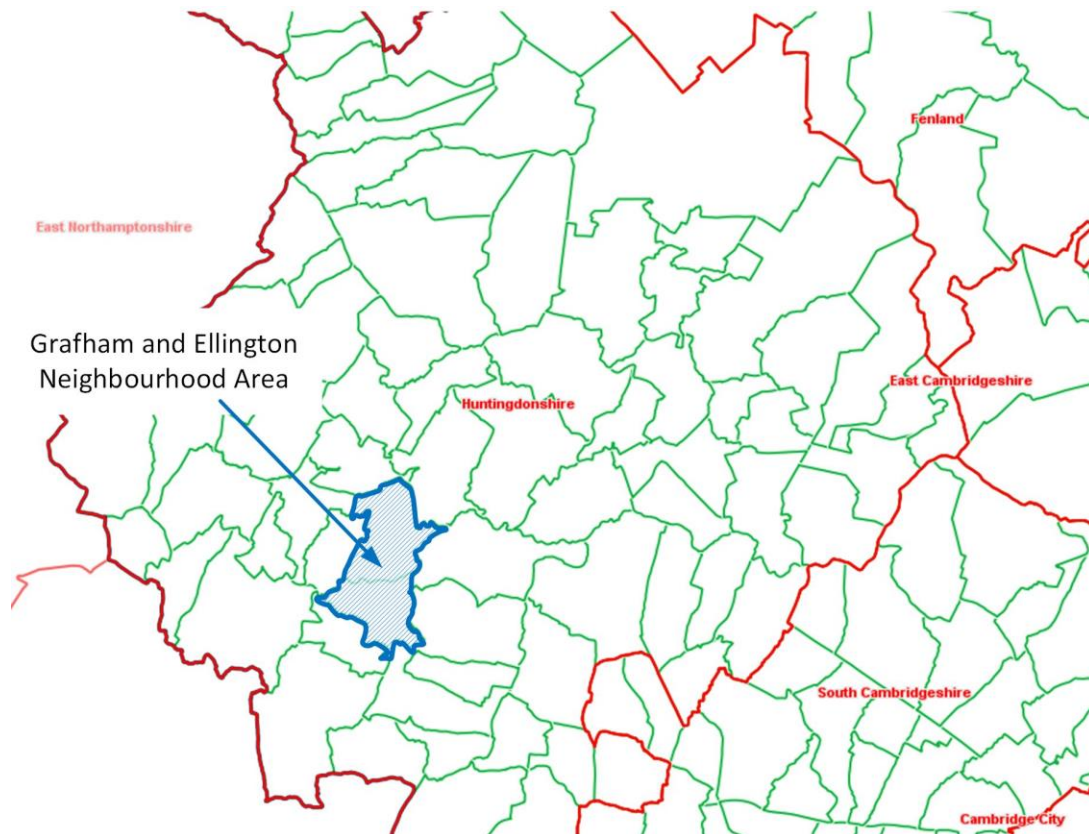


Figure 2: Map showing how Grafham and Ellington relate to Huntingdonshire

1.2. Preparing the Plan

- 1.2.1. Neighbourhood Plans have to be prepared following a procedure set by Government, summarised in Figure 3. The Plan will be revised following responses from residents, the Regulation 14 and 16 consultations and will then be passed for referendum by the independent examiner. A Parish wide Referendum will then be organised by Huntingdonshire District Council, allowing residents to vote on whether to accept the Plan. If more than 50% of the votes cast are in favour of the Plan, the Plan will be “made” i.e., accepted at HDC’s Council meeting, and carry full weight in the planning process.

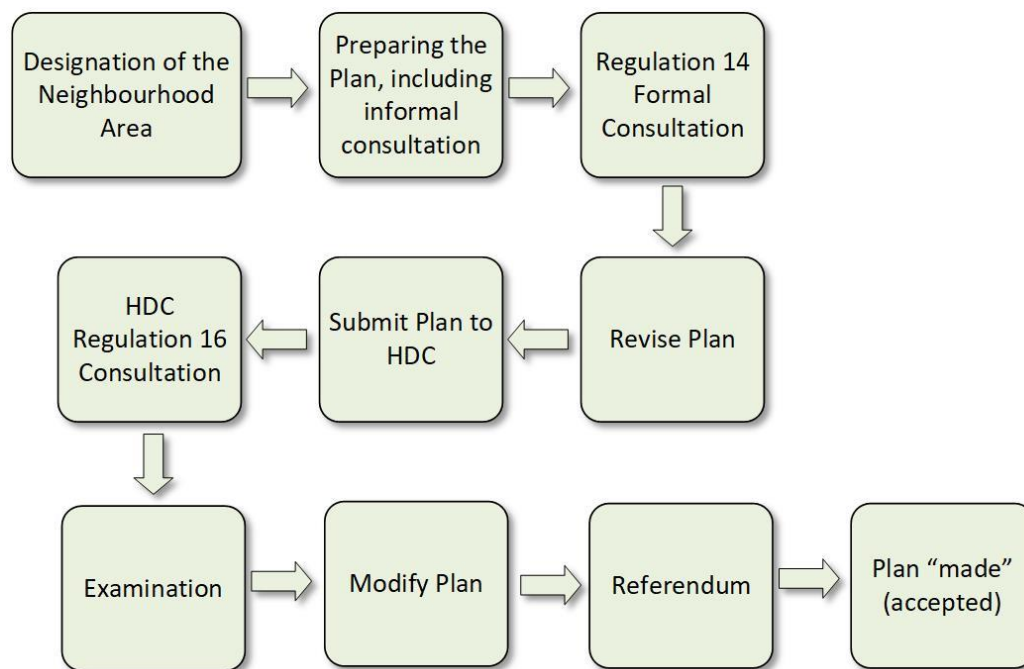


Figure 3: The Neighbourhood Planning Process

1.3. Monitoring the Plan

- 1.3.1. Grafham and Ellington Parish Councils, collectively as the 'Qualifying Body', will be responsible for maintaining and periodically revisiting the Plan to ensure relevance and to monitor delivery.
- 1.3.2. The Parish Councils will actively monitor how the policies within the neighbourhood plan are being implemented. This will be summarised in a report produced by the Parish Councils annually and published on the Parish Councils websites.

1.4. Community Action Plan

- 1.4.1. The consultation process identified a number of issues and potential projects that could not be addressed through the policies in this document. These are captured in a separate document as a Community Action Plan [Ref 21], on the Parish Council websites. The Parish Councils will consider how these issues and ideas might be taken forward in partnership with residents and other organisations.

1.5. How the Neighbourhood Plan is Organised

- 1.5.1. The Plan is divided into the following sections:
 - § 2: Local Context – a history of Grafham and Ellington, along with a summary of the way we are today.
 - § 3: The vision for Grafham and Ellington and the key issues that have influenced the Plan.
 - § 4: District and County Planning – where we fit within the Local Plan [Ref 1].
 - § 5: Demographic Profile and Social Trends – a statistical look at the population, their age, health, work profile and house ownership.
 - § 6: Grafham and Ellington: 2020 – 2036 (Community and Development Objectives) – Demographic profile and trends, along with land use, businesses, transport, leisure

and community facilities. Community and development objectives, along with the associated policies.

- Appendix A: History and Heritage – A more detailed look.
- Appendix B: A list of the referenced documents.
- Appendix C: Local Green Spaces – A summary of their attributes.

1.6. Basis of the Plan

- 1.6.1. The results of surveys of residents and local businesses in the Neighbourhood Area carried out in September 2020 provides the basis for the policies contained within this Plan.
- 1.6.2. We had a very high response rate from 66% of households, which also reflects the household diversity found in our plan area. Throughout this Plan we have therefore reflected the concerns and desires expressed by residents in the survey we carried out.
- 1.6.3. Business questionnaires were sent to all major businesses in the Neighbourhood Area. Sole Traders were also invited to complete the questionnaire through the link provided in the Residents Questionnaire.
- 1.6.4. Where we have drawn conclusions about local demographics we have compared our numbers with that found for our Parishes in the “Cambridgeshire Insights” data. This data in turn is estimated and the website contains the following warning: *Please note that these most recent estimates are not released officially at parish level or to the latest parish boundaries by the Office of National Statistics or Cambridgeshire County Council. The data contained within this report has derived from a best-fit aggregation of smaller level geographies to try and give the best possible insight into parish level.*
- 1.6.5. Our survey data was similar to that reported by Insights and we feel justified in drawing the conclusions used in the Plan from our survey data.

2. History of Grafham and Ellington

2.1.1. We have an **early history** and settlement in the parishes dates back to the Neolithic. In the Roman period the road from Alconbury to Bedford and beyond ran through the parishes and Romano-British farms have been found on the south side of Grafham Water.

2.1.2. But our **broad layout is Saxon/Early Medieval**, and the moats/sites of six manorial complexes are known: that at Ellington Thorpe was excavated in 1965; this air view of 1954 (right) shows it clearly, with its associated fishponds site. A similar site down Grafham's Brampton Road was listed as a 'scheduled' monument in 2003. A bit lower in the social order, the relatively high medieval Freeman and Smallholder population has led to the survival of the Ellington Thorpe and Grafham Church Road property layouts, both on long-standing medieval roads. The only surviving medieval buildings are the churches, both showing signs of earlier buildings on their sites.



2.1.3. Historically, ownership of Ellington church and a large part of the parish was held by Ramsey Abbey, while Grafham was owned by the King and the lords under him, although later pious donations led to large holdings by Sawtry Abbey. **Monastic Seizure** under Henry VIII and



subsequent disposal led to Ellington's longer-term association with Peterhouse College, Cambridge, while Grafham had a shorter association with the Cromwell family. A century later those Grafham lands were for a short time with the Biggs family, who endowed the Town Farm and Biggs' Charity, whose successor is still associated with All Saints, Grafham (left).

2.1.4. The **Enclosure Act of 1774** enabled landowners to acquire and enclose the large open medieval Common Fields, leading to today's farm network and the current north-south road alignments. It also reinforced the Bernards of Brampton and the Montague Dukes of Manchester as the major landowners. Later marriage between the two consolidated the Montague holdings.

2.1.5. A major change in the **Transport** environment was the conversion of the Brampton-Thrapston road to a Turnpike in 1753, which made Ellington's Inns more prosperous. The '**Industrial**' scene started with the arrival of the brickworks around 1850, and the development of 'model' (organised but not yet mechanised) landowner/tenant farming at around the same time. The opening of the railway in 1866 put Grafham as the larger settlement, requiring an expanded school. Apart from the opening of the Rifle Range in Grafham in 1904 things then remained more or less static for a century.

2.1.6. From the 1960's it was an era of **change**; the railway closed in 1959, the schools closed - Grafham's became houses, Ellington's a village Hall and a house; the new Thrapston Road diverted traffic from Ellington High Street; and in the mid '60's Grafham lost half of its area to Grafham Water.

2.1.7. Resurgence began later in the 1970's, but as commuter rather than self-supporting agricultural villages.

2.1.8. A more detailed history, with additional illustrations, is to be found in Appendix A.

3. Our Vision

- 3.1.1. In 2036, Grafham and Ellington will be one of the most desirable rural parishes in Huntingdonshire, characterised by its strong sense of **community**, **distinctive character** and **heritage** assets.

Delivered by:

Housing / Development

- 3.1.2. **Housing** expansion will be as a result of **infill** and **windfall** development, limited to small housing **clusters**, within the **built-up areas**, avoiding **back-land** development, unless there is direct highway frontage. **New homes** will use **sustainable** materials wherever possible, and complement the existing surroundings and rural landscape; be of sympathetic design with adequate off-street parking and allow for a sense of space and greenery. Development will protect and enhance **biodiversity** and establish, enhance or extend **ecological** corridors and the connectivity between them.
- 3.1.3. The significance of **heritage** assets and settings will be preserved and enhanced by development control.
- 3.1.4. Homes will be **insulated** to the **highest standards** in order to meet **zero carbon** targets and the majority of homes will have installed alternative fuel **domestic heating** as **oil-fired boilers** are phased out.
- 3.1.5. Development will be designed in a way which does not exacerbate existing **flood risk or drainage** issues.
- 3.1.6. New homes will reflect residents desire to provide more, affordable **small/starter homes**.

(Policy GENP 1, Policy GENP 2, Policy GENP 3, Policy GENP 4 and Policy GENP 13)

Enhancement of local facilities and employment

- 3.1.7. **Village Halls**, **sports** facilities, **pubs**, **restaurants** and **retail** and **small business** units will provide local services to both villages and beyond, creating a central meeting point and enhancing **community resilience**.
- 3.1.8. **Small business** units will provide additional space for micro-businesses to grow and to encourage **local employment**, with improved parking, cycle bays and footpaths access.
- 3.1.9. **Grafham Water** will provide a focal tourist attraction for visitors, supported by local **hospitality businesses** and an **improved transport** and **public rights of way infrastructure**.

(Policy GENP 5, Policy GENP 6 and Policy GENP 11)

Reduction of Carbon Footprint

- 3.1.10. There will be a reduction of the **carbon footprint** of **travel** for **work**, essential **goods**, **services** and **leisure**.

(Policy GENP 5, Policy GENP 7, Policy GENP 8 and Policy GENP 11)

Green spaces, Public Rights of Way and Play areas

- 3.1.11. **Green** spaces and **play** areas will provide a central focal point for **recreation** and will be protected as **open** spaces, maintained and enhanced through scrupulous management to ensure their retention and enjoyment for future generations.
- 3.1.12. **Public Rights of Way**, including **footpaths**, **bridleways** and **cycle paths** will be enhanced, including new and improved connections to existing routes between the villages and onwards to **Grafham Water** and **Huntingdon** to encourage **active lifestyles**, and to promote the use of **non-motorised transport**. **Traffic calming measures** will be installed where appropriate to **reduce vehicle speeds** between and approaching the two villages.

(Policy GENP 9, Policy GENP 10 and Policy GENP 12)

4. Local Planning Policy Context

4.1. Summary

- 4.1.1. The policies in this Neighbourhood Plan have been produced with due regard to the Huntingdonshire Local Plan [Ref 1]. The Neighbourhood Plan adds detail to the Local Plan, specific to the residents and businesses of the Neighbourhood Area.
- 4.1.2. The extracts below have been taken from the Local Plan which identifies the classification of Grafham and Ellington, along with the potential for limited development, although the Local Plan specifically makes no allocations for any development.
- 4.1.3. Section numbers below refer to those in the Local Plan.

4.2. Classification of Grafham and Ellington

4.2.1. **Section 4.100 Small Settlements**

The Local Plan defines Grafham and Ellington as Small Settlements.

4.2.2. **Section 4.101 Reasoning**

There are many settlements across Huntingdonshire that have limited or no services or facilities available. Such settlements are identified as Small Settlements. Small Settlements are less sustainable than settlements in the Spatial Planning Area settlements and Key Service Centres due to the need to travel to access services and facilities elsewhere on a regular basis. As such the Local Plan makes no allocations for development in Small Settlements. However, the strategy does set out a role for a limited amount of sustainable development in contributing to the social and economic sustainability of Small Settlements and in supporting a thriving rural economy. Given the variation in size and availability of services and facilities between Small Settlements it is recognised that varying levels of development could sustainably be accommodated depending on nature of the individual Small Settlement.

- 4.2.3. **Sections 4.102 to 4.107** expand on this statement in more detail. See the Local Plan [Ref 1] for further information.

4.3. Small Settlements (LP9): Development Proposals within the Built-up Area

4.3.1. **Development Proposals within the Built-up Area**

A proposal that is located within a built-up area of a Small Settlement will be supported where the amount and location of development proposed is sustainable in relation to the:

- a. level of service and infrastructure provision within the settlement;
- b. opportunities for users of the proposed development to access everyday services and facilities by sustainable modes of travel including walking, cycling and public transport;
- c. effect on the character of the immediate locality and the settlement as a whole.

4.3.2. **Development Proposals on Land well-related to the Built-up Area**

A proposal for development on land well-related to the built-up area may be supported where it accords with the specific opportunities allowed for through other policies of this plan.

4.4. Green Infrastructure (LP3)

4.4.1. Extract from LP3:

A proposal within the Grafham Water Landscape Character Area, defined in the "Huntingdonshire Landscape and Townscape Assessment Supplementary Planning Document" [Ref 3], will be supported where it enhances or creates ecological or landscape linkages between Grafham Water and woodland in the vicinity. Enhanced access will also be supported subject to compatibility with the landscape and biodiversity.

4.4.2. A proposal will be supported where it involves the role, function and continued operation or enhancement of Grafham Water Reservoir, its Treatment Works and associated networks.

4.4.3. Section 4.35:

There are opportunities to improve the links between Grafham Water and areas of woodland such as Brampton Wood, although care must be taken to ensure that improvements to public access do not impact adversely on areas of ancient woodland.

4.5. Tourism and Recreation (LP23)

4.5.1. Section 6.54:

A high proportion of trips to the district are from day visitors and one of the greatest challenges is to encourage overnight stays and longer breaks. Tourist accommodation, including touring caravan and camping sites, facilitates longer visitor stays with potential to increase the contribution of visitors to the local economy. However, a proposal should demonstrate that it expects to be viable and is supported by well thought out research and a business plan, particularly for new build tourist accommodation. Where tourist accommodation is proposed in locations where new dwellings would not normally be acceptable planning conditions will be imposed restricting the use to holiday accommodation.

4.5.2. Section 6.55:

This policy is intended to guide the smaller scale, lower impact proposals which may be appropriate within a countryside setting. Proposals for development in association with strategic sites such as the Great Fen and Grafham Water will be considered under policy LP3 'Green Infrastructure'.

5. Demographic Profile and Social Trends

5.1. Summary

- 5.1.1. The nature of the two villages is rural. Ellington and Grafham have a village hall. Ellington has a restaurant/pub; Grafham has a both a shop and pub set up by the community. Grafham also has an Indian restaurant / take away. Both villages have playing fields and children's play areas.
- 5.1.2. Both Grafham and Ellington have access to good road and rail links which allows the villages to act as dormitories for larger conurbations.
- 5.1.3. Local Grafham Water is a Site of Special Scientific Interest (SSSI). A cycle track circles the reservoir and there is a thriving sailing club.
- 5.1.4. The charts below describe the population for Ellington and Grafham parishes taken from the parish profiles published by "Cambridgeshire Insight" [Ref 4]. The numbers are for 2018 and it should also be noted that Cambridgeshire Insight data is only an approximation.¹
- 5.1.5. Of the 231 households in Ellington, 156 responded to the Residents' Survey Questionnaire; this represents a 68% response rate. The 156 households included 355 people, which suggests that the total population of Ellington is 526 people; less than the 2018 "Insight" estimate.
- 5.1.6. Of the 252 households in Grafham, 161 responded to the Residents' Survey Questionnaire; this represents a 64% response rate. The 161 households included 345 people, which suggests that the total population of Grafham is 540 people; significantly less than the 2018 estimate.
- 5.1.7. The Survey's lower estimate of population perhaps reflects an aging population and the consequent reduction in household size as children leave home, or possibly this is due to the approximate nature of the Cambridge Insight data. See the survey results below:

¹ Cambridgeshire Insight: "Please note that these most recent estimates are not released officially at parish level or to the latest parish boundaries by the Office of National Statistics or Cambridgeshire County Council. The data contained within this report has derived from a best-fit aggregation of smaller level geographies to try and give the best possible insight into parish level."

Ellington

Population at a glance...



573

Total population estimate
(2018) [i](#)



284

(49.6%)

Male population estimate
(2018) [i](#)

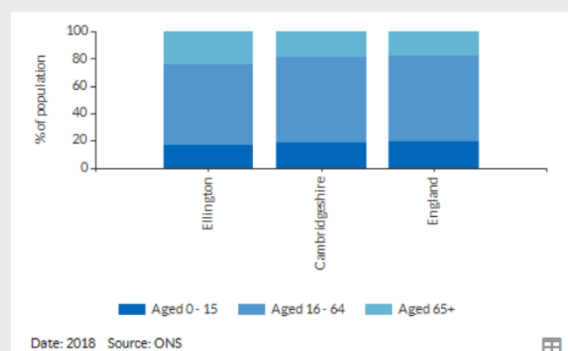


289

(50.4%)

Female population estimate
(2018) [i](#)

Estimates by broad age group, all persons



Estimates by 5-year age group, all persons

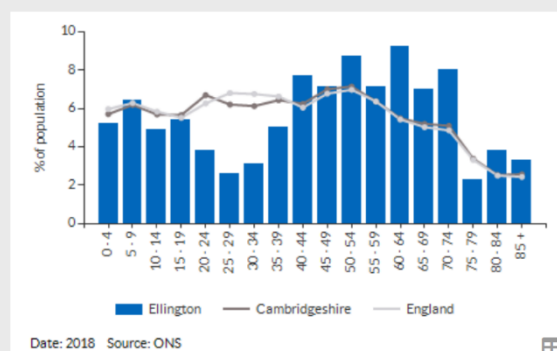


Figure 4: Ellington population profile according to Cambridgeshire Insight

Grafham

Population at a glance...



696

Total population estimate
(2018) [i](#)



397

(57%)

Male population estimate
(2018) [i](#)

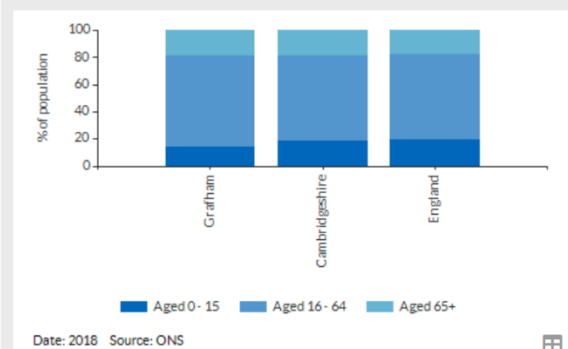


299

(43%)

Female population estimate
(2018) [i](#)

Estimates by broad age group, all persons



Estimates by 5-year age group, all persons

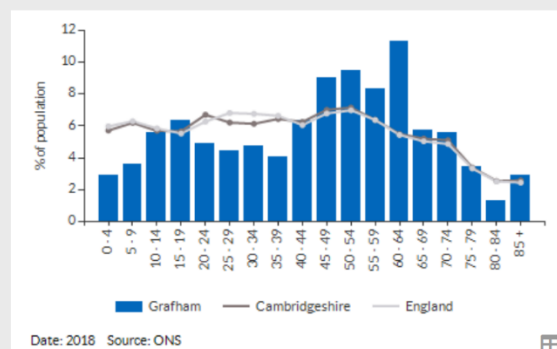


Figure 5: Grafham population profile according to Cambridgeshire Insight

5.2. Age Profile

5.2.1. The age profile of the population from the Survey is shown below for both villages:

Ellington

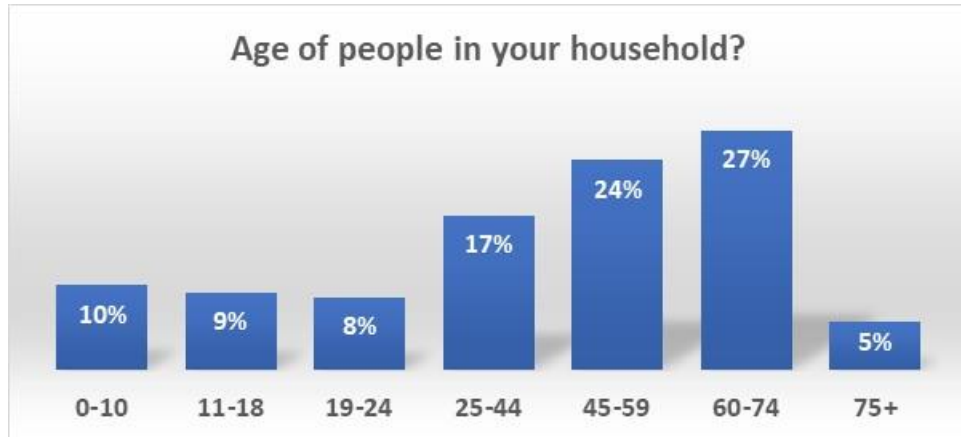


Figure 6: Age profile of Ellington residents

Grafham

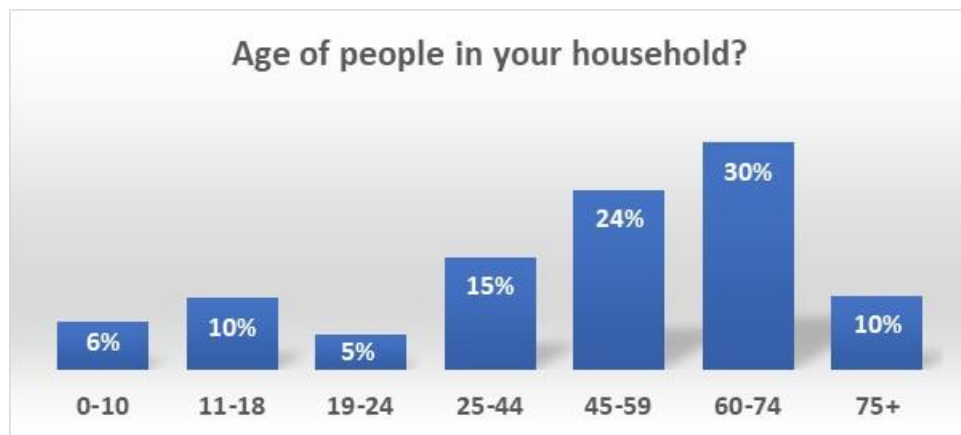


Figure 7: Age profile of Grafham residents

- 5.2.2. These graphs indicate that in Ellington some 56% of the population is over the age of 45 and in Grafham 64%. The figures given in the Cambridgeshire Insights data are 56.0% and 57.4% respectively.
- 5.2.3. The “Insight” data both for Ellington and Grafham, says that the age profile of the population is greater in the 45 to 74 age range and less in the 20 to 39 age range when compared to both Cambridgeshire and National data.
- 5.2.4. The 2011 Grafham Parish Plan survey indicated that most of the population was in the 25 to 59 age group. This perhaps indicates that people have not moved in the last 10 years. The Residents Survey indicated that 65% of households have lived in the village more than 10 years.

5.3. Economic Activity / Fulltime Education

Ellington

- 5.3.1. Cambridge Insight estimated that in 2011, 71.2% of the population in Ellington were economically active, with less than 2% unemployed. Again, although the unemployment rate is confirmed, by the Resident Survey at 2%, 43% of the population are retired or in fulltime education.

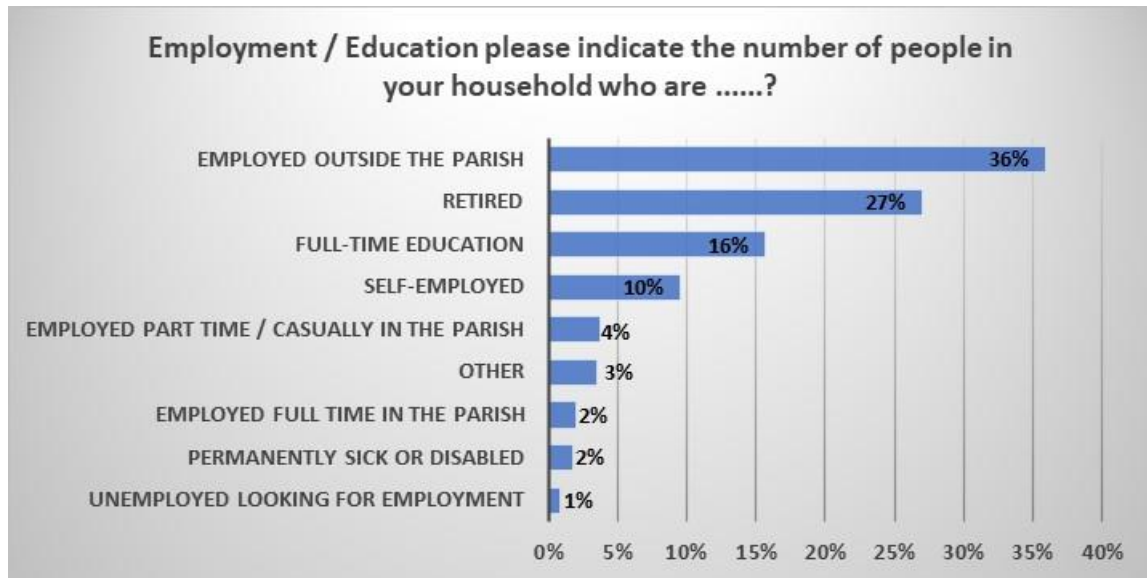


Figure 8: Employment profile for Ellington residents

Grafham

- 5.3.2. Cambridge Insight estimated in 2011, 75.7% of the population in Grafham was economically active, with less than 1% unemployed. Although the unemployment rate is confirmed, by the Resident Survey, at 1%, 46% of the population are retired or in fulltime education.
- 5.3.3. The Resident Survey shows the following:

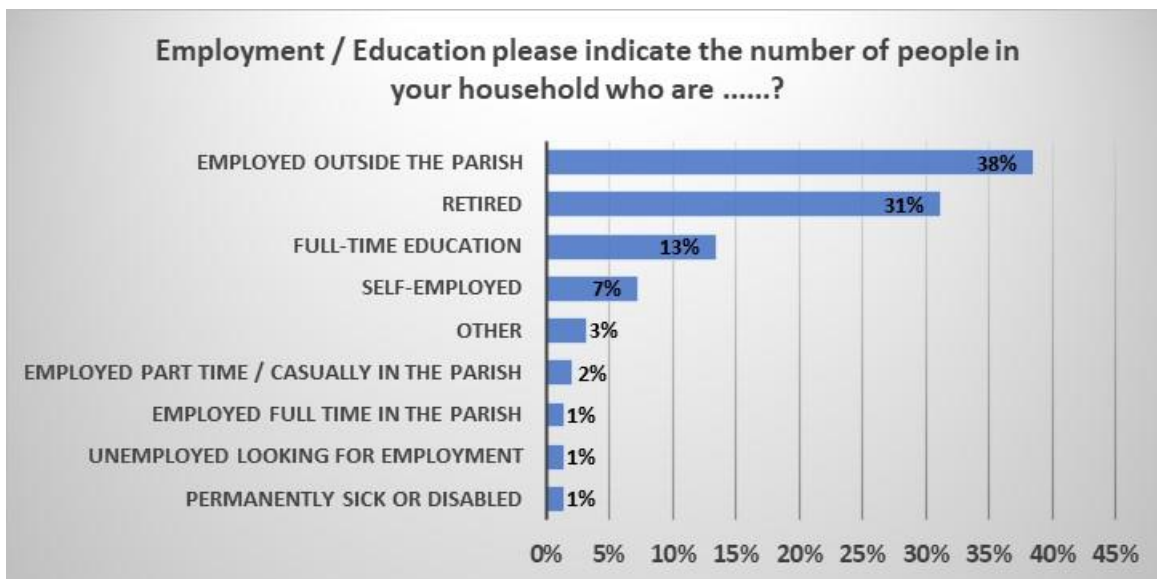
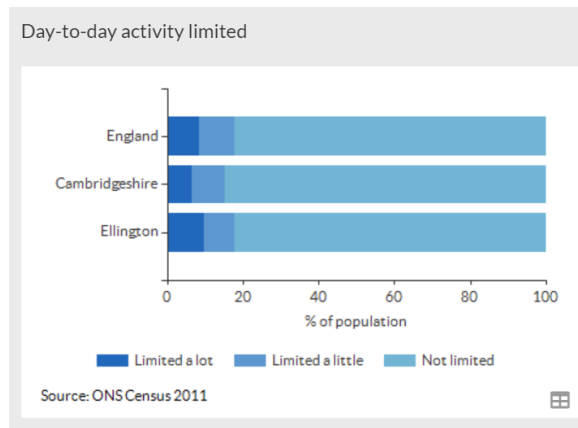
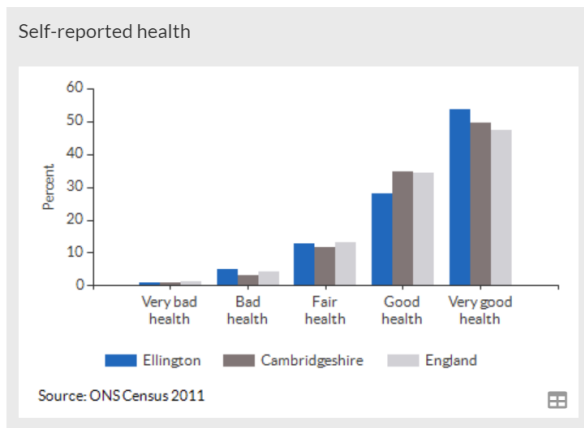


Figure 9: Employment profile for Grafham residents

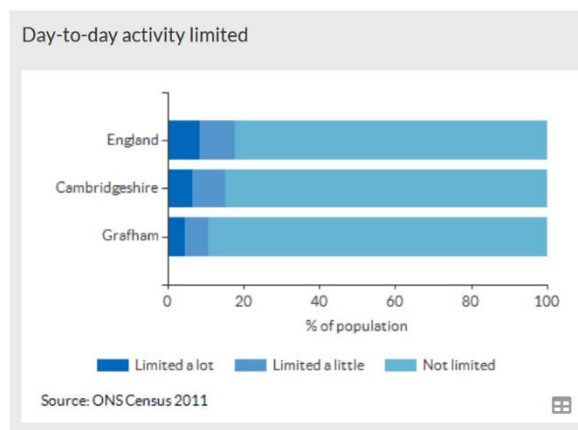
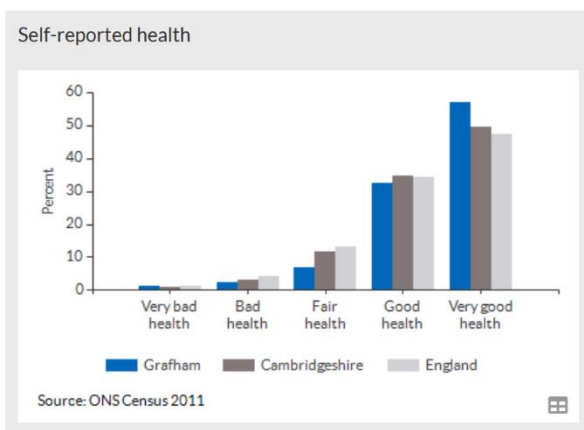
Health

- 5.3.4. “Cambridgeshire Insights” has the following data on the health of our villages based on 2011 census data, and made the point that “the health of people in our communities faces a range of complex and linked challenges, such as the increase in people living with chronic illness and long-term illness linked to our ageing society, and growing health inequalities”.

Ellington



Grafham



- 5.3.5. This picture of the health of our population is confirmed by the Resident Survey, which gave the following additional view:

Ellington

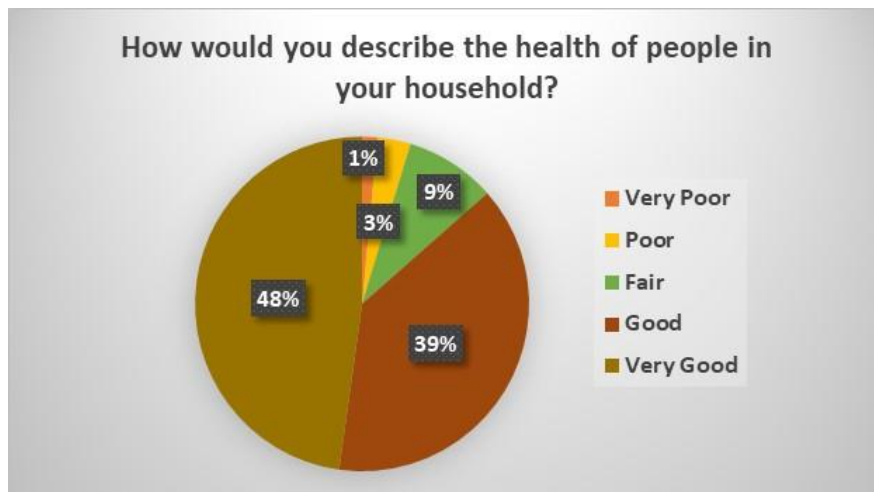


Figure 10: Health profile of Ellington residents

Grafham

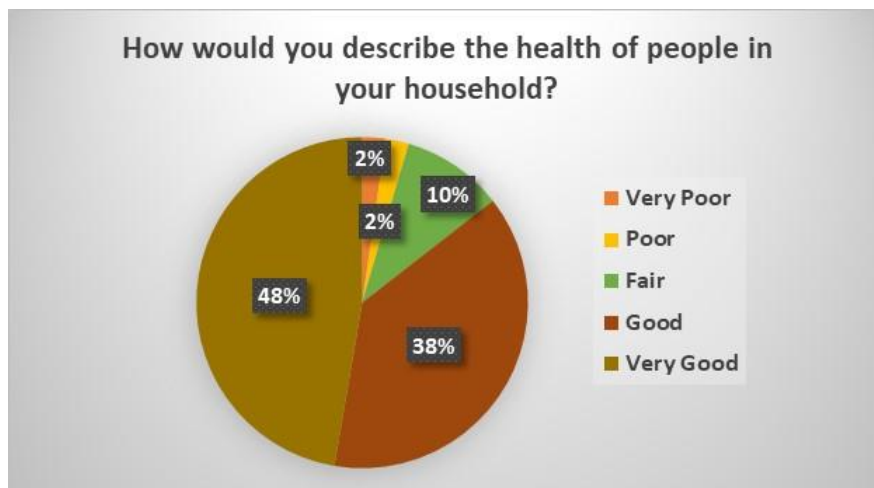


Figure 11: Health profile of Grafham residents

5.3.6. The villages are served by the following surgeries:

Ellington

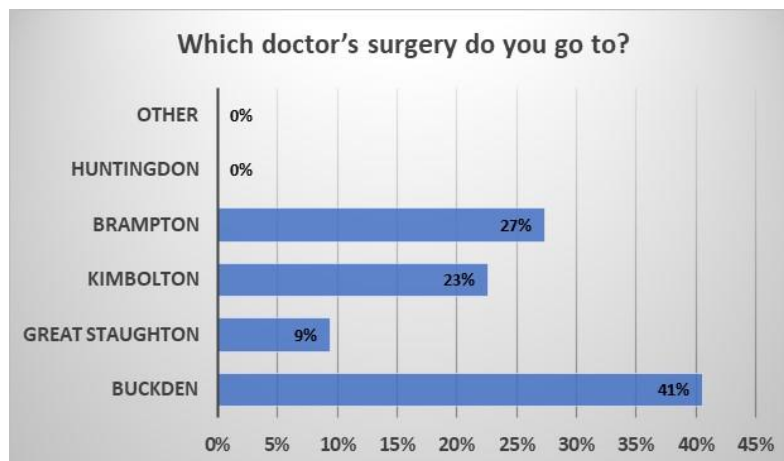


Figure 12: Doctor's surgery profile for Ellington

Grafham

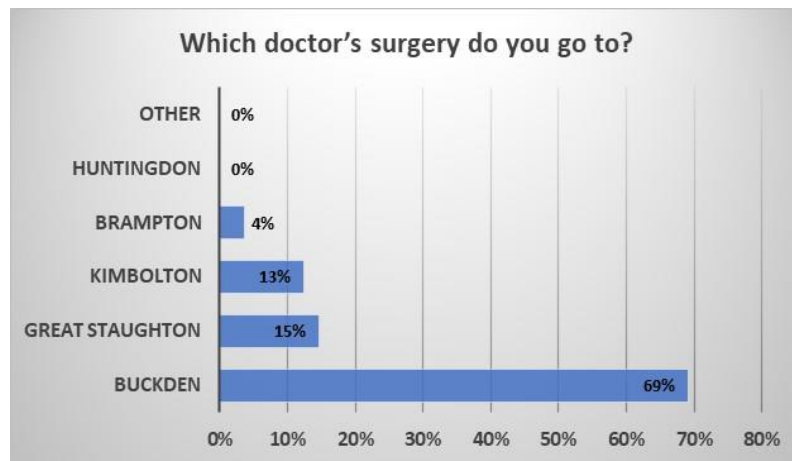


Figure 13 Doctor's surgery profile for Grafham

5.4. Population Trends

- 5.4.1. The Cambridgeshire data indicates a slight decline in population in the Ellington Ward up to the year 2036. In the Brampton Ward which includes Grafham a slight increase in population is forecast.
- 5.4.2. No major development is planned for Ellington and Grafham. When asked how long residents intended to stay in the villages the following responses were obtained.

Ellington

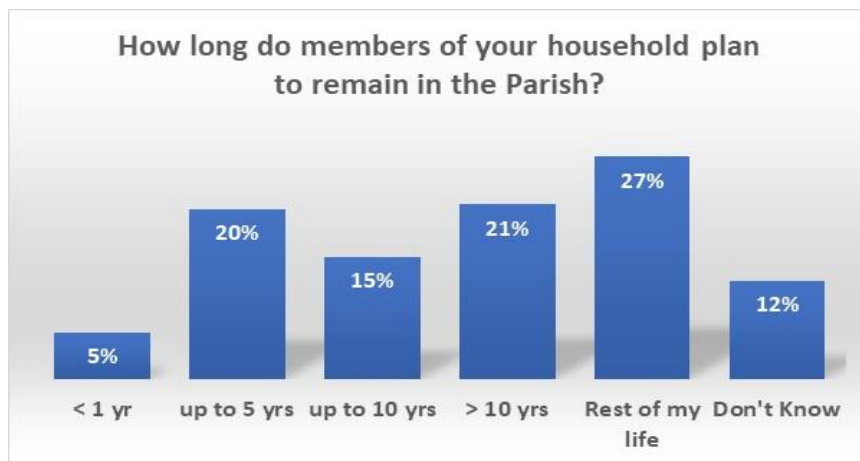


Figure 14: Household mobility of Ellington residents

Grafham

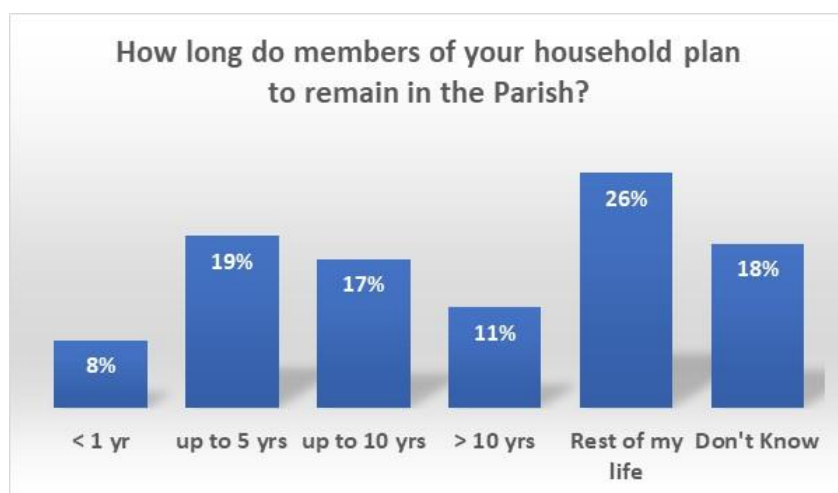


Figure 15: Household mobility of Grafham residents

5.5. House Ownership

- 5.5.1. As shown by the graphs below most of the housing, over 85%, in both Grafham and Ellington is owner occupied. Just 7% of properties in Ellington are socially rented, 3% in Grafham.

Ellington

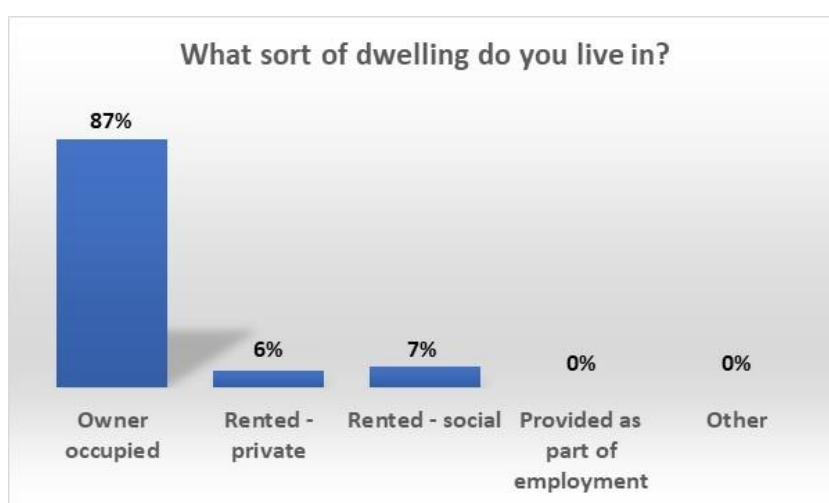


Figure 16: Property ownership in Ellington

Grafham

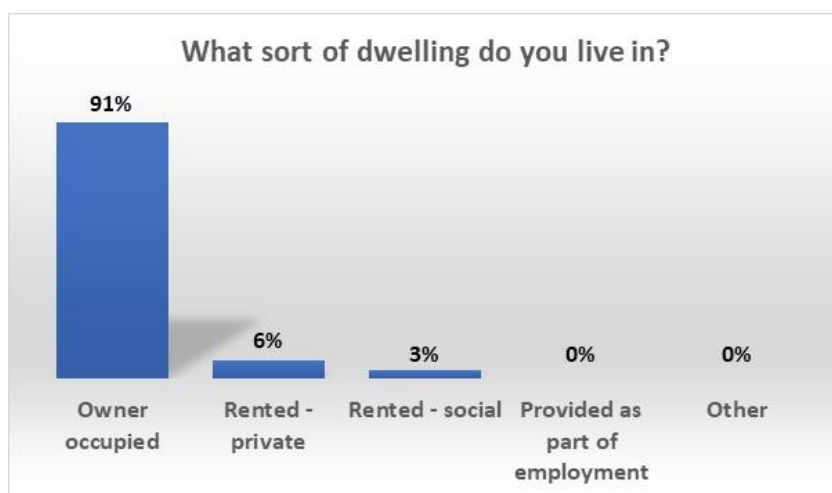


Figure 17: Property ownership in Grafham

5.5.2. From the data above, it is fair to draw the following conclusions:

- Because there are no major developments planned (see § 4) and the village average age of residents is likely to increase; population in the villages is likely to remain constant or decline slightly.
- Around 30% of the population of the villages is retired and this number is likely to increase.
- The number of school children is likely to decline.
- The health of the village residents is reasonably good with around 80% of people reporting their health as good or very good in the Resident Survey.
- The housing in both Ellington and Grafham is over 85% owner occupied, with a relatively low demand for additional housing.

5.5.3. Future facilities in the villages need to reflect the evolving demographics. There are a growing number of retired residents. There is also a significant number of people working from home all, or part of the time; our survey found it was around 50%. This probably reflects the superfast broadband in the village and a workplace trend likely to continue post Pandemic. The number of people at home during the daytime is likely therefore to increase.

6. Grafham and Ellington: 2020 - 2036 – Community and Development Objectives

6.1. Built-up Areas

- 6.1.1. The NPPF makes clear distinctions between built-up areas and the countryside. To assist with interpretation of the Neighbourhood Plan's policies, built-up areas have therefore been defined and mapped; all land outside the defined boundary is deemed to be countryside and subject to policies influencing development outside the built-up area.
- 6.1.2. The Huntingdonshire Local Plan to 2036 sets out a comprehensive definition of 'built-up area' in its § 4.85. Regard has been given to this definition in drawing the settlement boundary in this Neighbourhood Plan in order to define each 'built-up area'.
- 6.1.3. The built-up areas for Grafham and Ellington are shown in Figure 18 and Figure 19 respectively.
- 6.1.4. "Isolated properties or areas of ribbon and fragmented development which are physically and visually detached from the main built form" are not included within the built-up areas. Ellington Thorpe falls into this category as it comprises just 14 properties.

Policy GENP 1 – Definition of 'Built-up Area' (Settlement Boundary)
<p>The settlement boundaries of Grafham and Ellington are defined in Figure 18 and Figure 19; this defines the 'built-up areas' for Grafham and Ellington. This serves the purpose of directing the growth of the settlement and protecting the countryside from encroachment.</p> <p>Within the settlement boundary proposals will be supported where development would not adversely affect the structure and form of the existing settlement and the undeveloped nature of the surrounding rural areas; and would respect its landscape setting.</p> <p>The land outside of the built-up areas is considered to be countryside where a proposal will only be supported where there is material evidence of a local community need, a need that would be met by the proposal, or where the proposal complies with requirements of other policies in national or local policy; including but not limited to development that requires a countryside location; is for agriculture, horticulture or forestry; or is related to community, leisure or recreation uses.</p>

Figure 18: Built-up Area of Grafham

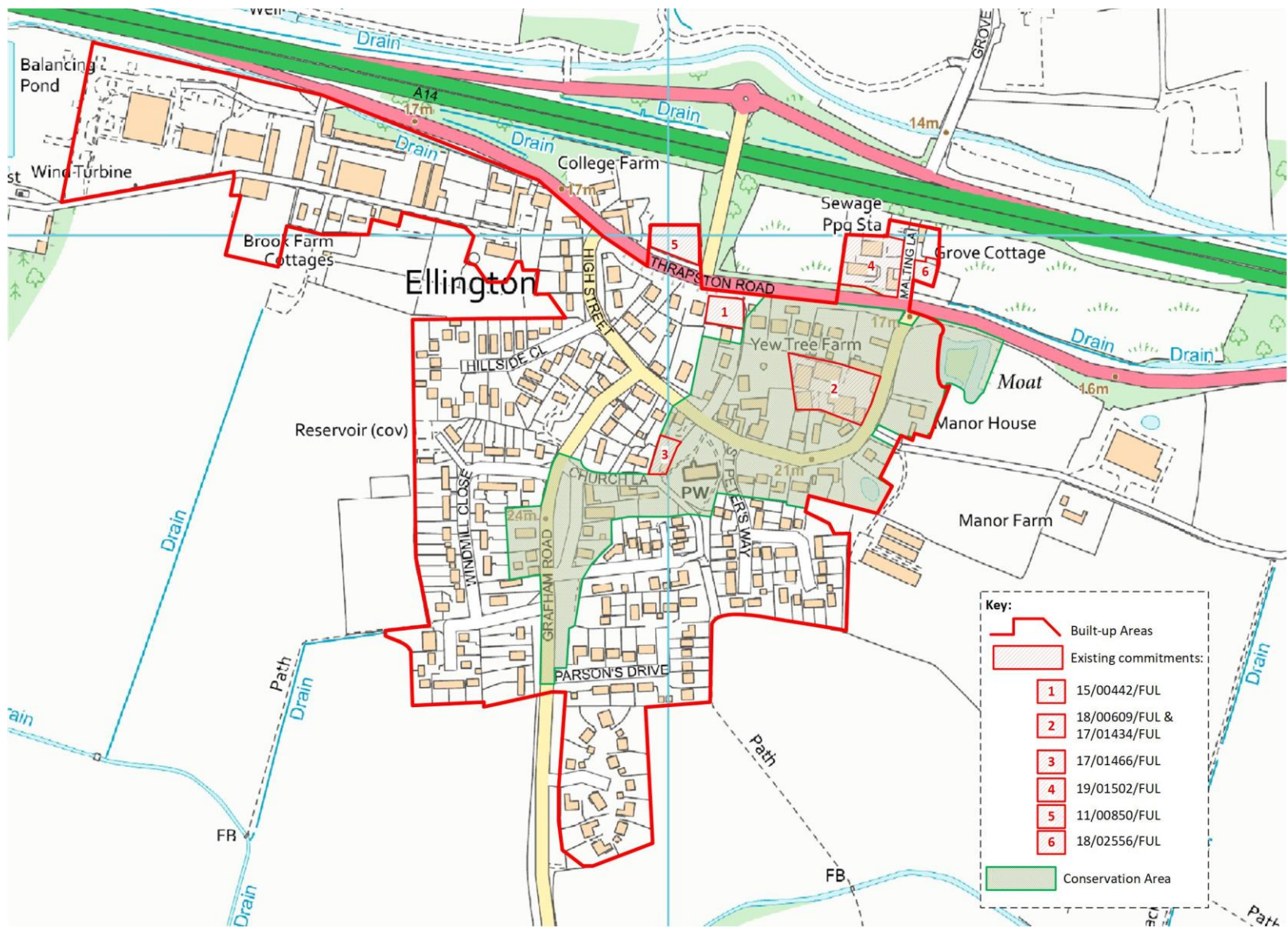



Figure 19: Built-up Area of Ellington

6.2. Heritage Assets

- 6.2.1. The “Heritage Assets”² of Grafham and Ellington broadly comprise buildings, structures and sites thought to have been built before 1900, the most important of which have been “listed” or “scheduled”. In Ellington many of the 'listed' buildings, and most of the unlisted ones, are included in a Conservation Area. Appendix A discusses the context of these buildings, and section A.27 refers to maps showing the Built Heritage in the central village areas. Sections A.40 – A.41 provide references to published sources and a link to an on-line illustrated listing of buildings considered to comprise our “Heritage Assets” [Ref 22].
- 6.2.2. No remains exist of the houses of the medieval manors in either parish but the sites are known and may need archaeological recognition.
- 6.2.3. **Timber-framed, and largely thatched, houses** of 16th /17th C date are a visual feature of Ellington village, where there are eleven, and the essential feature of Ellington Thorpe where they comprise all but one of the six pre-20th C houses. Only one house of this date survives in Grafham but is brick with a tiled roof. The photo shows the former Crooked Billet pub in Ellington Thorpe.
- 
- 6.2.4. A modest number of 18th/early 19th C houses survive in Grafham and are important for the appreciation of their histories. They include the Old Rectory and a house that was once the village pub, the village’s only thatched house, and part of what was once the school.
- 6.2.5. The 19th C **agricultural revolution** produced a collection of farms with farmworkers cottages important enough for three of the buildings to be ‘listed’ in Grafham and one in Ellington. In particular the Manchester Estate’s use of polychrome brickwork is noticeable.
- 6.2.6. **The mid-19th C Industry and Transport** improvements – the brickworks, the railway – required newly constructed workers houses (esp.in Breach Road, Grafham). These village expansions required extended/new school constructions under the 1870 Education Act.
- 6.2.7. Housing then remained relatively static until the modest arrival of Council and private housing in the 1950’s. However, a gradual process of consolidating historic multi-occupant properties into single occupancy has reduced the number of older dwellings but not the built heritage.
- 6.2.8. Maps in Appendix A show the housing heritage in Grafham, Ellington Thorpe and Ellington, showing all houses thought to date before 1887 and highlighting those that are formally ‘listed’. Note also, the conservation area within Ellington shown on the map in Figure 67.
- 6.2.9. Appendix A also has a more detailed discussion of the parishes’ older buildings together with some more illustrations, and contains a link to an on-line illustrated report of the pre-1887 Heritage Assets of Grafham and Ellington [Ref 22]. The Report also covers archaeological sites and major vanished buildings.

² NPPF definition of **Heritage asset**: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

- 6.2.10. The aim underpinning Policy GENP 2 requires sensitive development that integrates well with the rest of the villages, and design standards that ensure that Grafham and Ellington retain their distinctive character. It also looks to respect the rural setting within the Huntingdonshire countryside.
- 6.2.11. The community considers these matters to be very important and places high value on the character as villages. There is high regard for the local traditional character of the historic buildings and their distinctive use of local materials and for the green spaces, gardens and hedging. There is a desire that any new development should complement the existing surroundings and be of good design, practical and sustainable, whether traditional or modern. There is also an expectation that it should provide off-street parking and that it should allow for a sense of space and greenery. There is also strong feeling that design should call for the use of sustainable materials and look to save energy.
- 6.2.12. The survey identified the importance to the community that the boundaries of the villages are preserved – 87% consider this to be important or very important (see Figure 20).

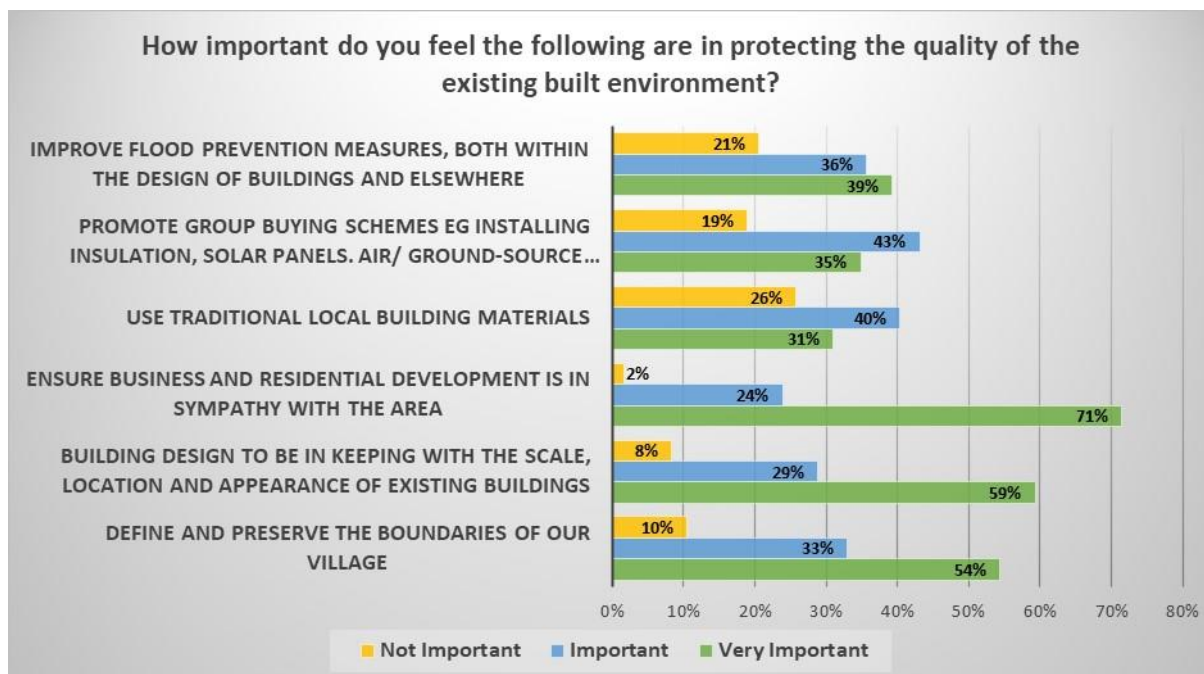


Figure 20: Protecting the existing built environment

- 6.2.13. Reference to Cambridgeshire County Council's "Historic Environment Record" [Ref 25] and "Historic Assets of Grafham and Ellington" [Ref 22] will be of assistance in identifying archaeological sites of likely significance.

Policy GENP 2 – Protecting Heritage Assets
<p>The significance of heritage assets and their settings shall be celebrated and preserved or enhanced through retaining any key features that show their past use.</p> <p>A development proposal affecting a heritage asset or its setting is required to:</p> <ol style="list-style-type: none"> 1. Demonstrate that it is sympathetic to the asset(s) in terms of scale, materials and architectural distinctiveness and will not adversely affect the setting of the asset; 2. Be accompanied by archaeological investigations where relevant and in the event of significant and/or extensive remains being found, they shall be preserved in-situ; and 3. Ensure every effort is made to retain and conserve heritage assets, especially historic farmsteads and other traditional rural buildings, including their contribution to the rural landscape, through allowing sensitive conversions and regeneration proposals where appropriate.

6.3. Small-scale Residential Development

- 6.3.1. There are 252 occupied dwellings in the parish of Grafham and 231 in Ellington. The large majority are located within the villages whilst the remainder are spread around the parishes, e.g. Ellington Thorpe.
- 6.3.2. Like many old villages, development initially occurred slowly over many centuries and resulted in a stock of very individualistic housing. Recent developments over the last 40 years have tended to be medium scale and of a similar type. However, the parishes remain rural in nature and housing at the edges blends well into the countryside which completely surrounds them and provides important separation, distinct from neighbouring settlements.
- 6.3.3. Protecting the separate identities of Grafham and Ellington is a key objective of the Neighbourhood Plan, and retention of this surrounding countryside is crucial to retaining the distinctiveness of the villages. Policy GENP 4 seeks to focus development within the built-up area boundaries, as defined in Figure 18 and Figure 19 – development in open countryside should not be permitted if it would have the effect of reducing the separate identities of Grafham and Ellington. In addition, the policies in the Huntingdonshire Local Plan pertaining to the impact of development in the countryside will apply to restrict any such development.
- 6.3.4. The Neighbourhood Plan Survey 2020 demonstrated broad satisfaction with the mix of houses currently available, reflecting the broad range of accommodation that residents enjoy across the two parishes.
- 6.3.5. The demographics of the villages reflect those of Huntingdonshire generally with the largest proportion of the population being of retirement age. (See § 5) There is no significant growth envisaged in the local population and very low levels of net migration are expected (based on this limited growth and the popularity of the parish with those already living there) – see Figure 21.

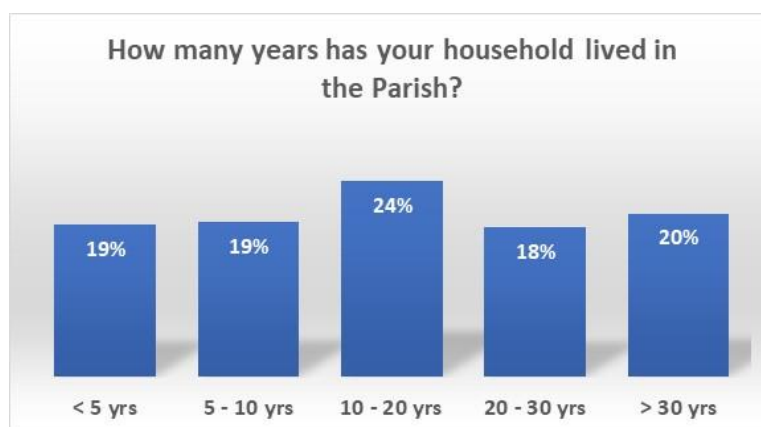


Figure 21: Number of years spent living in the parish

- 6.3.6. The survey identified a preference for “small family homes (2/3 bedrooms)” and “low cost starter homes to own”, as shown in Figure 24, making house purchasing more affordable, particularly for young families. Albeit only to be built by infilling (52% agreed) or in clusters of 10 houses or fewer (31% agreed) (see Figure 22).
- 6.3.7. There is also some preference for dwellings that suit the needs of older people, as indicated by support for bungalows, retirement homes, sheltered accommodation and homes for disabled people – see Figure 24. Some residents may want to be able to downsize as they get older but not be forced to move out of the village. Having a stock of smaller properties for downsizing also means that these older people will be more willing to move and release their larger properties back to the housing stock in order that they become family homes again. The age profile shown in Figure 23 further supports this premise.
- 6.3.8. Whilst neither the Local Plan nor the Neighbourhood Plan allocate sites for development in either village, it is expected that there will be windfall sites that come forward over the plan period. It is important that they are of a suitable scale to be in keeping with the parishes and the villages.
- 6.3.9. To reflect the small scale of Grafham and Ellington villages any proposal for an entry level exception homes to meet the needs of first time buyers and renters should be limited to a maximum of 5% of the existing parish housing stock over the life of this Neighbourhood Plan. This reflects the wishes of the residents, as shown in Figure 22 and Figure 24.

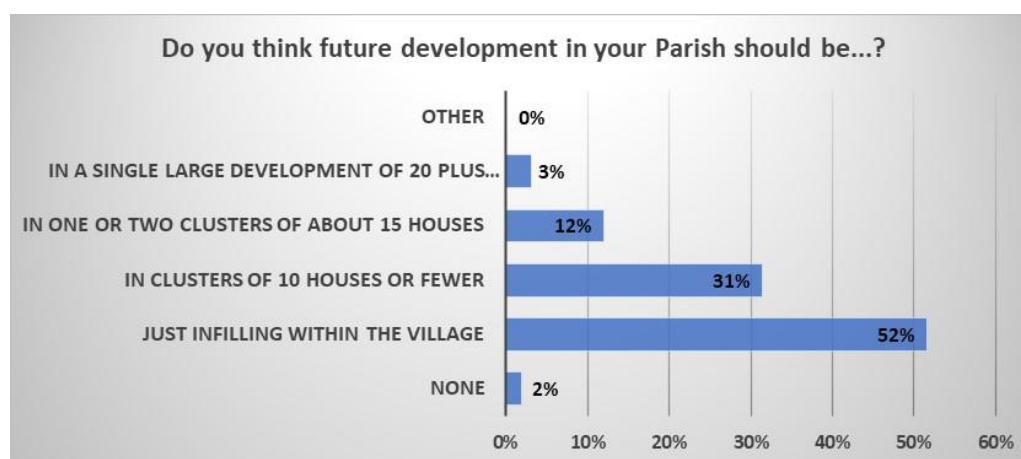


Figure 22: Preference for scale of any future developments

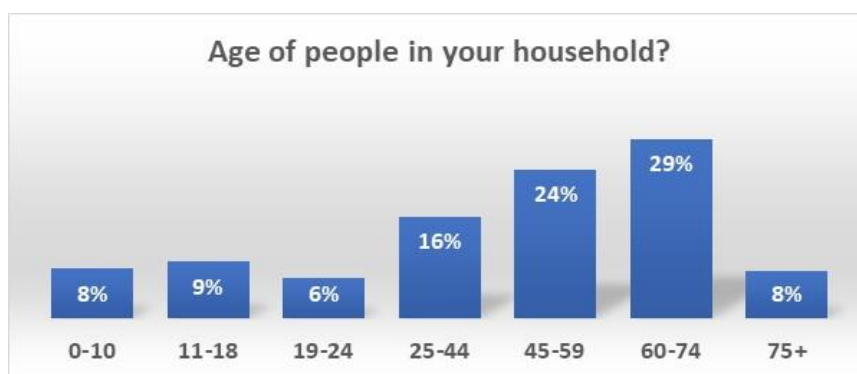


Figure 23: Age profile of residents

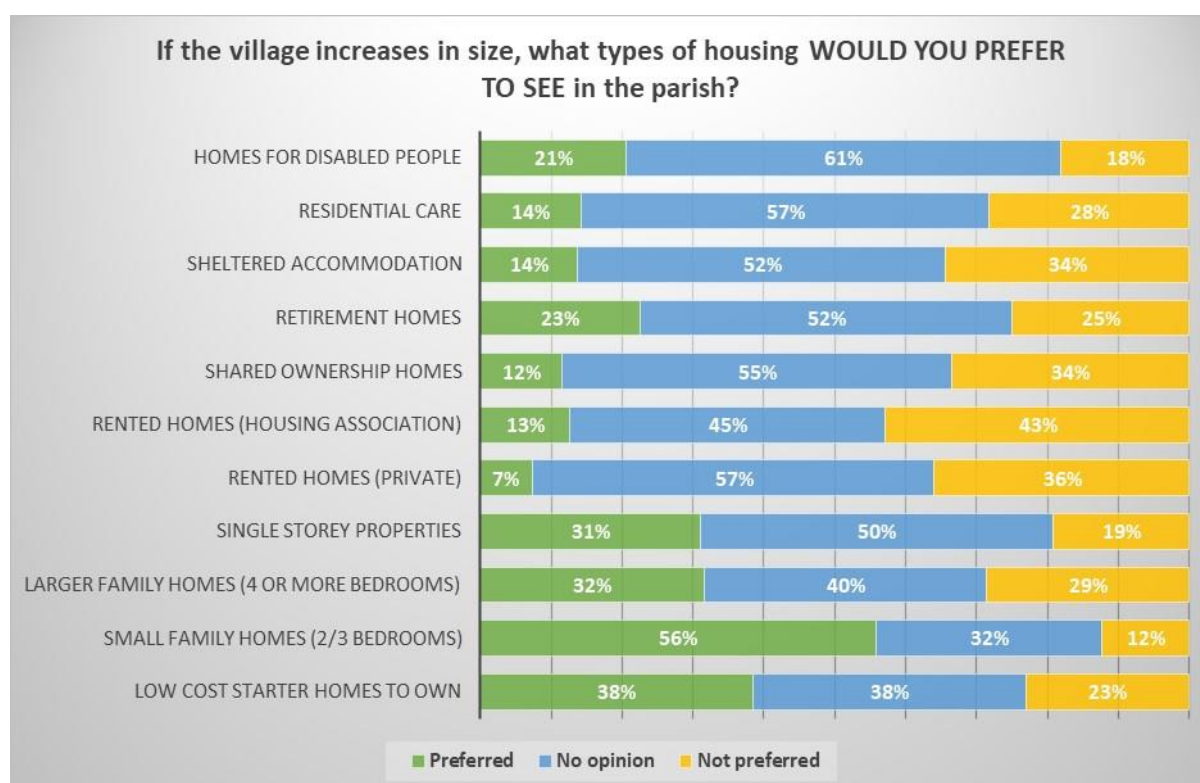


Figure 24: Preference for types new housing

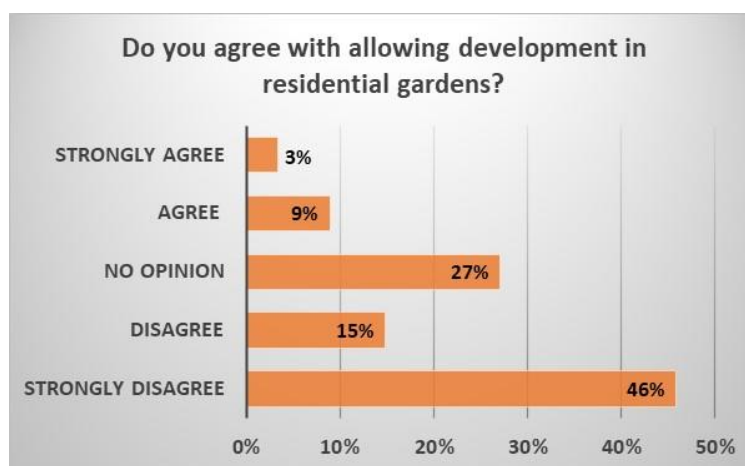


Figure 25: Acceptability of development in gardens

- 6.3.10. The Neighbourhood Plan Survey showed that residents are strongly against housing development in the gardens of existing properties, as can be seen in Figure 25. Thus, where infill development does occur, it is essential that it does not detract from the character of existing housing or adversely impact on adjacent properties. Proper access for waste collection and delivery services is required. Back land or tandem development must therefore provide the proposed property a full frontage, the width of property, onto the highway.
- 6.3.11. Note: As this Neighbourhood Plan was submitted for examination before 28th December 2021, Policy GENP 3 does not need to reflect the First Homes requirement as per the transitional arrangements (PPG First Homes Paragraph: 018 Reference ID: 70-018-20210524).

Policy GENP 3 – Affordable Housing

A proposal for an affordable housing scheme comprising homes with 2/3 bedrooms will be supported where the number of homes is justified by an up-to-date local housing needs survey. To reflect the small scale of Grafham and Ellington villages any proposal for housing on an entry-level housing site shall be limited to a maximum of 5% of the housing stock in the parish within which it is located. A proposal must be on land within or well related to the identified built-up areas of Grafham or Ellington, appropriate to the rural setting and respect the character of the village, the countryside and wider landscape including views in and out of the area.

Policy GENP 4 – Minor Residential Development Proposals

Well designed residential sites for a maximum of 9 homes within the built-up area will be supported where it can be demonstrated that they will not have a material detrimental effect on the surrounding area and neighbouring properties and the full width of the proposed property frontage will be on to an adopted highway.

Where the proposal involves back land or tandem development in gardens of existing properties it will only be supported where it will not cause material loss of amenity of neighbouring properties including through loss of privacy, loss of daylight, visual intrusion by a building or structure, loss of car parking, loss of mature vegetation or landscape screening and additional traffic resulting from the development.

The impact of such windfall development will be incorporated into the ongoing monitoring and review process.

6.4. Employment, the Local Economy and Tourism

Employment Overview

- 6.4.1. 50% of residents were economically active at the time of the survey and of those in employment the majority work outside of the two parishes, with 77% commuting 2 or more miles to work.

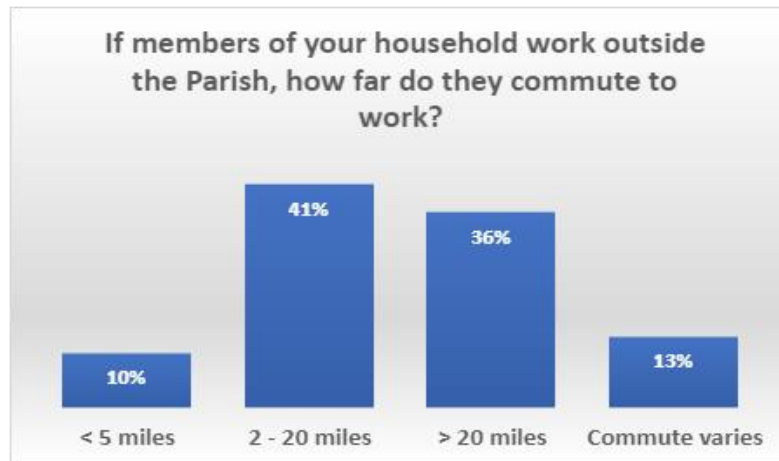


Figure 26: Commuting distances

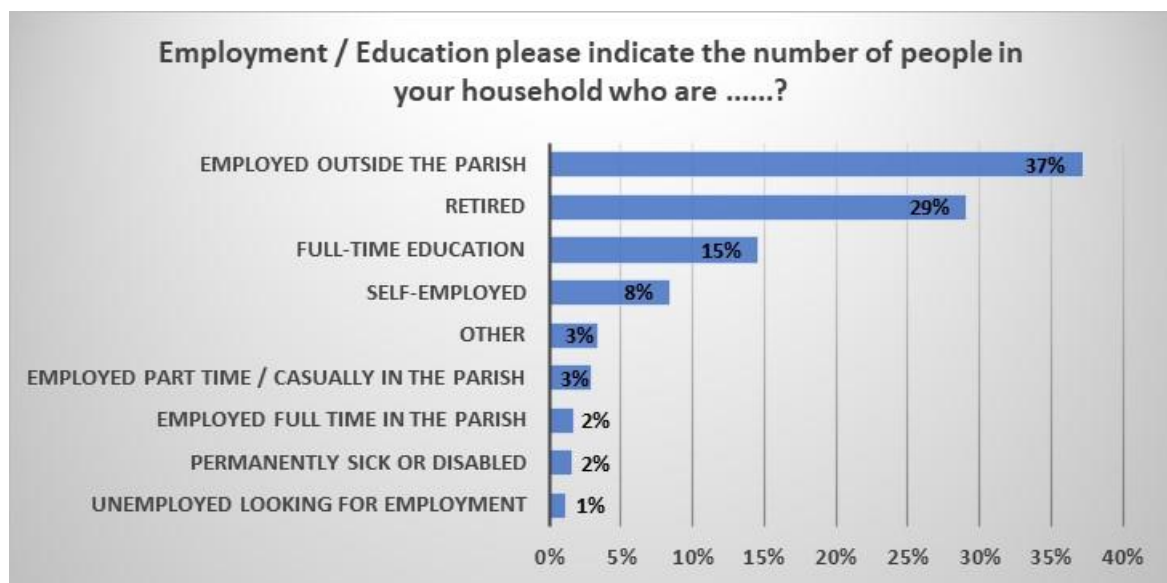


Figure 27: Employment profile

- 6.4.2. However, it is evident that of those in employment, the nature of their work and the use of technology is enabling people to choose to work from home more often, for all our part of their working week.

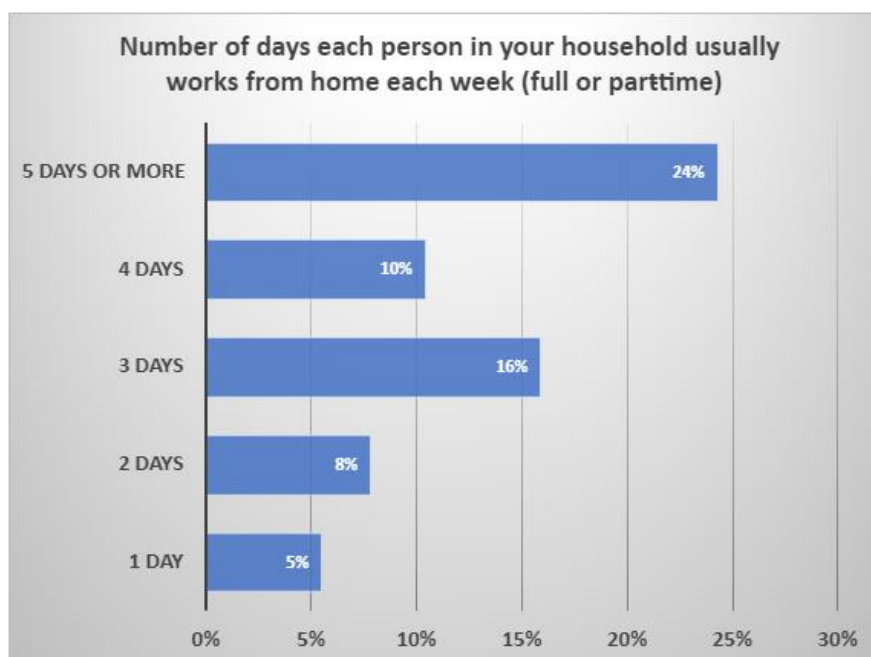


Figure 28: Working from home

Local Business Overview

- 6.4.3. Some 69 diverse, mainly small businesses operate from the two parishes.
- 6.4.4. Agriculture and agricultural services reflect the rural aspect of our location, whilst the provision of small business units at Brook Farm Ellington and excellent road links support a wide variety of businesses ranging from warehousing to manufacturing. Grafham Water also draws a significant number of visitors to the area, supporting businesses linked to the reservoir as well as local services, such as The Mermaid Inn at Ellington and Grafham's community run pub and village shop.

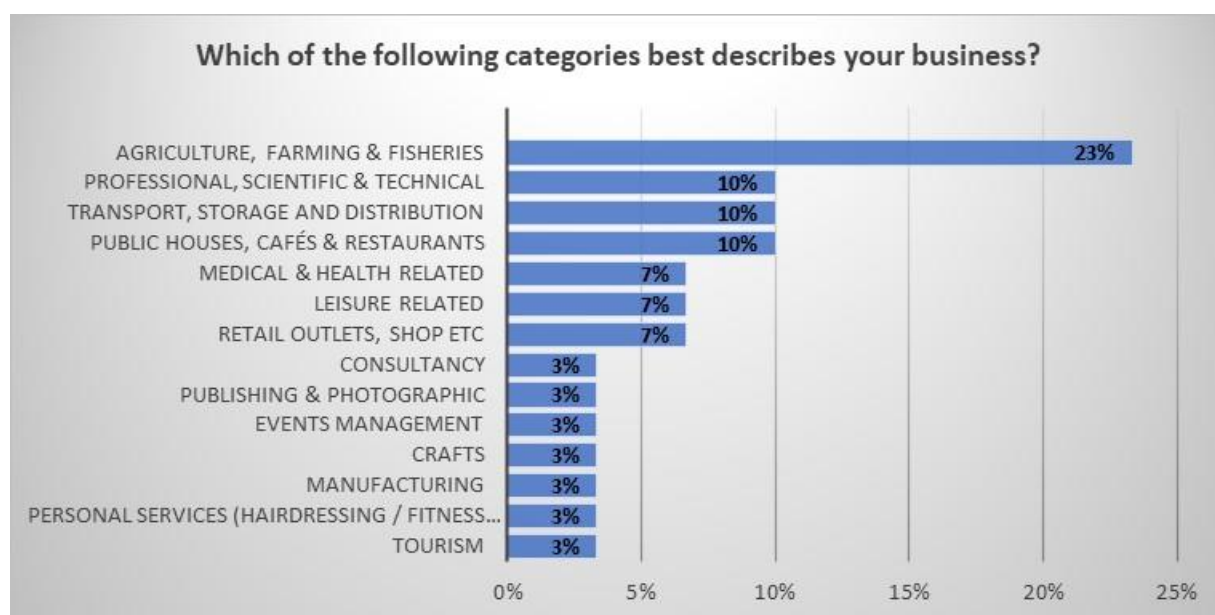


Figure 29: Business categories

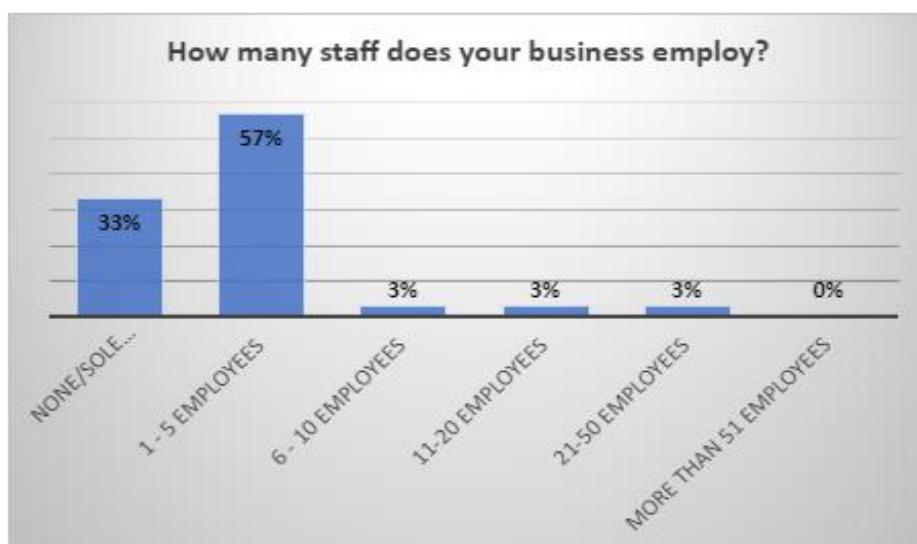


Figure 30: Number of employees

- 6.4.5. The businesses employing more than 10 people are: in Ellington; Oak Bank Game and Conservation, Ben Burgess Farm Equipment, Buffaload Logistics and Hill House Care Home and in Grafham; Rutland Cycling and Anglia Water's Visitor Centre.

Supporting the Local Economy - Business

- 6.4.6. When asked via the local business questionnaire, some 50% of our local businesses stated that they expected to expand over the next 5 years, and of these 68% would do so within the two parishes. Several businesses quoted the excellent transport links for basing themselves and planning to expand in the area, with the owner of the Brook Farm industrial units also stating that "the proximity of the A14 will always mean the area is attractive for business use."
- 6.4.7. Whilst 70% of businesses who responded to the survey stated there were no constraints to their operation from being based in the parishes, there were several opportunities highlighted which the Neighbourhood Plan objectives and policies will support.
- 6.4.8. These can be categorised as:
- Available premises for new start-ups and to "grow into."
 - Improved Broadband.
 - Improved networking opportunities.
 - Improvements to the local postal service, particularly collections from business premises.
 - Improvements to the local bus and train timetables to assist employees and customers who don't have or wish to use private cars.
 - A shop in Ellington.
 - Improved car parking arrangements in the villages to ensure access.

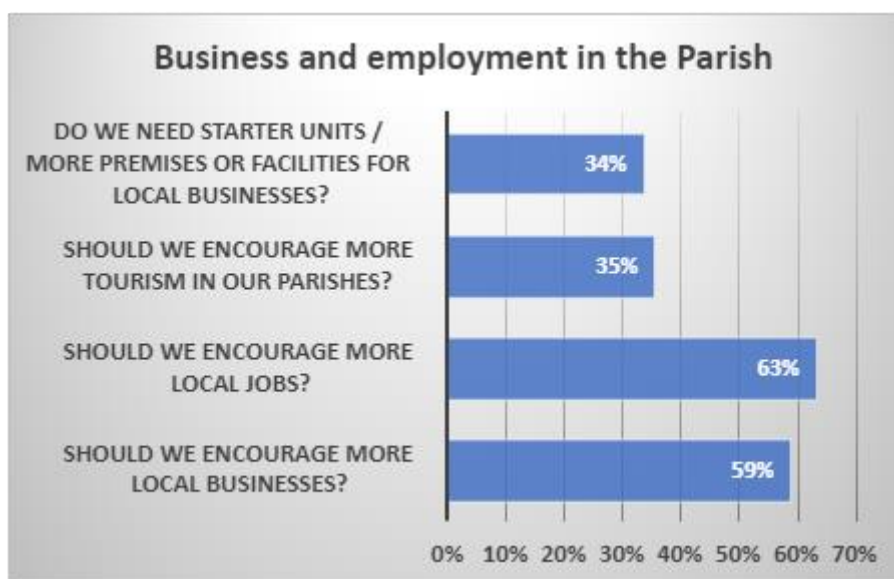


Figure 31: Residents preferences for business development

- 6.4.9. The local community is also very supportive of encouraging local business and employment in the area, albeit mindful that it doesn't detract from the rural nature of the area, this is reflected in Policy GENP5. Brook Farm is a key source of employment; therefore, it has been identified as a Local Employment Area (see Figure 32). Policy GENP5 seeks to support the continued use of the area as an important source of local employment.

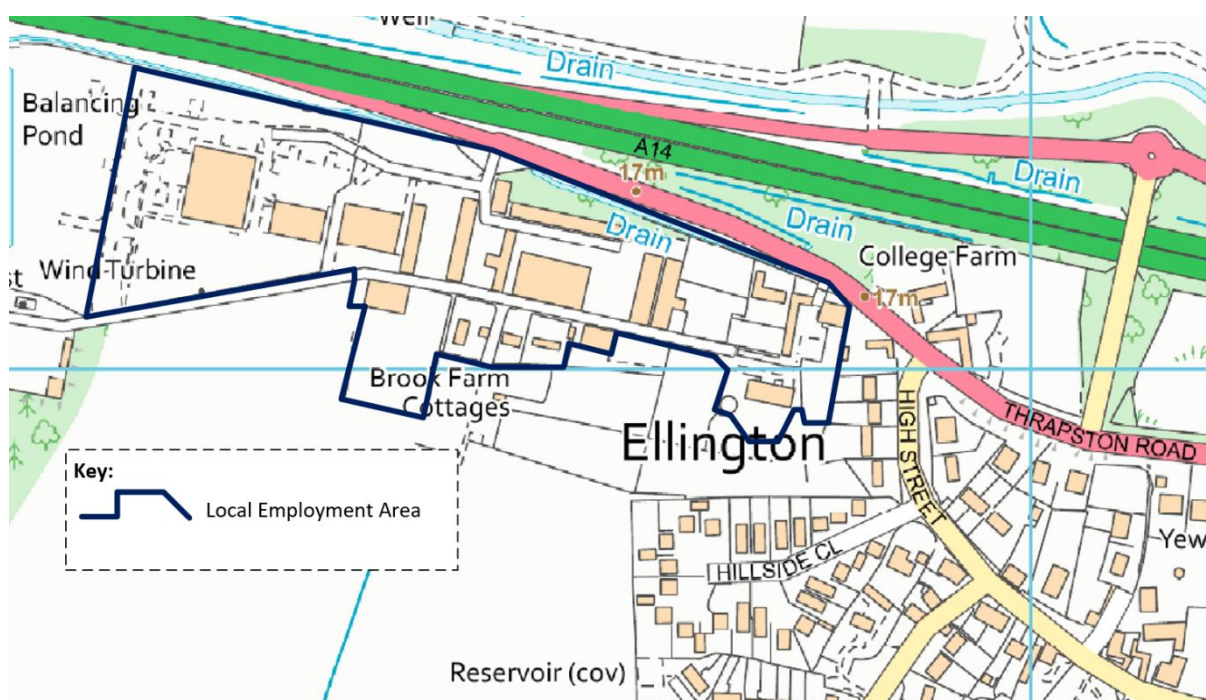


Figure 32: Local Employment Area

Policy GENP 5 – Supporting the Local Economy

Proposals for commercial, business and service uses (Class E) will be supported within the built-up area where they are of a scale to serve local needs and will not have a material detrimental impact on the amenity of neighbouring properties. Proposals are particularly encouraged that provide suitable space for start-up or incubator businesses that develop the parishes' agricultural base or that provide local scale retail provision.

Brook Farm Local Employment Area

Brook Farm is identified as a Local Employment Area for which the existing boundary is outlined in Figure 32. Development proposals located within the Local Employment Area will be supported where they reinforce its role in providing local employment, are appropriate to the rural setting, and will not have material detrimental impacts on the amenity of nearby properties. Any proposal shall also demonstrate that expected traffic can be safely accommodated on the highway network.

Outside of the built-up areas

A proposal for new development, or the expansion of an existing business, outside the built-up areas of Grafham and Ellington, will only be supported where it can be demonstrated that there are operational requirements for a countryside location and the scale, character and siting of the proposed use will not have a detrimental impact on the countryside or the amenity of nearby properties. Any proposal shall also demonstrate that expected traffic can be safely accommodated on the highway network.

Supporting the Local Economy - Tourism

- 6.4.10. In addition to its primary role of supplying water to thousands of homes, Anglian Water's waterpark is a wonderful resource for the public, offering people of all ages and abilities the chance to spend time outdoors, enjoying a variety of pursuits – from fishing and sailing to walking, cycling, wildlife watching and more. It is England's third largest reservoir can be found nestled in 1,500 acres of beautiful countryside.
- 6.4.11. Grafham Water has been designated as a Site of Special Scientific Interest for over 30 years. Its western end features a 280-acre nature reserve and is home to ancient woodlands, reed beds and important populations of several bird and amphibian species.
- 6.4.12. There are several businesses that support the large number of annual visitors (over 300,000), such as Rutland Cycling, Rumble Live Action Gaming and two campsites within Grafham and several B&B facilities, along with Anglian Water's Visitor Centre. Visitors also utilise the Grafham community shop and pub, enhancing their trade and financial viability.
- 6.4.13. There are several car parks, with the main one located at the visitor centre, in Grafham. Most visitors use the car parks, but a significant number prefer not to pay the "high prices" charged by Anglian Water and so park within the village of Grafham, which at times causes significant access issues to residents.
- 6.4.14. The survey identified that only some 35% of residents felt we should encourage more tourism in our parishes.

- 6.4.15. The Local Plan [Ref 1] includes provision for growth in tourism and recreation under its policy LP23 – the relevant section is included in § 4.5. LP23 also references LP3 – the relevant section is included in § 4.4.

Policy GENP 6 – Tourism
The expansion of existing tourist, recreation or leisure facilities will be supported as will a proposal for the creation of new sustainable tourist, recreation or leisure facilities where identified needs are not met by existing facilities.
A proposal for new or expanded tourism, recreation or leisure facilities is required to demonstrate that all possible efforts have been taken to avoid harm on the Grafham Water SSSI and other designated nature sites and habitats and not cause harm to the countryside, resident amenity and to heritage assets and their setting. If harm is unavoidable, it must be minimised as much as possible and then mitigated.
Any such expansion would also need to include sufficient parking within the site to ensure there is no material detrimental impact on access and street parking within the village. And also ensure there is appropriate access by multi-use paths (see Policy GENP 9).

6.5. The Green Agenda

National and Local Government Policy

UK Government

- 6.5.1. The Government has set a statutory target using the Climate Change Act 2008 for at least a 100% reduction of UK greenhouse gas emissions by 2050 (compared to 1990 levels). It is known as a net zero target because some emissions can remain if they are offset (i.e. by removal from the atmosphere and/or by trading in carbon units). If met, this target would effectively mean the UK would end its contribution to global emissions by 2050. [Ref 6]

Cambridgeshire County Council

- 6.5.2. Our vision is to deliver net zero carbon emissions for Cambridgeshire by 2050 in partnership with all stakeholders, whilst supporting our communities and Cambridgeshire's biodiversity and environmental assets to adapt and flourish as our climate changes.



<https://consultcambs.uk.engagementhq.com/climate-strategy>

Huntingdonshire District Council

- 6.5.3. HDC's Local Plan policy LP2 is to: "..... Protect the character of existing settlements and recognise the intrinsic character and beauty of the surrounding countryside; Conserve and enhance the historic environment; and Provide complementary green infrastructure enhancement and provision to balance recreational and biodiversity needs and to support climate change adaptation." [Ref 1].

Grafham Parish Council

- 6.5.4. The PC has an Environmental Policy which supports a green agenda [Ref 7].

Support for Zero Carbon Initiatives

- 6.5.5. Support for preserving the nature of our villages is very high according to the Residents Survey.

- 6.5.6. Residents often commented in the Survey about the environment, for example:

I would like to see all decisions from this questionnaire being made with consideration of their environmental impact. My priority is wanting to protect and increase the wildlife locally, and to have affordable renewable energy.

Given the Climate Crisis I believe more should be done locally via the Parish Councils to encourage activity to reduce the community's carbon footprint and to work with local landowners to protect and encourage wildlife.

were two of the comments.

- 6.5.7. People do care about the environment. Indeed, no doubt encouraged by government incentives, our survey revealed that residents are prepared to invest in renewable technology. 9% of houses have solar panels and 5% of people have air source heat pumps. 78% of people thought it was important or very important to promote group buying schemes to improve the quality of the existing built environment (e.g. installing insulation, solar panels, air/ground source heating).

Domestic Heating

- 6.5.8. Domestic energy consumption accounts for 28.9% of UK total [Ref 9] and of that, 78.4% is used for domestic space and water heating [Ref 10]. Thus, approximately 23% of UK energy consumption is used for domestic heating.
- 6.5.9. As shown by the Resident Survey 81% of homes in Ellington and Grafham are heated by Oil. There is no mains gas in the Neighbourhood Area.

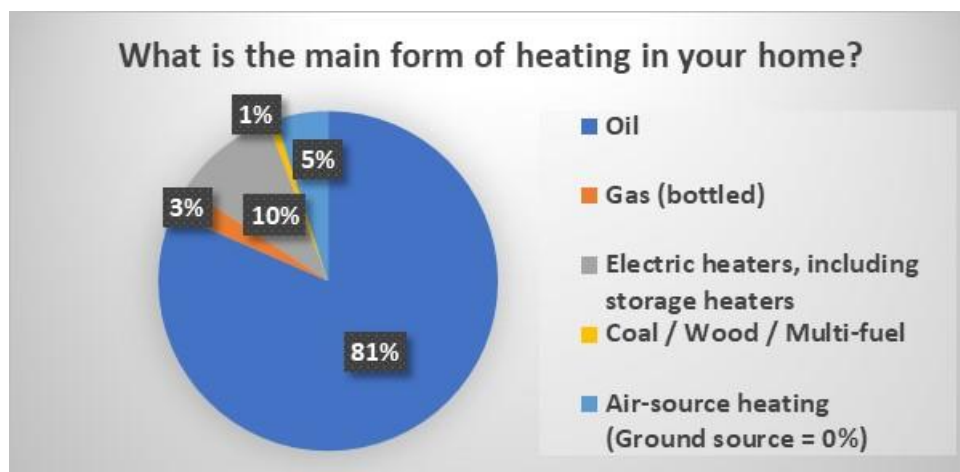


Figure 33: Means of household heating

- 6.5.10. It also should be noted that the survey found that 29% of the population was retired and 34% of the working population spent 4 or more days a week working from home, as shown in Figure 28. A substantial number of homes will therefore be heated during the day.
- 6.5.11. Clearly if the government is to meet its 2050 zero carbon initiative, then the decarbonisation of heating has to be tackled and the Government has announced its Clean Growth Strategy [Ref 8] to “phase out the installation of high carbon fossil fuel heating in new **and existing buildings** in areas off the gas grid, during the 2020s”.³
- 6.5.12. Providing an affordable low carbon alternative to oil heating for our villages is therefore an important priority.
- 6.5.13. If more households adopt air-source heat-pumps there is likely to be an impact on the capacity of the electric power network and so it is assumed that UK Power Networks will ensure there is sufficient capacity, in order to meet the government’s objectives.
- 6.5.14. At the time of writing, Grafham together with Perry and Great Staughton (villages situated round Grafham Water) are in the process of assessing a ground or water source district heating scheme. More details can be found on the website [Ref 11].

Policy GENP 7 – Zero Carbon Initiatives
All development proposals shall minimise their energy, water and resource consumption and, where possible, exceed the minimum standards set by legislation.
The transition from fossil fuel heating systems to low carbon alternatives will be supported.
New developments shall provide sufficient space for recycling and composting containers in order to encourage recycling and composting through the District Council schemes or home composting for garden use.

³ Item 18 of the “Key Policies and Proposals in the Strategy” in the Clean Growth Strategy.

6.6. Zero Carbon Transport

- 6.6.1. As described in § 6.5, the Residents Survey indicated that there is a desire to see improved cycle routes and public transport. The survey also indicates some 34% of those employed worked from home. Following the pandemic, it is likely that more people will work at least some days from home and the extent of work to home journeys will reduce.
- 6.6.2. By 2035 the Government proposes to ban the sale of new petrol, diesel and hybrid cars in the United Kingdom. At the moment it would seem that electric car (EV) technology will power our personal transport.
- 6.6.3. At the moment, only 1% of residents have an electric vehicle (another 3% have hybrids) and 4% of households have a charging point. However, it would seem that 80% of residents park their car on a drive or in a garage or carport making the installation of a charging point possible.
- 6.6.4. The advent of electric cars is likely to have an impact on the capacity of the electric power network and so it is assumed that UK Power Networks will ensure there is sufficient capacity, in order to meet the government's objectives. There are also proposals being developed to use the capacity of car batteries as storage to smooth peaks and troughs of renewable power generation.
- 6.6.5. The issues and aspirations identified in this section will also be supported through the Community Action Plan [Ref 21].

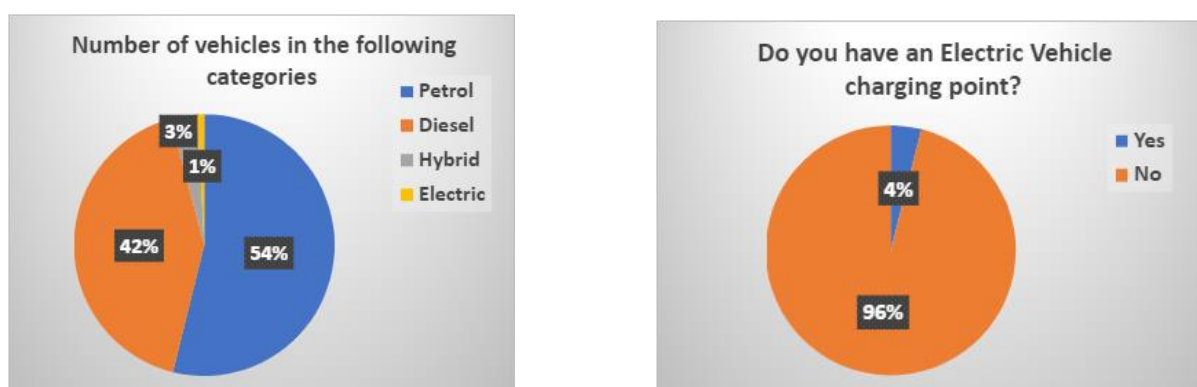


Figure 34: Types of vehicle and EV charging

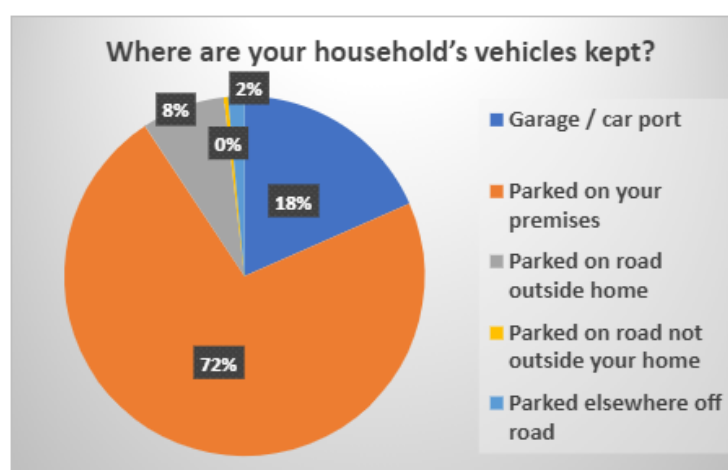


Figure 35: Parking of vehicles

Policy GENP 8 – Electric Car Infrastructure

A proposal that provides electric vehicle charging points that are available to the community and visitors will be supported.

A proposal for new developments which include EV charging points that are appropriate to the scale and nature of the development concerned will be supported.

6.7. Traffic and Transport

Footpaths and Cycle Routes

- 6.7.1. There is a good network of footpaths within the parishes, but with some specific limitations that need addressing (see Pedestrian Hazards later in this section). The cycle routes are very limited and the community feels strongly that this should be improved both for use by residents and by the tourists that are attracted to the area.
- 6.7.2. Children are particularly affected by the inadequacy of safe cycle routes, which they would like to use for access to school, leisure activities and visiting friends. Currently only 8% of children are cycling on a daily basis (to school) and 31% either rarely or never cycle. The large majority (71%) of parents/guardians would encourage their children to cycle more if the cycle routes were safer.
- 6.7.3. This Neighbourhood Plan supports the growth of active travel, as it is beneficial to not just the environment but to health and wellbeing.

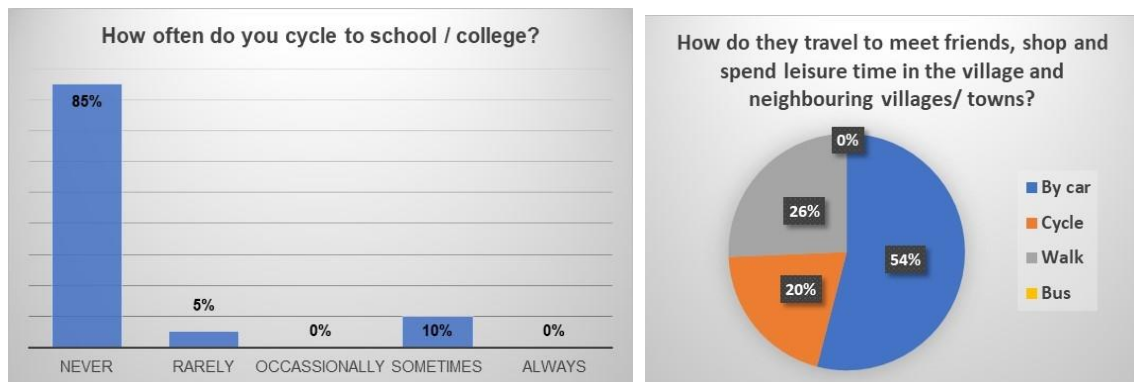


Figure 36: The need for improved cycle routes for children

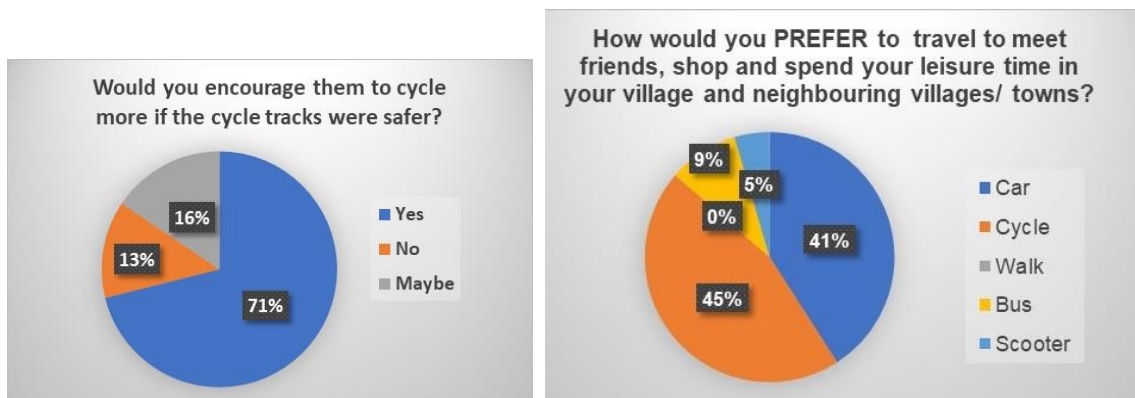


Figure 37: Preferred means of transport for young people

Bus Services

- 6.7.4. There is a very limited regular bus service through the villages, serving the needs of school transport and providing transport for recreational, medical, shopping, etc. for a small minority of residents, as indicated in Figure 38.
- 6.7.5. The low use may be due to the inadequacy of the service (Figure 39) or a preference for the flexibility of cars. It is particularly noticeable that the bus service is considered quite unsuitable for commuting.
- 6.7.6. A significant percentage (23%) would like to see the bus service improved and presumably then make greater use of it.
- 6.7.7. The survey identified a need for earlier and later services for work and commuting, and older pupil school runs. There is some sadness at the loss of the periodic Peterborough and St Neots services.
- 6.7.8. This Neighbourhood Plan supports the growth of sustainable travel.

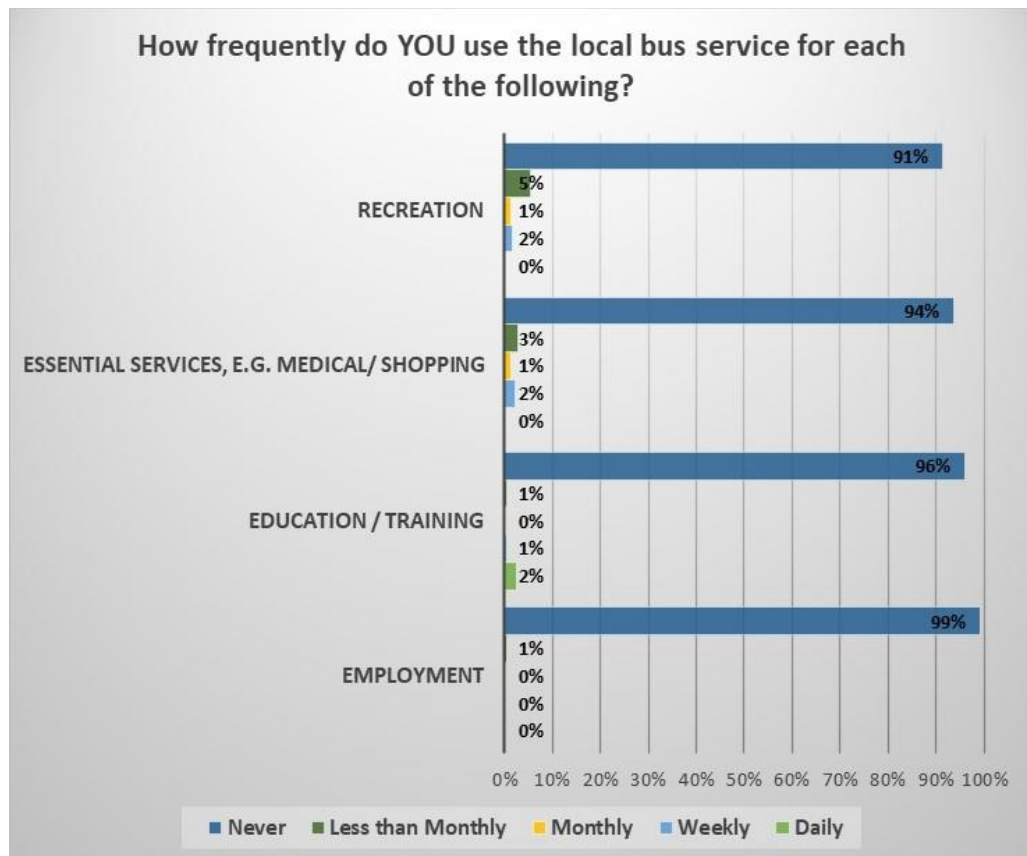


Figure 38: Usage of local buses

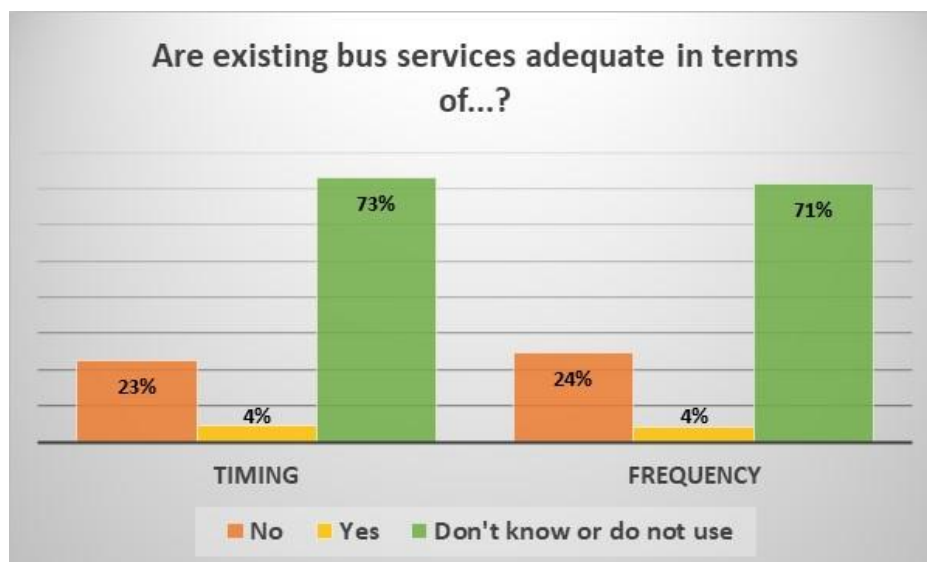


Figure 39: Adequacy of bus services

Road User Hazards

- 6.7.9. The most mentioned hazards are potholes and other road maintenance defects, along with car and HGV speeds on our local roads – including village roads such as Buckden Road in Grafham and Grafham Road in Ellington, along with speeding through Ellington Thorpe; the interaction of these speeds with the nature of the roads and the presence of cyclists and horse-riders have generated a high demand for lower speed limits on our rural and village roads.
- 6.7.10. In Grafham, the S-bend and junctions by the Old Schoolhouse are of particular concern, due to the poor visibility and speed of through traffic. There are also significant concerns about the hazards along the road to Brampton relating to the untrimmed hedges reducing visibility, particularly causing hazards to cyclists.
- 6.7.11. In Ellington the use of local roads by HGVs, and the use of the Ellington-Grafham-Buckden road as a short-cut to the A1 generating unwanted traffic, are of great concern.
- 6.7.12. The requests for investment in proper cycle tracks towards Brampton/Huntingdon are quite large, notably in Ellington where the motorised traffic on the upgraded A14 is even more dangerous to cyclists.
- 6.7.13. Vehicle parking is a problem of several facets – roads narrowed by properties not having on-site parking (St Peter's Way in Ellington, Breach Road and Orchard Row in Grafham), parking at road junctions blocking views of approaching traffic (High Street/Grafham Road in Ellington and Cedar Close/Breach Road in Grafham), and the perennial use of Grafham village for visitors to Grafham Water.

Pedestrian Hazards

- 6.7.14. The overwhelming demand seems to be for a proper footpath connecting the two villages, with the installation of footpaths along Ellington Green, with a pedestrian crossing leading towards the playing field at one end, and a proper footpath connecting the Cinnamon to Three Shires Way at the other end, having decided priority. There is some desire in Grafham for a new direct footpath from the village to the Anglian Water Visitor Centre at Marlow car park.

- 6.7.15. There are no footpaths by the side of the road through Ellington Thorpe. Visiting neighbours or using the post box can only be accessed by walking on the roadway in places where there is no grass verge. Residents walking with children, pushchairs, dogs or horses are in danger from fast moving traffic, especially where there are bends, blind spots and poor light or a low sun. Residents entering and exiting their property are also in danger.
- 6.7.16. In Grafham village the main concern, as with cars and cycles, is the corner junctions by the Old Schoolhouse, which is seen as decidedly unsafe, and even requiring a pedestrian crossing.
- 6.7.17. Bad pavement condition, including cars parked on them, hedges growing over them, and holes in them, was a concern in both parishes, as was the speed of vehicles on the minor roads.
- 6.7.18. Traffic calming measures are being implemented on the southern edge of Grafham that should address some of the issues.

Policy GENP 9 – Multi-use paths
<p>A proposal that enhances the footpath, cycleway or bridleway network within the neighbourhood plan area will be supported where it:</p> <ul style="list-style-type: none"> • Extends public rights of way, enables opportunities to connect public rights of way into the wider public rights of way network or delivers new public rights of way in suitable locations; or • Develops links to other forms of sustainable transport such as bus or rail; or • Improves existing pavements to make them more accessible for all users including children and the disabled; or • Provides cycle routes which enable direct, convenient and safe connection to other routes, including a link between Ellington and Grafham and onwards to Grafham Water and Huntingdon.

- 6.7.19. The issues and aspirations identified in this section will also be supported through the Community Action Plan [Ref 21].

6.8. Natural Environment

- 6.8.1. Most of the Neighbourhood Area is rural, and contains substantial areas of farmland which contributes significantly to the character of the Parishes and the setting of the villages.
- 6.8.2. Grafham and Ellington are exceptionally rich in biodiversity due to their rural setting, plentiful green space, diverse wildlife habitats and connectivity to the wider ecological network, most notably, Grafham Water and its surrounds.
- 6.8.3. The Cambridgeshire Green Infrastructure Strategy [Ref 5] identifies Grafham Water as Target Area 3.1 within Strategic Area 3 (Great Ouse). This includes the ancient woodlands surrounding Grafham Water and linking the woodlands in this area (particularly Grafham to Brampton) are also important.

- 6.8.4. An extract from “Figure 4-5 Strategic Area 3” in the Cambridgeshire Green Infrastructure Strategy is given in Figure 40 to indicate the main themes for this Neighbourhood Area (Target Area 3.1). The Strategy states (on page 80):
- “Looking at the Strategy’s objectives there is a particular emphasis in the strategic area on Green Infrastructure reversing the decline in biodiversity, mitigating and adapting to climate change, promoting sustainable growth and economic development, and supporting healthy living and well-being.”
- And in particular for Target Area 3.1:
- “Grafham Water and the circle of ancient woodlands around it provide a local biodiversity hotspot. The clusters of ancient woodland are one of the most important in the county and would benefit from the creation of linkages between the woods...”.
- 6.8.5. The Huntingdonshire Landscape and Townscape SPD (2007) [Ref 3] provides the basis for the Ouse Valley Green Infrastructure boundary. The Great Ouse Valley is also designated as a Green Infrastructure Priority Area in the HDC Local Plan [Ref 1].
- 6.8.6. Despite “The Cambridgeshire Green Infrastructure Strategy” [Ref 5] identifying Grafham Water as being within Strategic Area 3 (Great Ouse) (see Figure 40), the two parishes are predominately within, or surrounded by, the Southern Wolds Landscape Character Area. Which happens to border some of the Ouse Valley Character Area to the East, and have a small influence from the Northern Wolds, the Central Claylands and the Grafham Water Landscape Character Areas, according to the Huntingdonshire Landscape and Townscape SPD (2007) [Ref 3], which lists the nine district landscape character areas on page 16.
- 6.8.7. This Neighbourhood Plan actively encourages the provision of additional benefits for biodiversity which contribute to future-proofing the natural environment at a landscape scale and contributing to mitigating climate change, while ensuring existing important sites, habitats and Priority Species are protected, maintained and enhanced.
- 6.8.8. This Plan actively promotes the “conservation, restoration and enhancement of Priority Habitats, ecological networks and the protection and recovery of Priority Species” as per 179 b) of the NPPF [Ref 2].
- 6.8.9. The NPPF recognises the local ecological networks and the hierarchy of designated sites. This Plan seeks to recognise all the designated areas and welcomes developments that enhance or extend ecological corridors connecting them.
- 6.8.10. Within the Neighbourhood Area there is only one nationally recognised Site of Special Scientific Interest (SSSI), Grafham Water, as shown in Figure 41. The purpose of Policy GENP 10 is to highlight those sites already designated and to provide a level of protection for non-statutory areas. This includes the three specific habitats recognised as County Wildlife Sites (CWS)⁴ within the Neighbourhood Area, to which the policy also aims to prevent harm through the direct and indirect impacts of development.

⁴ <http://www.cpbiodiversity.org.uk/county-wildlife-sites-group>

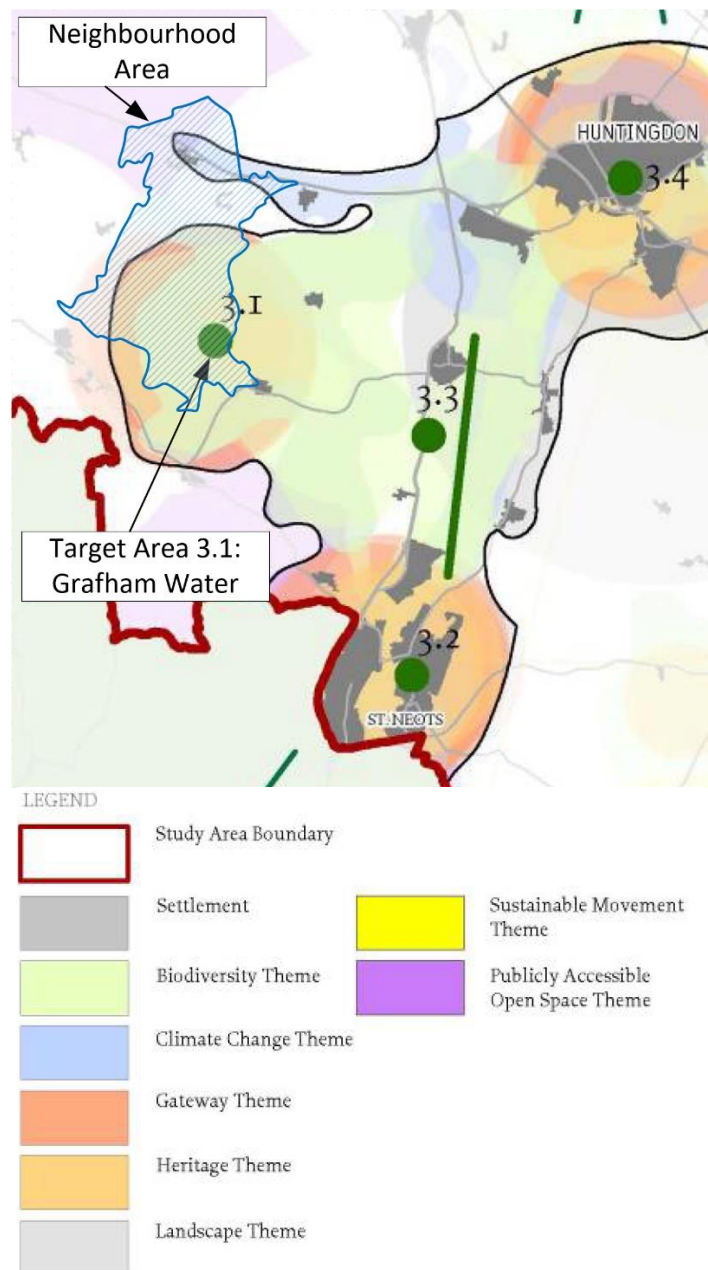


Figure 40: Green infrastructure strategy for this area

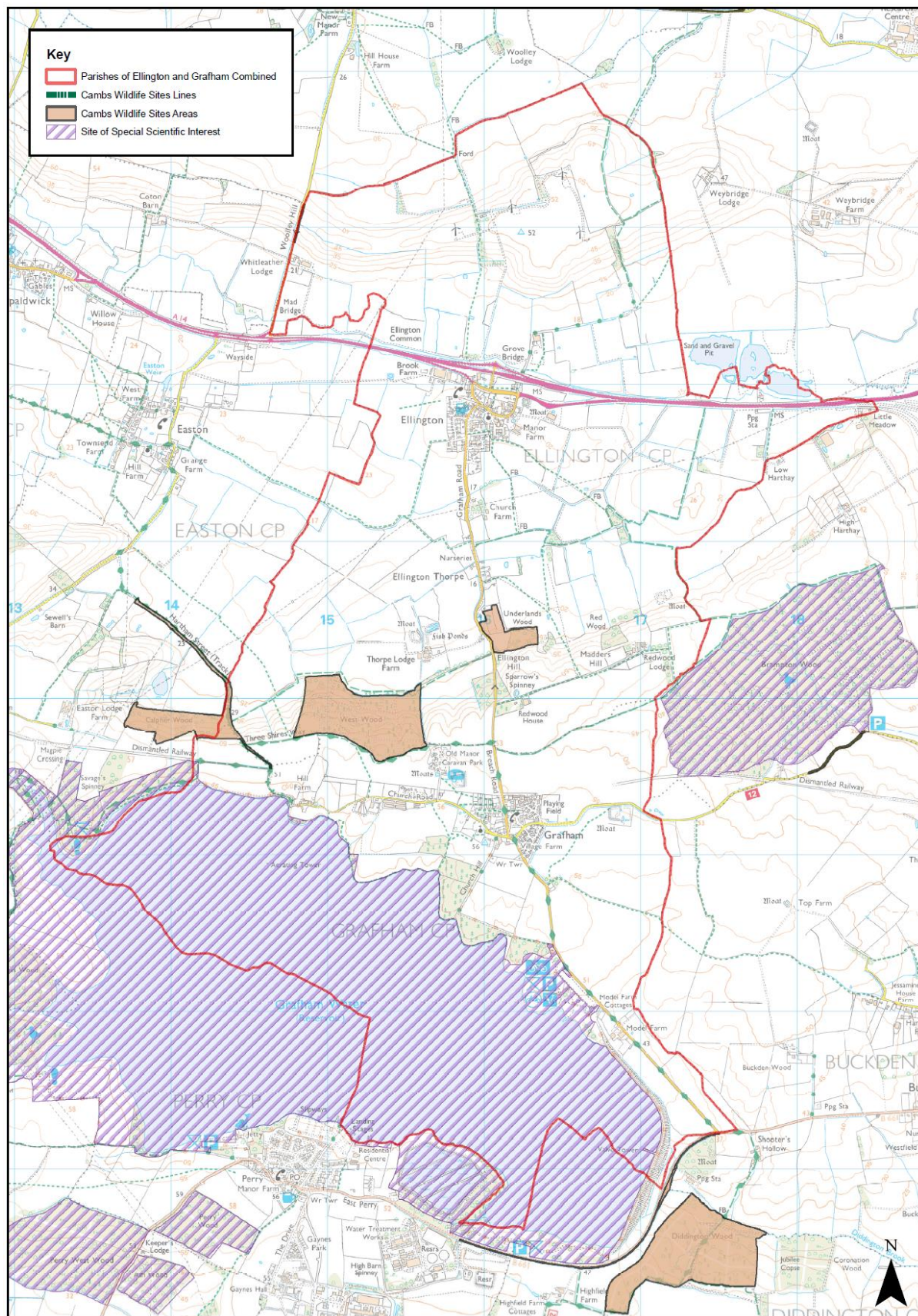


Figure 41: SSSI and County Wildlife Sites in Grafham and Ellington

6.8.11. The survey highlighted the importance of the natural environment and associated aspects, as shown Figure 42:

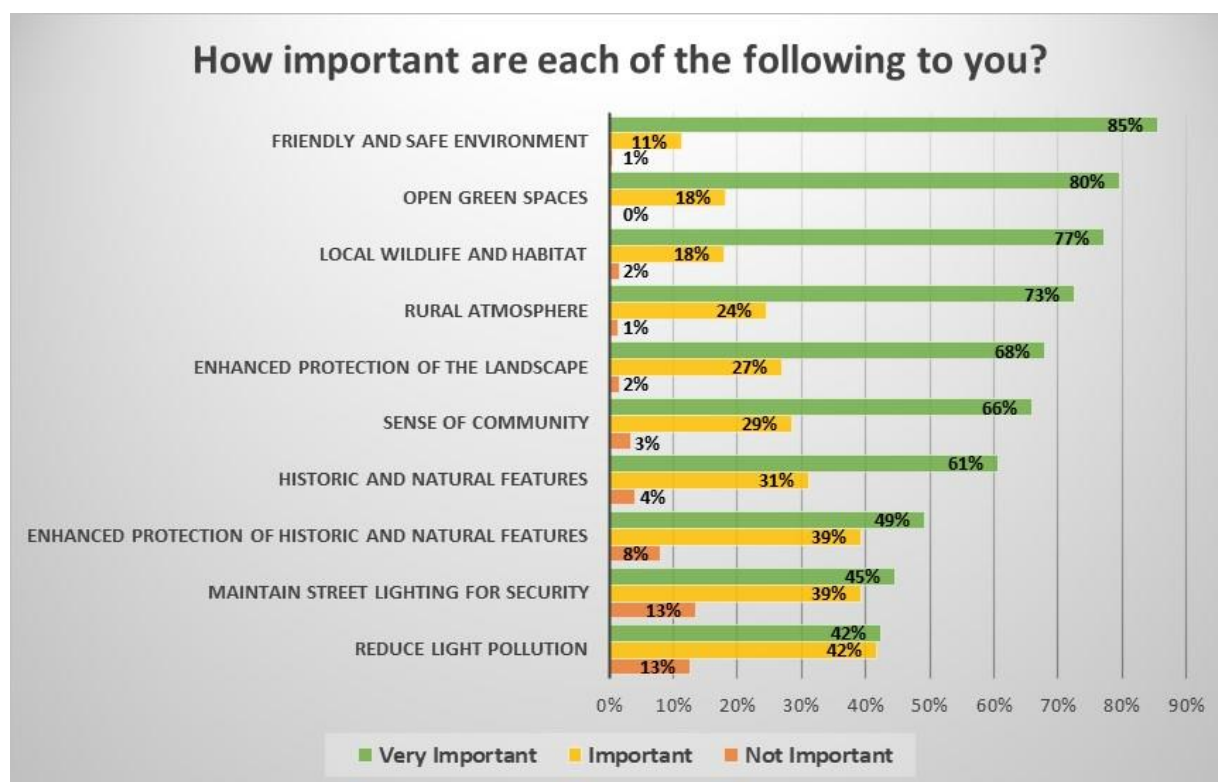


Figure 42: Importance of the natural environment and green spaces

Policy GENP 10 – Biodiversity and Natural Environment
<p>All new development shall protect biodiversity and the natural environment and provide a biodiversity net gain and establish, enhance or extend ecological corridors and the connectivity between them.</p> <p>A proposal within the neighbourhood plan area on land within, adjoining or outside Grafham Water SSSI that is likely to have an adverse effect upon the SSSI or other protected nature sites and habitats, either individually or in combination with other developments, will not be supported unless it can be demonstrated that all possible efforts have been taken to avoid harm, if harm is unavoidable, it must be minimised as much as possible and then mitigated. Mitigation measures can include additional landscaping, habitat creation, tree planting or the reinstatement of features.</p> <p>Developers shall apply Natural England’s Impact Risk Zone (IRZ) tool [Ref 23], available via Magic [Ref 29], to identify potential risks, including recreational pressure, to SSSIs such as Grafham Water.</p> <p>Developments are to avoid adverse impact to such sites and the wider natural environment through application of the ecological mitigation hierarchy.</p> <p>Developments shall seek to deliver environmental enhancements having appropriate regard to the Nature Recovery Network [Ref 26], Natural Cambridgeshire’s “doubling nature” target [Ref 27], relevant aspirations in the NPPF and DEFRA’s 25-Year Environment Plan [Ref 28].</p>

6.9. Community Facilities

6.9.1. The intentions of Policy GENP 11, in this section of the Neighbourhood Plan, are to ensure that there is maintenance and further development, when required of enough locations and places to meet the recreational, educational, social and cultural needs of the residents of the parish.

6.9.2. The following facilities are available and used by many residents, as illustrated by the residents survey (see Figure 43):



Grafham Facilities:

- Village Hall
- Community Shop
- Community Pub (The Grafham Trout)
- All-weather pitch – multi-use games area
- Playground, with facilities for young children and adults gym equipment
- Cinnamon Restaurant/take away
- Playing Field
- Church

Ellington Facilities:

- Village Hall
- The Mermaid Pub
- Recreation ground, with facilities for young children and adults gym equipment, plus a tennis court
- Church

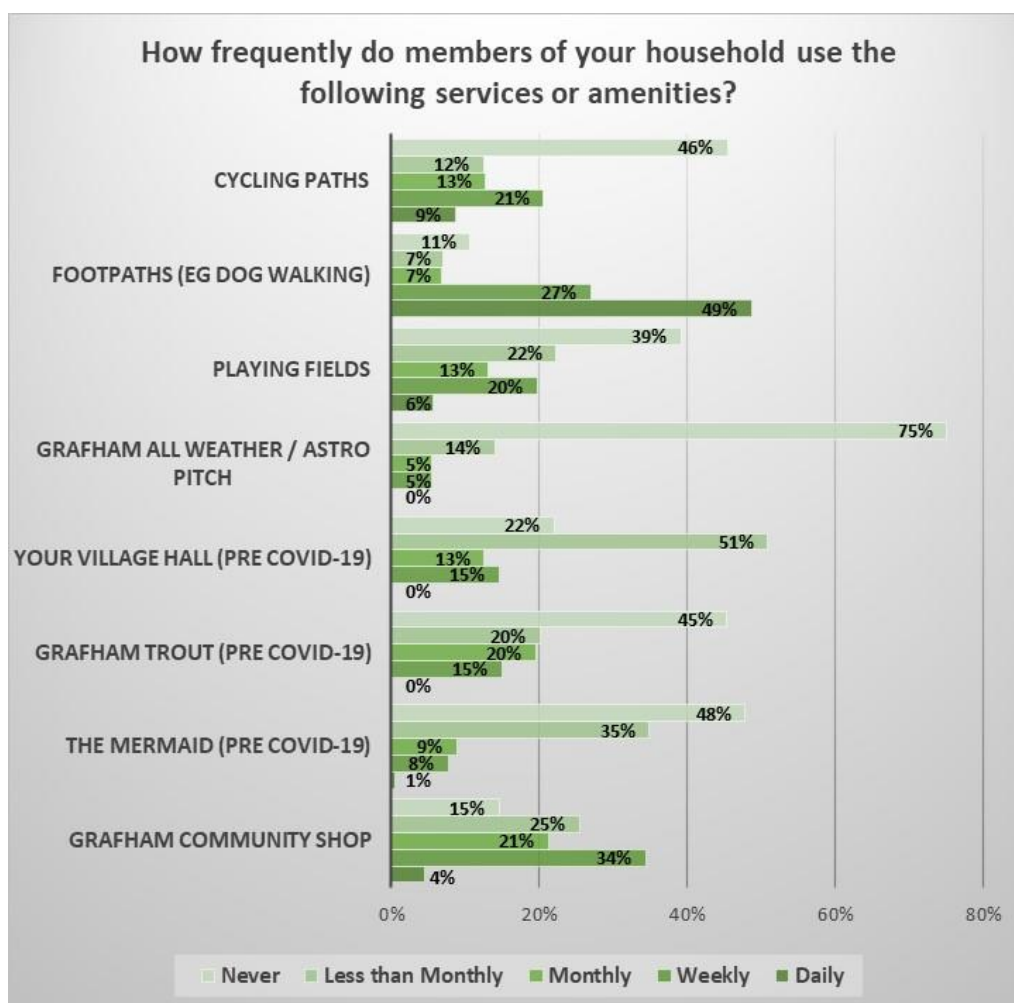


Figure 43: Use of facilities by all residents

- 6.9.3. The residents survey included a separate questionnaire for “young persons”, aged 13 – 19. And the survey also included a section for parents or guardians of children under 13 years to identify their usage of local facilities. The results for each age group are shown in Figure 44 and Figure 45 respectively.
- 6.9.4. In both villages, the playing fields are used regularly (at least monthly by 39% of respondents overall) football pitches / playing fields are clearly important to younger people in both villages with at least 65% using them at least monthly. This is clearly a facility which should be safeguarded. The Astro is important to our young people with nearly half stating they use this on at least a monthly basis from both villages.
- 6.9.5. The Playgrounds are clearly well used by our younger children with 60% using them on a daily or weekly basis (Figure 45).

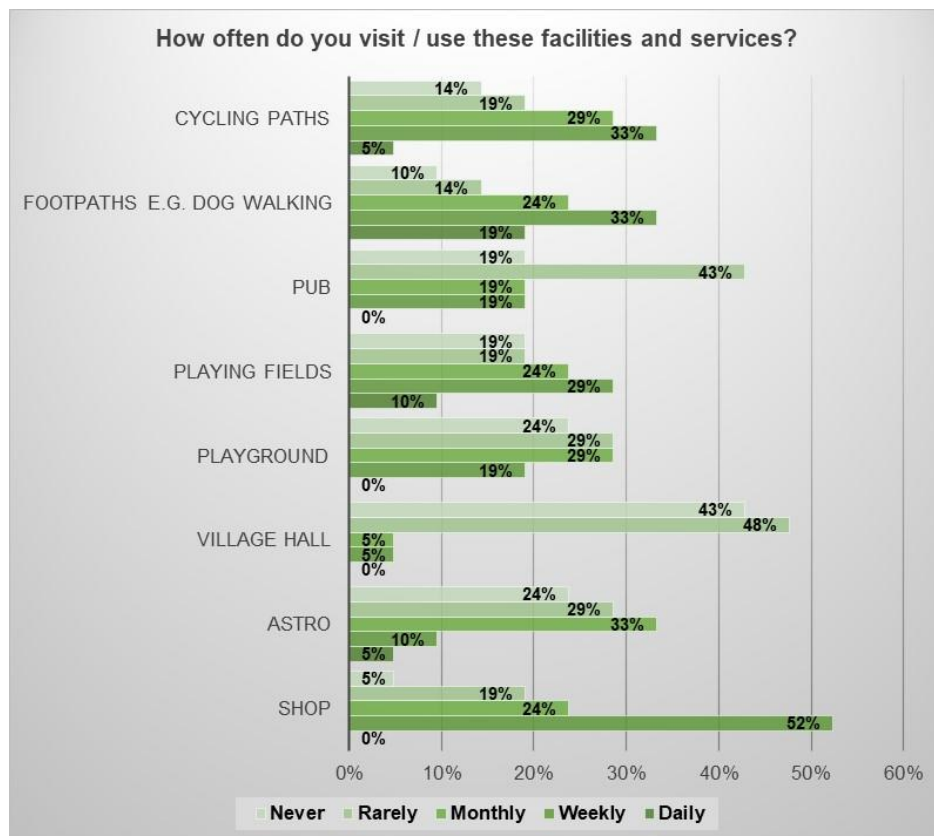


Figure 44: Use of facilities by teenagers

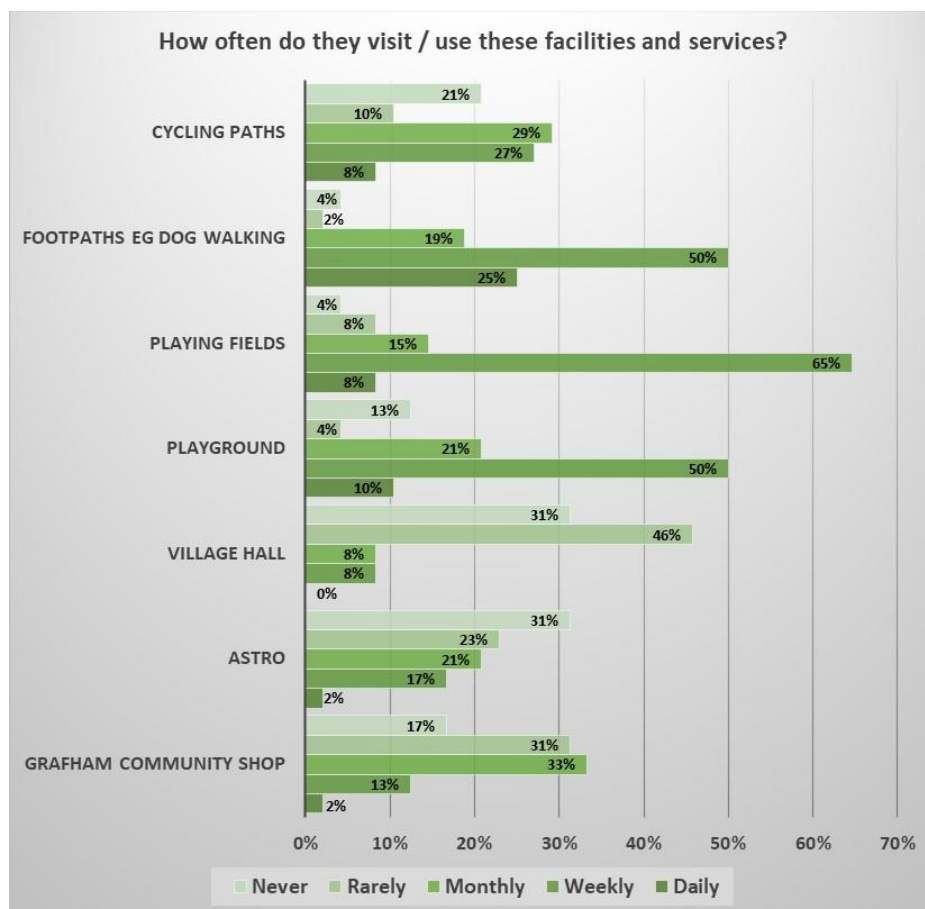


Figure 45: Use of facilities by children under the age of 13

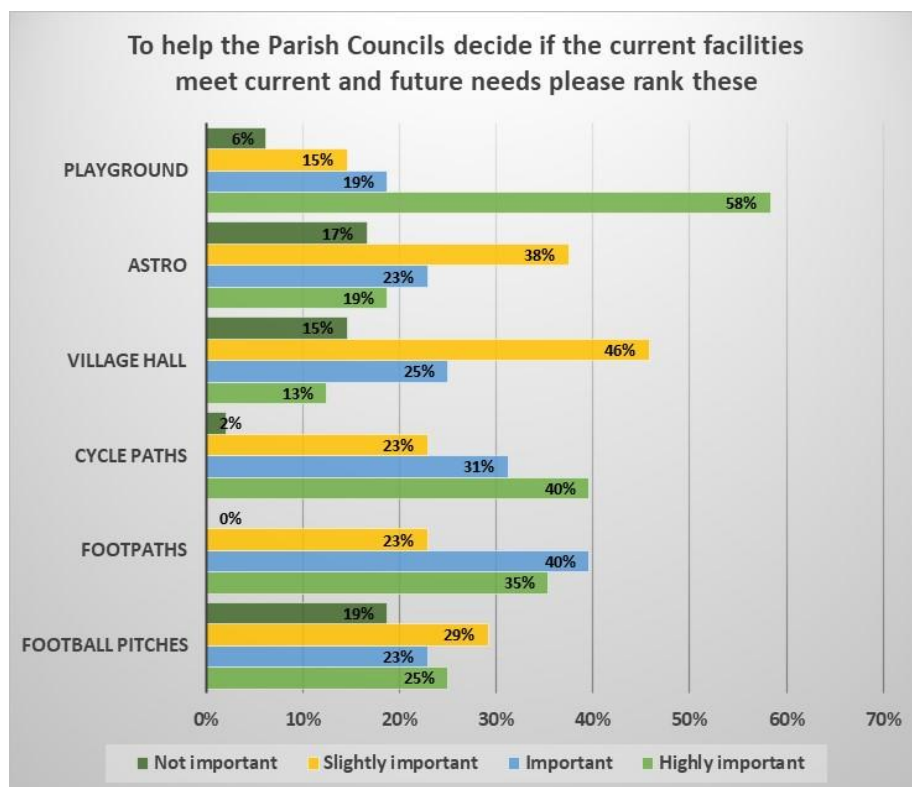


Figure 46: Importance of facilities by under 13-year-old children

- 6.9.6. There is also a strong desire in Ellington for the relaunched Mermaid Inn to succeed as a traditional village pub, and for it to be as well supported as the Grafham Trout community run pub and the Cinnamon restaurant in Grafham.

Community Activities

- 6.9.7. As shown later in this Plan (in Figure 42), 95% of residents believe that the sense of community was 'very important' or important to them and would clearly wish to ensure this remains. The rural atmosphere (97%) and the friendly safe environment (96%) are also highly valued by the vast proportion of the villagers.



- 6.9.8. This social environment leads to support for a wide range of activities and community events (pre Covid-19), including: the Annual Village Gala, Family Sports Day, Fireworks, Sports events e.g. Wimbledon finals, Rugby and FA Cup key matches, quiz nights, board games evenings, New Year celebration, Car Treasure Hunt, Cider and Sausages, Beer festival, Flower festival, Little Fishes, Women's Institute, Curry and Carols evening and Coffee mornings.



Provision of New/Enhanced Community Facilities

- 6.9.9. Enhancements to a range of community facilities has been identified as being needed by the community; see Figure 47 and Figure 48. It is also recognised that, over the plan period, it is likely that other new or larger facilities will also be needed. Furthermore, existing facilities will need replacing once their ongoing maintenance is no longer financially viable.
- 6.9.10. Therefore, Policy GENP 11 seeks to provide general support for the provision of such community facilities, as opposed to identifying a finite list or specific locations for the provision of such facilities. It is recognised that the funding of such facilities is constrained and that the limited amount of residential development in the parish means that developer contributions will also be limited. Therefore, it will be important that the local community uses its resources to lever in funds through grants and other means in order to fund the bulk of the cost of any new facility. It is therefore important, where appropriate, that the planning process does not provide costly and unnecessary delays in their subsequent provision.
- 6.9.11. Where appropriate, the use of private facilities to address the needs of the community and general public will be supported. In particular this could include the provision of public conveniences to serve the village.

Examples

- 6.9.12. There is a significant percentage of Ellington residents expressing a desire to open a food shop in the village to avoid driving into Grafham, St Neots or Huntingdon for food.

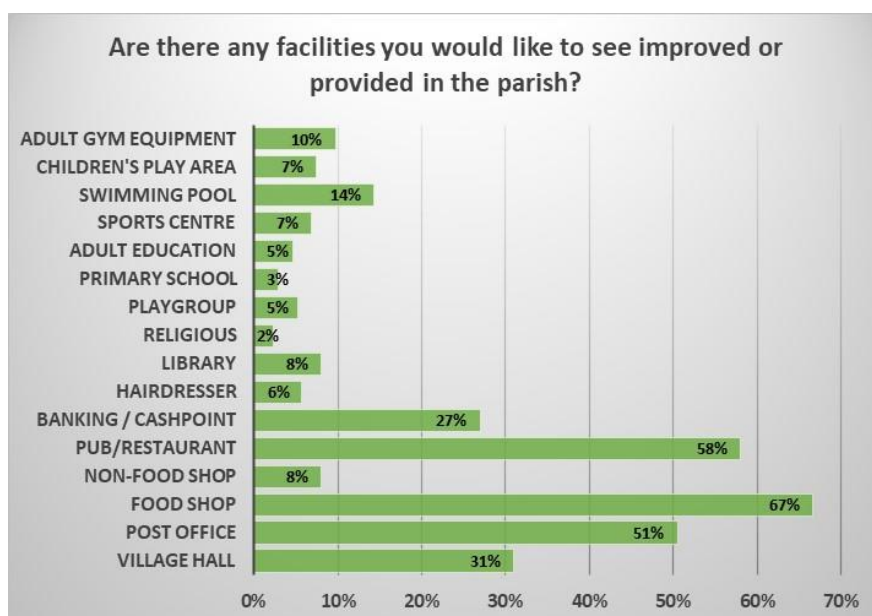


Figure 47: Improvements to facilities – Ellington residents

- 6.9.13. The Grafham Community Shop is used daily or weekly by 61% of Grafham residents and also by people from the surrounding villages. The shop building is in need of improvement and suggestions for a café, a meeting room and a public toilet were mentioned by residents.
- 6.9.14. A post office seems to be a facility over 40% of respondents from both villages would like to have access to more locally – once again to avoid unnecessary journeys. In both villages an interest has been shown to improve the village hall – this is particularly important to the residents of Ellington.



Figure 48: Improvements to facilities – Grafham residents

- 6.9.15. There are a number of activities that take part in the village halls such as yoga, the Art Club, Martial arts, etc., which it is anticipated will continue in the future. Some residents have expressed an interest in having more activities for retired people and 43% young

people expressed an interest in having a Youth Group in the villages. The Village Halls seem an obvious meeting point for these groups.

- 6.9.16. There is also a significant desire by younger people for a skatepark.
- 6.9.17. The "Huntingdonshire Sports and Leisure Facilities Strategy 2016-21" [Ref 24] states in section 5.5 "Gaps in Provision" (page 34) lists Ellington as being a large enough settlement to support additional facilities yet has a gap in provision for grass pitches which is an obvious discrepancy in level of provision compared to similar settlements. This strategy, or any successor beyond 2021, should be considered in conjunction with this Neighbourhood Plan, and as part of any future development in the villages.
- 6.9.18. The issues and aspirations identified in this section will also be supported through the Community Action Plan [Ref 21].

Policy GENP 11 – Support and provision of community facilities
<p>The loss of existing retail or other community services and facilities will be resisted unless alternative or enhanced provision is made elsewhere in suitable and accessible locations in the parishes or it can be demonstrated that the use is no longer viable.</p> <p>Where there is material evidence of the needs of residents, needs that would be met by the proposal, the provision of new or enhanced community facilities of an appropriate scale, within or on land immediately adjoining the built-up area, will be supported. These needs could relate to recreation, leisure, spiritual, social, education, medical and retail facilities. (See also Policy GENP 5.)</p>

6.10. Designated Local Green Spaces

- 6.10.1. The “sense of place” and character of Grafham and Ellington is preserved by ensuring that the existing green spaces are protected from development.
- 6.10.2. As part of the Neighbourhood Plan process, the community was asked to consider if there were any important green open spaces of value in the Parishes. The Neighbourhood Plan seeks to protect such sites.
- 6.10.3. Under the NPPF, Neighbourhood Plans have the opportunity to designate Local Green Spaces which are of particular importance to them. This will afford protection from development other than in very special circumstances. Paragraph 102 of the NPPF [Ref 2] says that Local Green Space designation should only be used where the green space is:
- “in reasonably close proximity to the community it serves;
 - demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - local in character and is not an extensive tract of land.”
- 6.10.4. Whilst the villages have seen some development during the second half of the twentieth century, they retain a number of green spaces that contribute to their character and provide opportunities for informal and formal recreation. This policy wishes to see these important spaces are protected for future generations.

- 6.10.5. Public green spaces are vital community assets. They provide a wide array of benefits such as recreation, including formal sports and natural play facilities. They provide associated health benefits, space for hosting community activities, space for growing food in allotments and meeting the needs of wildlife; and, increasingly, providing for services such as flood attenuation and carbon capture.
- 6.10.6. This Plan seeks to protect Grafham's existing green spaces from development, other than for needs that are key to their function, by designating them as Local Green Spaces or Other Green Spaces.
- 6.10.7. Ellington's green spaces are mainly Registered Common – Common Land with Public Access. However, they are all privately owned and will not be designated as Local Green Spaces. Nonetheless, these green spaces remain very important to the local community and are identified within this Plan as Other Green Spaces.
- 6.10.8. Figure 49 shows the designated Local Green Spaces in Grafham and includes the playing field and a village playground with exercise equipment, plus Grafham's designated Village Green which runs along Church Road from Church Hill towards the Church. It also includes Meadowground, an "other green space" highly valued by the local community, which has been defended as such by HDC in support of local wishes.



Figure 49: Grafham's Green Spaces

- 6.10.9. Figure 50 shows the green spaces in Ellington. Ellington's green space runs along Grafham Road and includes an area near the Church. Also included is the village playing field with play and exercise equipment.



Figure 50: Ellington's Green Spaces

- 6.10.10. Public green spaces are often multifunctional and it is not always possible to achieve all aims in the one green space. For example, allotments, whilst often offering wildlife benefits if managed correctly tend not to be suitable for other community uses. In addition, recreation is sometimes incompatible with the needs of certain wildlife and meeting people's needs for space for quiet reflection. Any new green spaces in Grafham or Ellington should be designed to meet a range of distinct uses that are appropriate for the topography and the ecological significance of each site.
- 6.10.11. The criteria for each of the green spaces are provided in Appendix C.
- 6.10.12. Surrounding both villages floodplain habitats studded with open water, wetland woodland, scrub and grassland provide significant wildlife value to the area.
- 6.10.13. The countryside surrounding both villages is crucial in providing them with their rural character and reflecting its historic past. It is a well-defined semi-rural settlement with a

clear built-up form and boundaries. The character is derived from this separation and should be retained so that they remain settlements significantly removed from neighbouring villages.

6.10.14. Over one third of the respondents across both villages stated village and country life as the main reason for living in the Parish, as shown in Figure 51. The most mentioned benefit are the views over the fields which surround our villages followed by the panoramas from various viewpoints over Grafham Water. Long vistas from the top of hill slopes, the views of - and inside - woods, and enjoying the historic centres of our villages, also have significant scores.

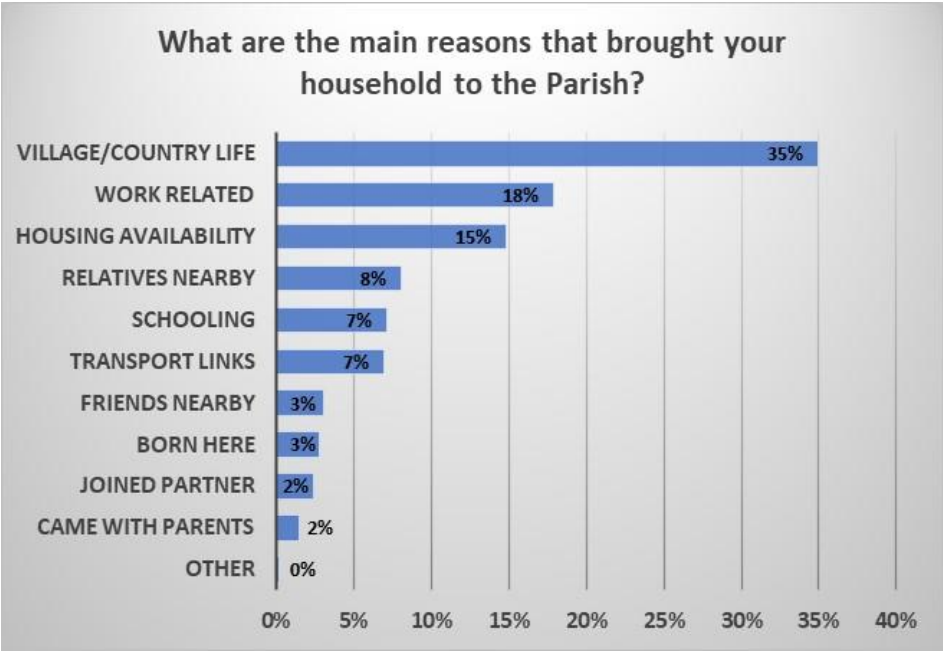


Figure 51: Main reasons for living in the Parish

6.10.15. Figure 42 highlights many of the aforementioned points in statistical form. The vast majority of topics having answers with a significant proportion as “very important”. Topics include open green spaces, historic and natural features, rural atmosphere, local wildlife and habitat, protection of the landscape, and so on.

6.10.16. Figure 43 highlights the popularity and use of many of the green spaces in both villages by their residents, along Figure 44 and Figure 45 for the younger members of the community. As shown for cycling and footpaths, playing fields and playgrounds, the percentage of people never using them is low and, cycle paths aside, all other spaces are used more on a daily basis than not. The spaces are used mostly on a weekly and monthly basis, as shown by the much larger percentages, including fifty percent or higher of people using playing fields, playgrounds and footpaths on a weekly basis.

Policy GENP 12 – Local Green Spaces
Grafham’s designated Local Green Spaces are set out in § 6.10 of this Neighbourhood Plan. Proposals shall be consistent with Green Belt policy as set out in the NPPF.
Grafham’s and Ellington’s Other Green Spaces listed in Appendix C are small scale public amenity, recreational and informal play spaces within the Parish that are important to the character of the village and it is expected that they be preserved as green spaces.

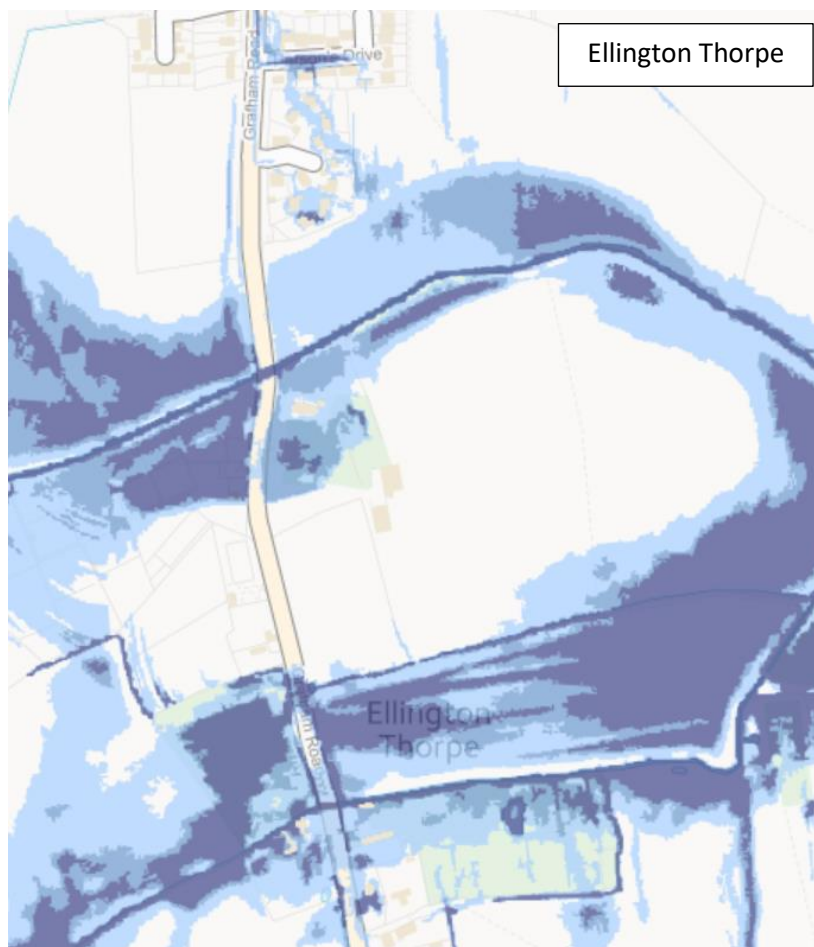
6.11. Flood Risk and Drainage

The Impact of Climate Change

- 6.11.1. Like the rest of the UK, our villages will be subject to the effects of climate change which will increase the frequency and intensity of rainfall events. However current projections suggest that the impact on the East and South East of the country will be muted. See “UK Climate Projections: Headline Findings” [Ref 12].
- 6.11.2. However, developments are required to manage surface water for the lifetime of the development, including a suitable allowance for climate change. For any housing development, they have a lifetime of 100 years, and therefore have to consider the worst case additional 40% rainfall due to climate change. See the information given on the government’s website: “Flood risk assessments: climate change allowances” [Ref 18].

Stormwater Drainage Systems

- 6.11.3. Rainfall events will impact both our stormwater drainage systems and the flooding from rivers. Although there are exceptions, drainage in our villages is generally provided by pumped sewage systems designed principally to take foul flows. The systems are not “combined” sewers designed to take foul and surface water. These systems are impacted by connected surface water systems and by surface water soakaways not functioning efficiently in our clay soils. This results in the sewer systems surcharging as the result of heavy rainfall events.
- 6.11.4. Both Grafham and Ellington are sited on heavy clay soils and in winter these soils become saturated making them impermeable. Surface water soakaways in these soils are thus ineffective. Section 7 Appendix F of the Cambridgeshire Flood and Water SPD [Ref 15] and para 5.12.1 of the CCC Surface Water Drainage Guidance for Developers [Ref 16], specify that soakaway design infiltration rates should be no lower than 1×10^{-6} m/s. It is expected that in our villages that an infiltration rate higher than this will not be met at the wettest times of the year.
- 6.11.5. The problem of creating sustainable drainage systems has long been recognised. The “Sustainable drainage systems” strategy is outlined by the Local Government Association [Ref 13].
- 6.11.6. The maps below take from the flood risk warning service website [Ref 17] show the extent of flooding from surface water across the plan area:



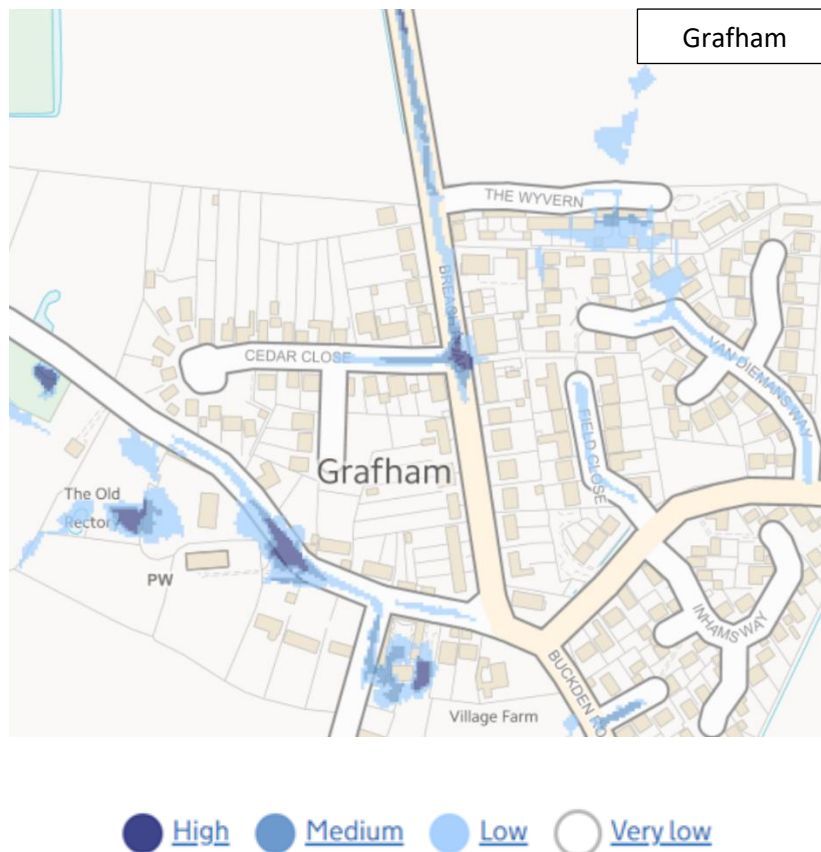


Figure 52: Extent of surface water flooding

River Flooding

- 6.11.7. Ellington sits adjacent to a river, fed a by a network of local drains, collectively known as Ellington brooks. The Government's Environment Agency flood risk map⁵ shows that areas of Ellington and Ellington Thorpe are in flood zone 3 and as such any future development work must be subject to a full flood risk assessment:

⁵ Source: <https://flood-map-for-planning.service.gov.uk/>

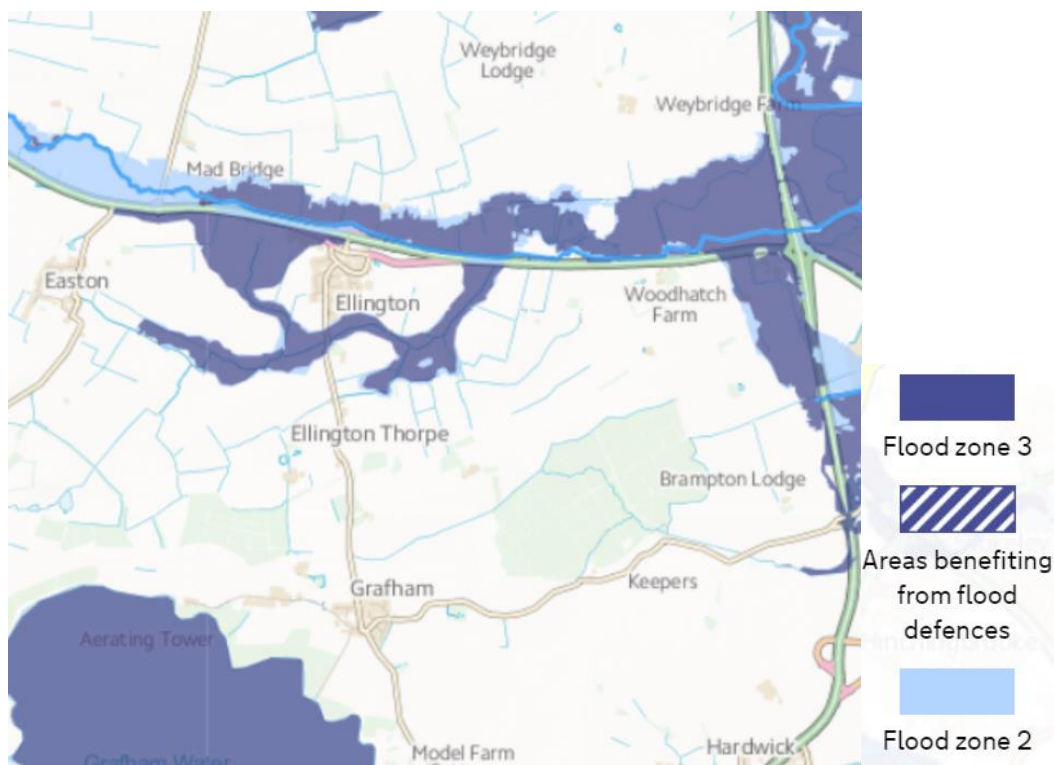


Figure 53: Map of flood risk areas in Grafham and Ellington

Policies and Strategies

6.11.8. The following are existing policies and strategies that deal with flooding:

- Cambridgeshire's Local Flood Risk Management Strategy 2015- 2020 [Ref 14]
- Huntingdon District Council – Local Plan Policy LP 5 [Ref 1]
- Cambridgeshire Flood and Water SPD (2016) [Ref 15]

Recent Flooding Incidents

Grafham:

6.11.9. Grafham has no fluvial flooding, due to its location on a modest hill. However, this “hill” comprises boulder clay which reduces the effectiveness of soakaways. Once garden soakaways become saturated, some of the surface water enters the sewage system. Sewage surcharge incidents occur frequently in some parts of the village, particularly during the winter months. (see also paragraph 6.11.4.)

6.11.10. The map in Figure 52 shows the consequential extent of flooding from surface water within Grafham.

Ellington:

Flooding associated with the Ellington brooks:

6.11.11. The following map shows four views – West through South and to the East – from the southern tip of Spinney Field in the South of Ellington. The pictures following said map highlight the annual flooding that occurs around the brooks to the South of the village over Winter.



Figure 54: Flooding in Ellington in 2020

- 6.11.12. Significant flooding occurs just north of the A14, as can be seen from the photos taken in December 2020, shown in Figure 55 and Figure 56. This area is a designated flood plain, but nonetheless has a major impact on Buffalood, Ellington's largest employer.
- 6.11.13. As shown in Figure 57, the Buffalood site was seriously flooded, affecting the access road and car park; cars had to be parked on A14 slip road. Lorries seemed to be able to wade through, with water levels above their wheels, as shown in Figure 58.



Figure 55: Flooding to the North of the A14, looking West

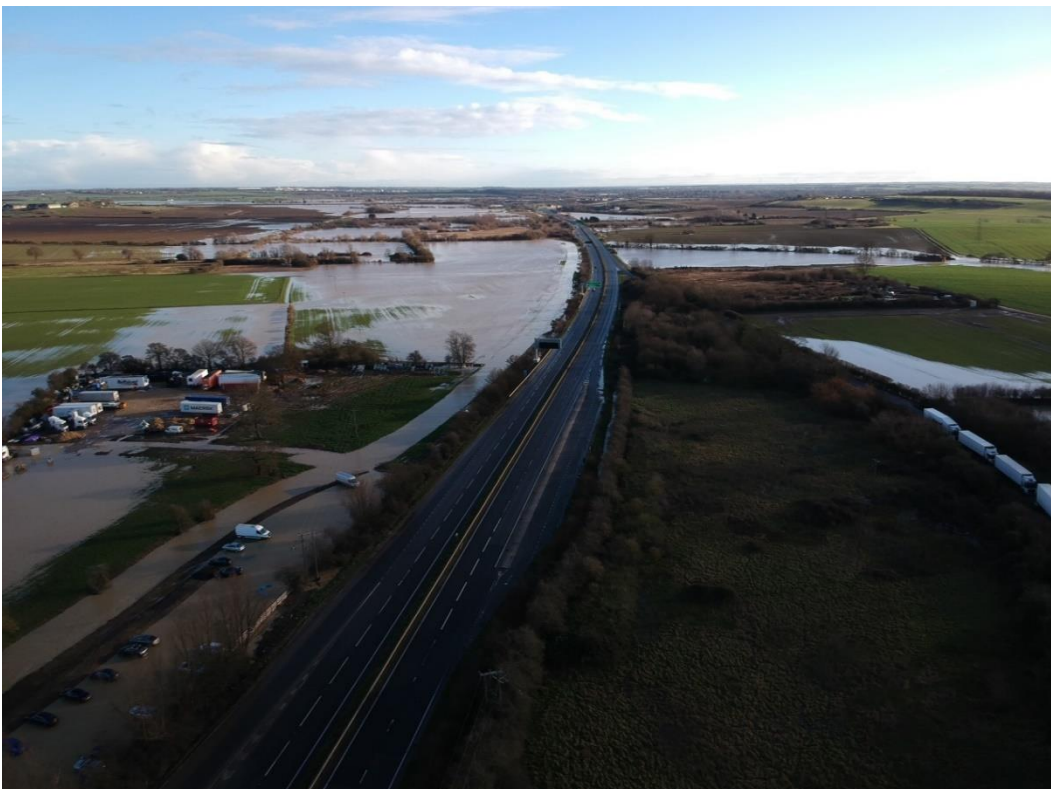


Figure 56: Flooding to the North of the A14, looking East



Figure 57: Buffaload site under water in December 2020



Figure 58: Buffaload site (flooding on the road greater than wheel depth)

6.11.14. Figure 59 shows flash flooding occurring in February 2020, on the northern edge of the built-up area.

6.11.15. Flash floods in the height of Summer also cause problems on the roads, paths, verges and driveways. The following picture is from June 2020 from a car traveling south on Grafham Road. The water on the road is almost the height of the curb.



Figure 59: Flooding in North Ellington in February 2020



Figure 60: Flooding in Ellington (Grafham Road) in June 2020

6.11.16. Around the same time – June – but four years prior, on the day of the village Gala, Ellington suffered heavy rainfall and flooding. Blocked surface water drains in the village led to flooding in some areas. Water was running down Grafham road (as per the picture from

2020, above) on top and underneath (in the drains) but the water flow was blocked at the outlets near Spinney Field so it found its first available escape route – the manhole near Spinney Field.

- 6.11.17. The water couldn't escape and forced its way out around the manhole - there was a 4-foot fountain coming out of the ground (no photo, sadly) but the resultant damage was a hole in the ground.



Figure 61: Flood damage in Ellington in June 2014

- 6.11.18. One of the main causes for this damage was a blocked outfall in front of the Anglian Water pumping station at the southern end of Spinney Field. The following photos highlight the overgrown drainage ditch and pipes (not visible at the bottom of the brick wall in the photo).



Figure 62: Reason for flood in Ellington in June 2014

- 6.11.19. Worryingly, the same ditch three years later in 2017, as shown in the following figures, looks very overgrown again!



Figure 63: Drains becoming blocked again in Ellington in June 2017

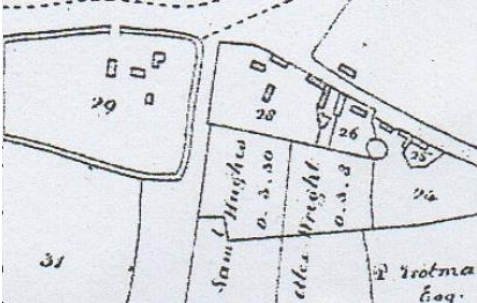
- 6.11.20. A site-specific flood risk assessment will be required in accordance with Policy GENP 13. This includes on sites where the requirement is based on local knowledge and notified by the local planning authority on the advice of the LLFA, Anglian Water, CC Highways, the Environment Agency or, in Ellington, the Alconbury and Ellington Internal Drainage Board (bodies from which pre-application advice should also be available).

Policy GENP 13 – Flood Risk and Drainage
<p>A proposal shall neither exacerbate existing water supply or wastewater issues nor create water supply or disposal issues for properties elsewhere in the neighbourhood plan area.</p> <p>A proposal for a new development shall provide a surface water drainage solution using a sustainable drainage system that does not discharge or risk discharge, to the existing foul sewer systems in the villages. Surface water drainage design shall comply with the guidance given in the Cambridgeshire Flood and Water Supplementary Planning Document [Ref 15] and the CCC Surface Water Drainage Guidance for Developers [Ref 16]. It shall be noted that these documents prohibit soakaway design infiltration rates lower than 1×10^{-6} m/s. It is anticipated that soakaways in the heavy clay soils in the neighbourhood plan area will not be possible. Where this is the case, other infiltration methods such as swales, ponds and wetlands shall be explored or, where demonstrably unsuitable, such alternatives as may be acceptable to the local planning authority with the advice of the Lead Local Flood Authority.</p> <p>A proposal shall not increase flood risk from any form. A site-specific flood risk assessment in line with the requirements of local and national policy advice shall accompany a proposal on a site with an identified risk of flooding or where otherwise justified by the local planning authority.</p>

Appendices


Appendix A. History and Heritage

History of Grafham and Ellington

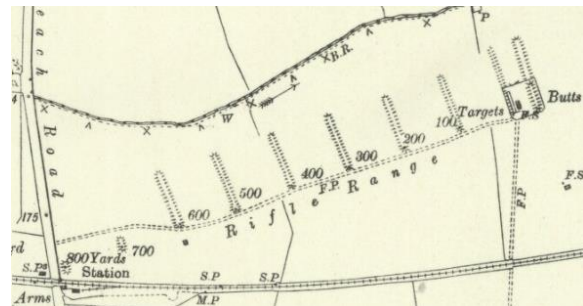
- A.1. The first signs of any permanent settlement in our area comes in the Neolithic Age, when the valley of the Ellington Brook has cropmarks consistent with permanent occupation – and next door in Brampton excavations in advance of road improvements have uncovered ritual sites as well as domestic occupation. That occupation continued through the Bronze and Iron Ages, but only slowly extended up on to the Boulder Clay plateau on which Grafham sits which was more heavily forested. Activity in the Roman period is more widespread, with a road running south from Alconbury to Bedford and further south, the *agger* of which was probably reused in the 18th C as the foundation of Church Hill road in Grafham. Certainly Romano-British farms were present around Ellington and at the eastern end of Grafham Water, and the occasional finds of Roman coins on the banks of the Water suggest that something was present on the flatter ground now covered by the reservoir.
- A.2. The names of both Ellington (Elintune in 1086, the Tūn (fence, usually a fenced house, farm or village) of Ella's people and Grafham, the grove Hām (village), are of Saxon origin, and would imply that Grafham continued to be the more forested of the two parishes. In between the two villages is Ellington Thorpe, originally Sibthorpe, which is of Danish origin, Sibba's or Sibbi's thorpe (a subsidiary hamlet or farm). Grafham used to include East Perry (Pirie in 1086) derived from Old English pirige or pear tree.
- A.3. When the Domesday Book was compiled in 1086 Grafham was a small rural community of around 120 but Ellington was a bit larger at around 170 – that included Sibthorpe, now Ellington Thorpe. The inhabitants were largely Freemen, Villagers and Smallholders and their families – estimates of family size range from 3½ to 5. However, Ellington also had two 'men-at-arms', and Grafham had Odilard the Larderer. The principal land holder in Ellington was the Abbey of Ramsey, and in Grafham it was the King. However, the King also had a bit of Ellington, as part of his hunting Forest of Wauberghe (a name which survives as the Weybridge Lodge and Farm just over the border in Alconbury), and in Grafham Eustace the Sheriff was accused of illegally seizing some of the King's land with Odilard as his tenant.
- A.4. At this point it is likely that both villages had dispersed hamlets as well as a small core, and cropmarks and field boundaries can suggest their location – we know of at least four in Ellington and two in Grafham – one of which, the original Odilard manor, survived as a farmhouse and half a dozen cottages in the medieval manner up to the 18th C, as is shown on the 1774 Enclosure map (right). The site is now 'scheduled'.
- 
- A.5. A church is mentioned for Ellington, but not for Grafham - it may not have had a resident priest, therefore not taxable, therefore not mentioned, or it may have been serviced by itinerant priest from another church.

- A.6. Domesday accounts are not necessarily exact but suggest that around 1100 AD Ellington had 1200 acres of farmland and 1500 acres of forest, while Grafham had 600 acres of farmland and 1200 acres of forest – which may account to the smallness of Grafham’s population.
- A.7. In 1124 Henry II declared the whole of Huntingdonshire a royal forest – a hunting ground, not necessarily trees – which local people could not use for foraging or for grazing animals and which led to the abandonment of settlements perhaps even constricting the road from Ellington to Huntingdon. One such settlement has been discovered west of Brampton as a result of the A14 works, and may account for one or more of the Ellington sites. A further upset of local communities was the enclosure of the western part of Buckden parish as the Bishop of Lincoln’s deer park, and in 1215 the Bishop was given permission to divert the Kimbolton to Huntingdon road to the outside of his enclosure – which is why the Brampton road twists so much.
- A.8. The oldest buildings in both parishes are the churches, and in both cases the earliest extant work is 13th C. However, there were earlier churches on both sites – evidenced by the reference to a church in Domesday for Ellington and the erratic planning for Grafham.
- A.9. By the end of the 13th C both Ellington and Grafham had three moated manorial sites, each with its own settlement; some of which could be earlier but without excavation it is difficult to tell: the one which has been excavated, at Thorpe Lodge, had an earlier timber hall demolished by the 13thC moat only to go out of use a century later.
- A.10. In 1349 The Black Death reduced England’s population by one third, and a number of recurrences reduced the population still further. The Sibthorpe manor and hamlet seems to have gone out of use after one of these later outbreaks, and the central part of Grafham, between the Church and the Manor, more or less disappeared – the earthworks of the ‘tofts’ were visible in the early 1980’s but are now partly built over.
- A.11. One result was a shortage of labour, and peasants could now ask for better working conditions. Certainly, there was sufficient money 50 years later for a north aisle of Ellington Church to be rebuilt and for the tower and spire to be built or rebuilt (photo right), and for a tower to be added to Grafham Church. The construction of the stone bridge in Spaldwick at this time would also indicate that the Thrapston to Huntingdon road was of importance, even though it did a U-bend through Ellington.
- A.12. Although Ellington remained under the Abbey of Ramsey throughout the medieval period, Grafham had a more changing ownership; the Eustace lands were acquired by the Lovetots and later the Engaines under whom the Clare Earls of Gloucester became overlords. But then one of their other tenants, the de Moynes family, became very devout and started leaving bequests of land to Sawtry Abbey.
- A.13. The Dissolution of the Monasteries under Henry VIII brought significant changes. The Ramsey Abbey lands and church patronage in Ellington were eventually given to Peterhouse College, Cambridge, while the Sawtry Abbey lands in Grafham were bought by Sir Richard Williams Cromwell, uncle to Thomas (of whom Hilary Mantel has written) and great grandfather of Oliver.



- A.14. Cromwell's lands passed to Edmund Anderson, a commission judge at the trial of Mary Queen of Scots, and his line merged with the Bernards by the end of the 17th C. By a different succession the Engaine lands passed to the Marquess of Winchester, who sold it by 1667 to the widow of Walter Bigg, sheriff of London; her son and her nephew, both named John and both at one time Members of Parliament for Huntingdonshire (and the Duke of Manchester's interests), left money to Grafham charities which became the Town Farm and Biggs' Charity. The grandson's will left the estate to his friend Sir John Bernard of Brampton Park, and hence, in the 19th C, to the Duke of Manchester, whose family name since 1447 has been Montagu - hence Grafham's former pub (spelt over the years with and without an 'e' at the end).
- A.15. The rest of the manor of Ellington was acquired at the Dissolution by the Throckmorton family, who became more and more involved in America so that by 1767 it was sold on to Sir Robert Bernard, whose family became the Bernard Sparrows of Brampton Park.
- A.16. In 1750 the land in Grafham was still recognisably medieval open field, with the large field made by clearing woodland between West Wood and Brampton Wood (a 'breche') named as Breach Field. By 1774 most of the Enclosure was done, the new fields hedged, Breach Road laid out, and dwelling construction in the village begun.
- A.17. The Bernard's were the principal land owners in Ellington when the Enclosure Act was implemented in 1774, although a large tongue of land, now in Spaldwick, was owned by the scientist Doctor William Watson, later Sir William Watson, a friend of Benjamin Franklin. The Enclosure map does not directly identify the Ellington Windmill, which is said to have dated from the 16th C, but the land was not affected by the enclosure. The windmill was demolished in 1935 (right) and the upper part rebuilt at Madingley near Cambridge.
- 
- A.18. A major change in Ellington from 1753 was the conversion of the Thrapston to Brampton road to a Turnpike, whereby a lessee paid the local parishes a sum to maintain the road in return for the right to levy tolls. Travelling westward the first toll house was just in Ellington, by the track up to Low Harthay, and was still there in the 1950's. The Turnpike was abolished in 1877.
- A.19. No doubt the traffic on the Turnpike justified the existence of two inns in Ellington. The Mermaid, a 17th C building, is still with us, but The Wheatsheaf, also in a 17th C building, ceased to be a pub some time around 1915/20 and was demolished to make way for Thrapston Road. In Grafham the original pub was the Pied Horse, which probably closed when the Montagu Arms opened around 1860.
- A.20. In the 19th C the population of Ellington declined from about 450 down to 250, and at one time the civil parish ceased to be a district under Huntingdon and became a sub-district under Spaldwick. However, the population of Grafham rose from around 180 to around 340. Although technically in Ellington, the 'Graffham Brickworks' opened around 1850, and was boosted by the arrival of the railway at Grafham in 1866 and may well have influenced population levels; it produced many of the bricks used in the older Grafham houses as well as their tiles and the land drainage pipes.
- A.21. The school in Grafham is said to date from 1815, but for some reason the 1870 Education Act required the school board to establish a 'board school' here as Grafham was a 'deprived area' and the Duke of Manchester made a grant for building a new schoolroom. The school closed in 1964. The Ellington school, now part of the village hall, was an 1870 school.

- A.22. Within 75 years of the Enclosure Act many of the farms were modernised and the north-south roads straightened out to their modern routes. One farm in particular, Model Farm in Grafham (1834-1854), was meant to demonstrate a modern efficient layout and operation and this was recognised in its 'listing' in 1983.
- A.23. Ellington's population for the first half of the 20th C remained at a low of about 225, but nevertheless managed to hang on to a shop and Post Office; Grafham, with a population of around 200 only had a Post Office. We were so rural that the first telephones only arrived in 1936 and mains electricity in 1953.
- A.24. One change that happened early in the 20th C was the building of the Grafham Rifle Range, which started life as a local Militia Rifle Range in 1904 and was finally closed in 1992 (1924 plan right).
- A.25. The 1960's started the era of change; the railway closed in 1959, Grafham school in 1964, and half of Grafham was flooded in 1966 to create Grafham Water. In Ellington, the great U-bend through the village was removed with the opening of Thrapston Road, but the shop closed. Later on, the great St Peter's College Farm was flattened to be replaced by a housing estate. And in Grafham the Wyvern estate eliminated the old railway station, which had served as post office.
- A.26. A map of Ellington in 1880 is shown in Figure 64 and for Grafham in 1920 is shown in Figure 65. In both cases, the pre-1900 buildings are coloured in orange.





Scale =1:5,000

Date Created: 30/01/2020

Title: Ellington 1880

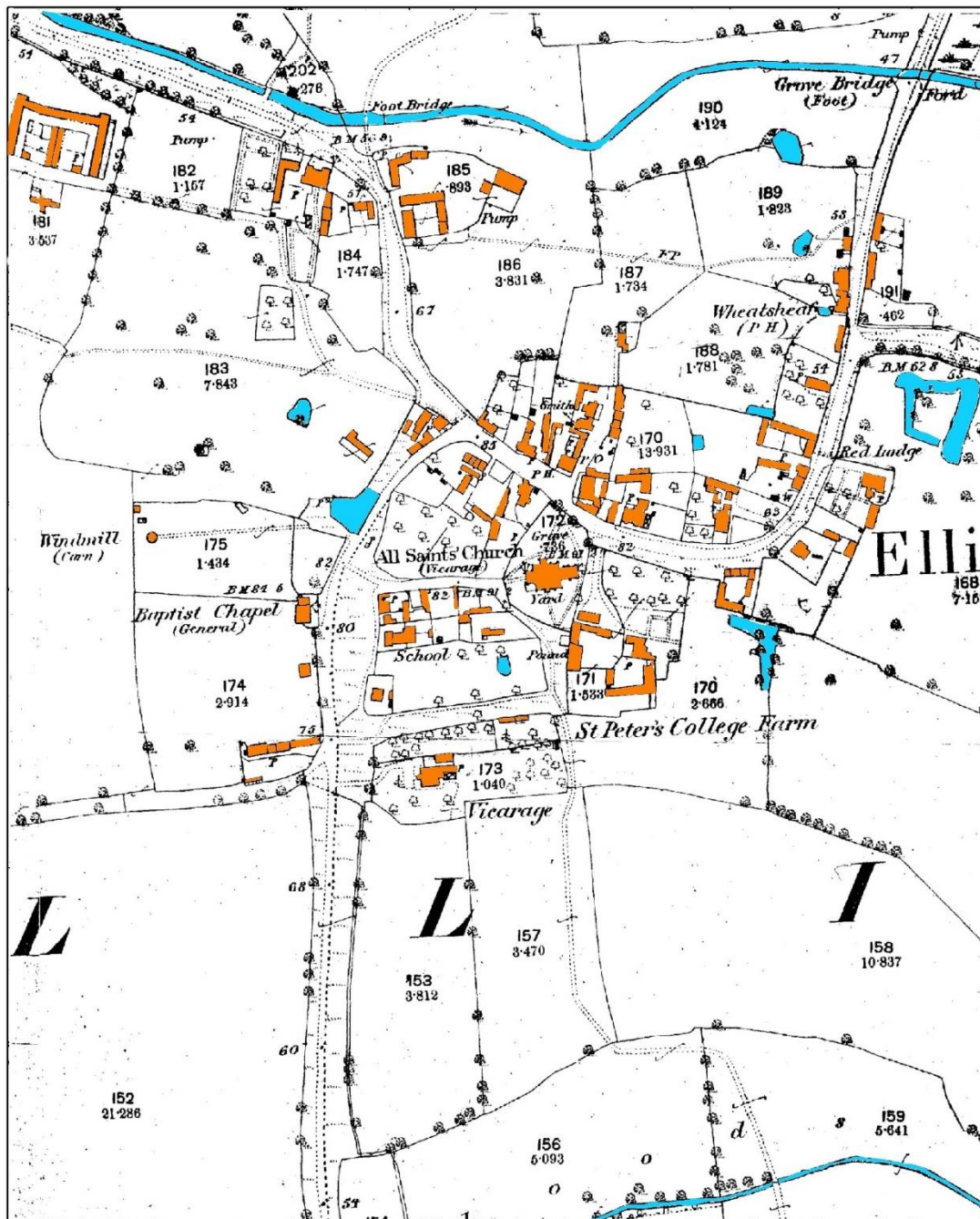


Figure 64: Ellington in 1880

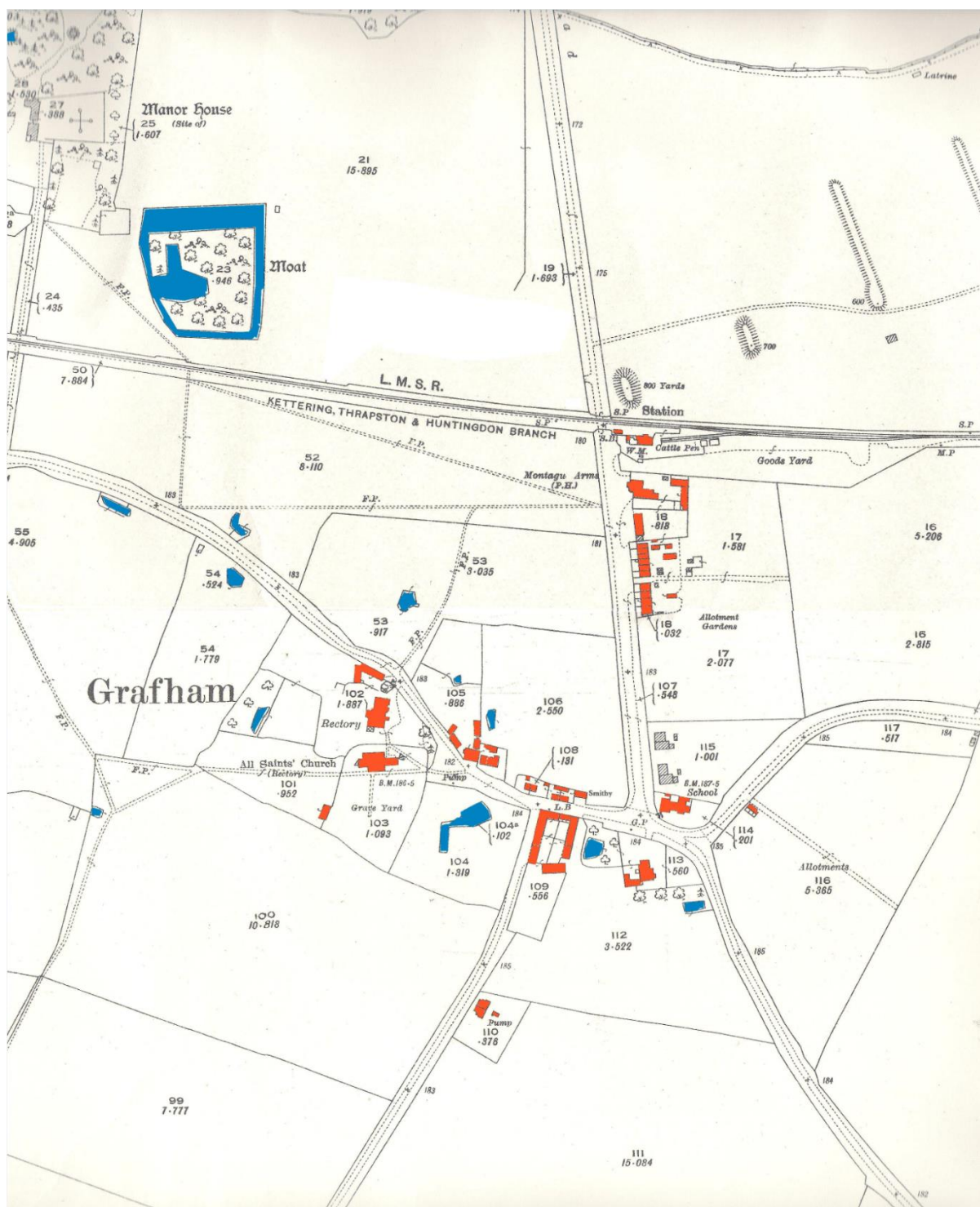


Figure 65: Grafham in 1920⁶

⁶ Scanned, combined and edited from original 1926 OS paper maps held by E H Biffin

Heritage Assets

A.27. Maps of buildings, both listed and unlisted, dating before 1900, for central Grafham, Ellington and Ellington Thorpe are shown in Figure 66, Figure 67 and Figure 68 respectively. Figure 67 also shows the Ellington conservation area.

A.28. The first data on the villages is from the 1086 Domesday, from which it might be deduced that there were around 25 dwellings somewhere in Grafham and around 35 in Ellington, probably in dispersed hamlets. There are no domestic built-heritage survivals from the medieval period, and only the moats survive of the four manor houses – sites that may need archaeological recognition. The two churches are the only medieval buildings to come down to the present day.

A.29. There are some remains of the 16th C in half a dozen houses in Ellington. At least one more was present in 1926 when the Royal Commission on Historical Monuments recorded this house in the High Street (photo right). More remains exist from the 17th C in both villages, but estimating the number of dwellings has to await the 18th C, when the Enclosure Acts (breaking up the communal medieval open fields into privately owned farms with smaller ‘enclosed’ fields) required maps to be drawn; for Grafham two maps – 1750 and 1774 – exist, while for Ellington there is a single map of 1774. Examination of these maps suggest that the number of dwellings in Grafham in the 1770’s was around 35, with around 65 in Ellington plus another 20 in Ellington Thorpe. Note that the figures in this section apply to the present-day boundaries of both villages – the loss of the Coton Barn area of Ellington to Spaldwick does not affect the rounded totals, but the loss of Grafham’s East Perry area (including ‘Grafham Farm’!) to the new Perry parish has reduced the 18th/19th C dwellings by around 10.



A.30. By the time that the first Ordnance Survey 25” maps for the two parishes were produced in 1887 the numbers of dwellings in the parish had risen to 60 in Grafham, but fallen slightly in Ellington to 80. Over the 110 years some smaller outlying properties had been abandoned and the consolidation of older small multi-tenant dwellings into single family homes had begun in both parishes, but in Grafham that had been offset by a triple modernisation – the need for farm workers cottages out by the farms for the new-style farming, the opening of the brickworks (actually just in Ellington parish) to supply the building materials and which itself required workers houses, and the arrival of the railway in 1866. Examples of this era are the Montague Arms (now Cinnamon) with its outbuildings and the two rows of 1860’s cottages at the north-east end of Breach Road; if only we still had the station building, lost early this century!

A.31. With the exception of a few infill houses in the 1920’s, the housing stock remained static until the 1950’s when ‘council houses’ arrived in Breach Road, Grafham and new developments were tentatively started at the south end of Ellington.

A.32. With improvements to roads, particularly what is now the A14, the development of the Huntingdon industrial area, and the electrification of the London commuter service, demand for houses rose. And the demand was for larger-than-rural-farmworkers dwellings, so not only were new small estates of detached/semi-detached houses the norm, but older multi-occupant dwellings became single family houses. This is particularly noticeable in our stock of

16th /17th/18th C dwellings, both listed and unlisted, but also applies to some of the 19th C farmworkers cottages.

- A.33. A further factor was the construction of Grafham Water reservoir, where the immediate loss of six dwellings was later offset by the construction at an out-of-village site of 21 chalets intended for holiday/tourist use and where some are now in permanent occupation.
- A.34. A policy by the Church of England to sell glebe and vicarage land in Grafham to raise funds, and a similar policy by both the church and Peterhouse College, Cambridge, in Ellington, plus the desire by some farm owners to similarly profit on marginal/allotment land adjacent to village boundaries has contributed to the current landscape of small estates on what were village peripheries.
- A.35. So, while the number of dwellings in Grafham extant in 1887 fell from 60 to 40 by 2020, new build since 1887 now stands at 220. In Ellington Thorpe the number of dwellings fell from 19 to 8, partly offset by 6 new build; it should be noted that a large part of this decline is not a decline in buildings but that consolidation of multi-occupancy to single occupancy. In Ellington Village the 1887 dwellings more-or-less halved, from 62 to 34, but new build has added 186 dwellings.
- A.36. Some of the earlier buildings in both villages have been recognised as being of national significance and have been 'listed'. Statutory 'listing' of a building marks and celebrates its special architectural and historic interest, and also brings it under the consideration of the planning system, so that it can be protected for future generations. The older a building is, and the fewer the surviving examples of its kind, the more likely it is to be listed and the general principles are that all buildings built before 1700 which survive in anything like their original condition are likely to be listed, as are most buildings built between 1700 and 1850. There are three levels listing: I - buildings of exceptional interest, II* - particularly important buildings of more than special interest, and II - buildings that are of special interest, warranting every effort to preserve them. In Grafham and Ellington we have two grade I buildings – the parish Churches. All the rest are grade II – six in Grafham, five in Ellington Thorpe, eleven in Ellington. Table 1 below identifies the "listed" buildings and structures of each parish.
- A.37. While there are no 16th/17th C timber-framed thatched dwellings on the Grafham list, they predominate in Ellington – all five in Ellington Thorpe, and another five in Ellington itself, which also has another four and a half similar buildings which have tile roofs. The remaining one and a half houses on the Ellington list are solid brick mid-19th C style; the half-and-half dwelling being Brook House, where the two-storey brick extension on the north, road, side hides the timber framed original farmhouse behind. The old photo of two of the thatched houses in central Ellington shows why it is now called The Old Stores.



- A.38. Grafham's 'list' is more varied, from a 17th C cottage built on the medieval manor site via an 18th C house which was once the village's pub to the 17th/18th/19th C Old Rectory. The mid-19th C agricultural revolution provides the remaining three listed properties – the polychrome brickwork of Village Farm, the magnificence of Model Farm's residential block, and the contrast of the (separately listed) adjacent covered yard and barns of 1835/54, all part of the Duke of Manchester's agricultural revolution.

- A.39. Both villages have a number of older buildings that add to the architectural ambience of the community – our “Built Heritage”; in Ellington this has been recognised by the introduction of a Conservation Area which encompasses area around the Green and the eastern half of the High Street. There is no equivalent area in Grafham, although a case might be made for the area between the Old School and the Rectory, where a number of older buildings survive or have been adapted to modern use; these include the 19th C smithy and the re-use of the shell of the agricultural stables as a small mews residential block, and, of course, the historic village school & schoolmaster’s house, now two semi-detached dwellings (photo right). Grafham is particularly endowed with out-of-village agricultural cottages associated with farming developments of the 1850’s/60’s; this includes a number of polychrome cottage-pairs on the Manchester estate, as well as more basic cottages on the rival Armstrong estate.



- A.40. In Grafham a series of articles on the 'listed' buildings and the 'unlisted old buildings' have appeared in the Grafham Gossip newsletter – see Grafham Gossip [Ref 19]. No similar survey of Ellington is available. The following table identifies the ‘listed’ buildings and structures in each parish, plus the one ‘scheduled’ archaeological site in Grafham. Details of listed buildings are to be found on the appropriate parish entry in British Listed Buildings [Ref 20].

Table 1: Listed Buildings and Structures in Grafham, Ellington and Ellington Thorpe

Grade	Source ID	Listing date	Name
<u>Grafham</u>			
II	1214372	28/04/1983	Village Farm
II	1288616	28/04/1983	20, Church Road
I	1288615	14/05/1959	Church of All Saints
II	1214373	14/05/1959	The Old Rectory
II	1214374	28/04/1983	Old Manor Park Cottage
II	1214370	28/04/1983	Barn North of Model Farmhouse
II	1288614	28/04/1983	Model Farmhouse
Scheduled	1020909	28/01/2003	Moated site on Brampton Road 700m ENE of Village Farm
<u>Ellington Thorpe</u>			
II	1165200	21/10/1983	The Crooked Billet
II	1130195	21/10/1983	Pear Tree Meadow
II	1130196	21/10/1983	Honeysuckle Cottage
II	1165192	21/10/1983	Albion Cottage
II	1130194	21/10/1983	Tudor Cottage

Grade	Source ID	Listing date	Name
<u>Ellington</u>			
II	1165278	02/12/1980	Brookside
II	1130201	02/12/1980	College Farmhouse
II	1330477	02/12/1980	Brook House Farmhouse
II	1165237	21/10/1983	The Mermaid
II	1130200	21/10/1983	The Stores
II	1330476	21/10/1983	Oakley Cottage
II	1456855	08/08/2018	Ellington War Memorial
I	1165216	28/01/1958	Parish Church of All Saints
II	1130198	21/10/1983	Table Tomb in Angle of Chancel and South Aisle
II	1393652	02/02/2010	Pair of Table Top Tombs near South Porch
II	1317410	21/10/1983	Hill House Residential Home
II	1130197	21/10/1983	The Cottage
II	1317430	21/10/1983	Manor Farmhouse
II	1130199	02/12/1980	Yew Tree Farmhouse
II	1317379	02/12/1980	Grove Cottage
II	1165294	21/10/1983	Milestone near Low Harty

- A.41. A key source of the location of older buildings are the Ordnance Survey 1/2500 maps published in 1887, and tabulated pictorial description of existing buildings shown on those maps is available as a standalone report [Ref 22]. It also includes an illustrated list of the major archaeological sites, together a number of interesting buildings which were extant in 1887 but have now disappeared – including some recorded in the Huntingdonshire volume of the Royal Commission on Historical Monuments in 1926. The on-line standalone report is to be found on the Ellington PC website [Ref 22].



Original Map Scale = 1:3,000
Date Created: 30/01/2020

Title: Grafham Heritage Constraints

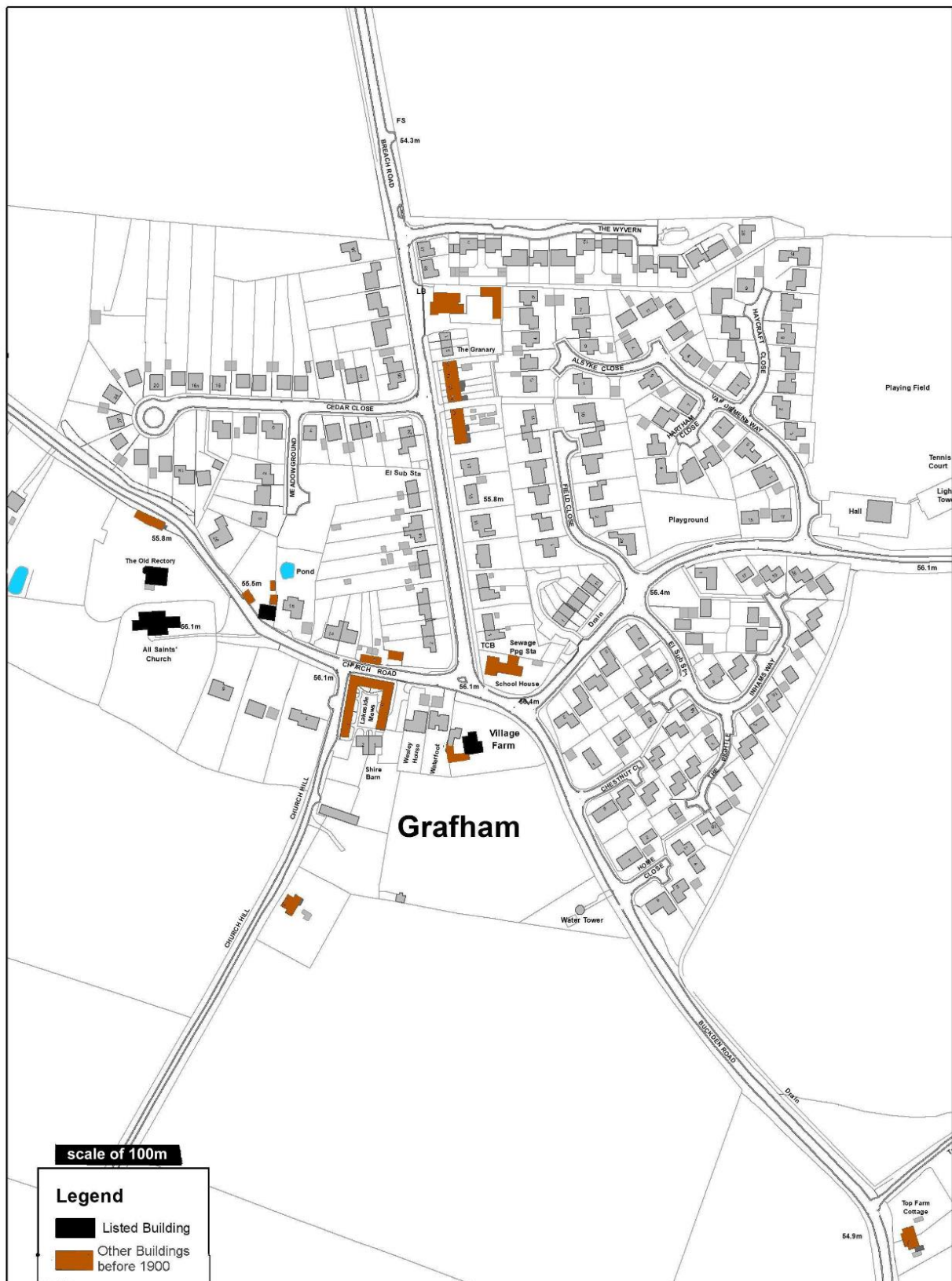


Figure 66: Built Heritage of Grafham



Original Map Scale = 1:3,000
Date Created: 30/01/2020
Edited: 29/03/2020

Title: Ellington Heritage Constraints

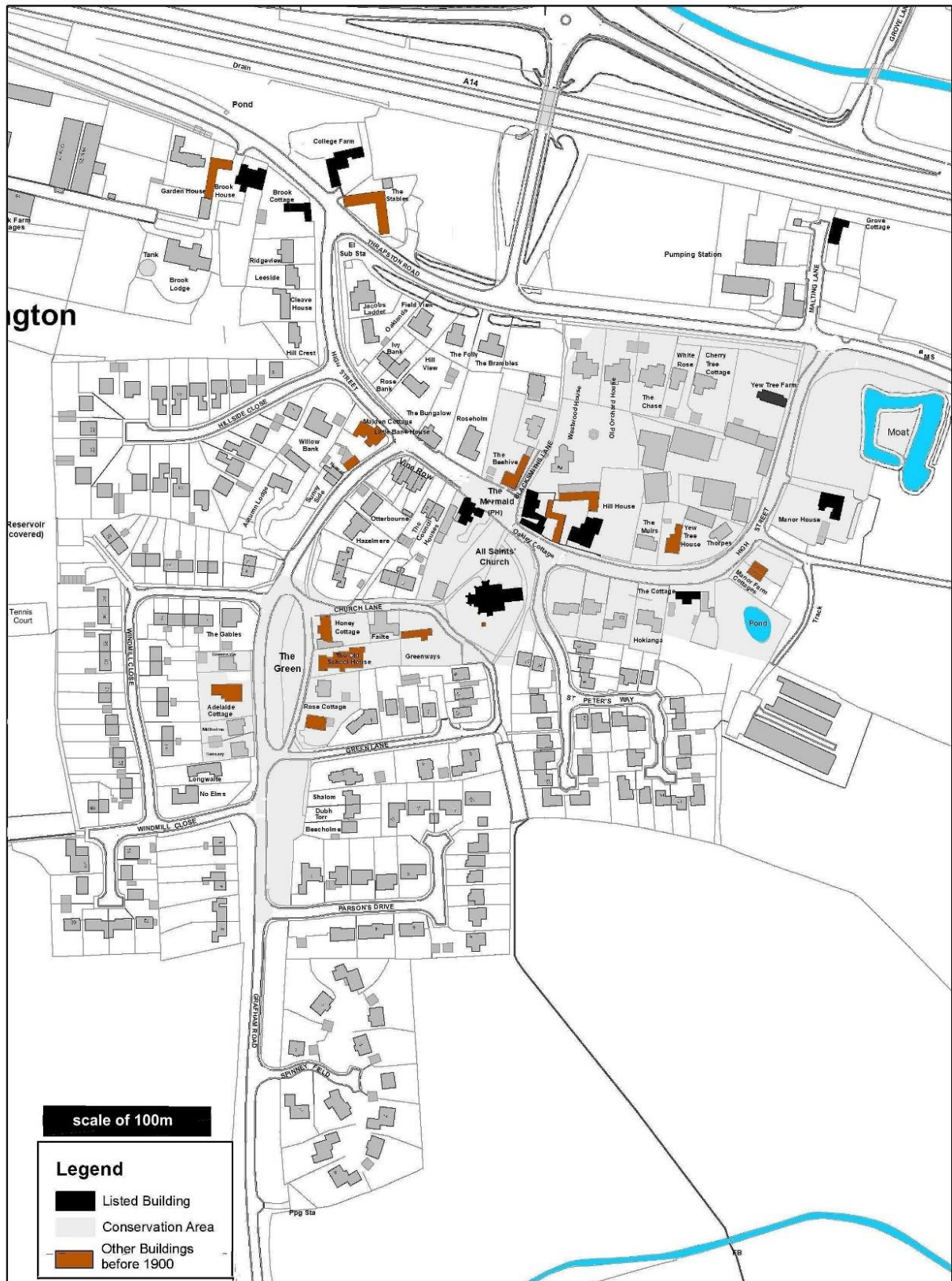


Figure 67: Built Heritage of Ellington

Description: Ellington Thorpe Heritage Constraints



Scale = 1:2,500

Date Created: 16/11/2020

Edited 17/11/2020

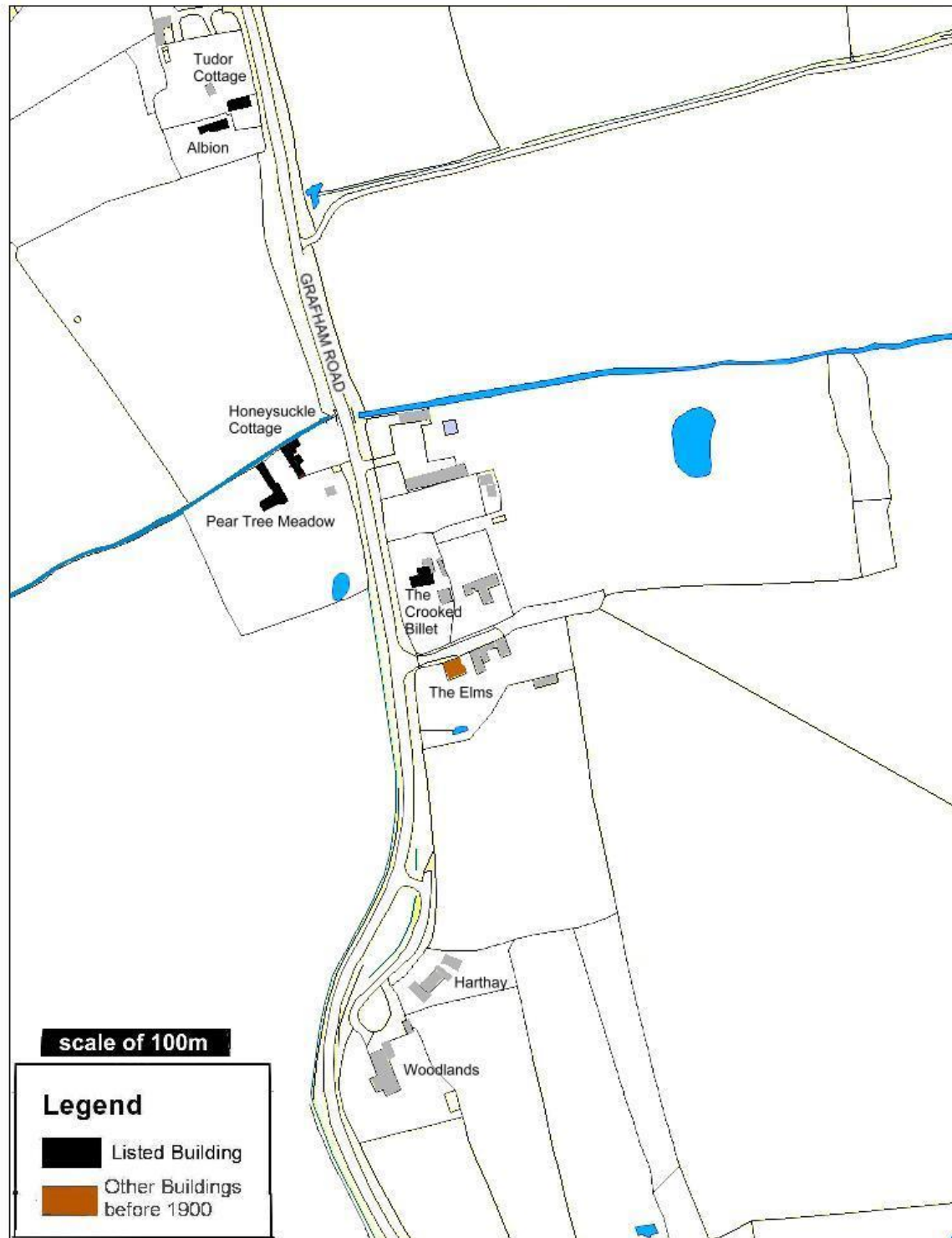


Figure 68: Built Heritage of Ellington Thorpe

Appendix B. References

Ref	Title	Source	URL
1.	Huntingdonshire's Local Plan to 2036	HDC	https://www.huntingdonshire.gov.uk/media/3872/190516-final-adopted-local-plan-to-2036.pdf
2.	National Planning Policy Framework (NPPF) (July 2021) (or successor document)	UK Government	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf
3.	Huntingdonshire Landscape and Townscape Assessment Supplementary Planning Document (June 2007) (or successor document)	HDC	https://www.huntingdonshire.gov.uk/media/1240/landscape-guide.pdf
4.	Parish Profiles for Grafham and Ellington	Cambridgeshire Insight	https://cambridgeshireinsight.org.uk/parish-profile/?geographyId=7f94ea12b8914d3cb0c0c29bc9ad1767&featureId=E04001702 https://cambridgeshireinsight.org.uk/parish-profile/?geographyId=7f94ea12b8914d3cb0c0c29bc9ad1767&featureId=E04012023
5.	Cambridgeshire Green Infrastructure Strategy (June 2011) (or successor document)	CCC	https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Cambridgeshire_Infrastructure_Strategy_2011.pdf
6.	Acting on climate change: The plan for net zero emissions in the UK	UK Government	https://commonslibrary.parliament.uk/acting-on-climate-change-the-plan-for-net-zero-emissions-in-the-uk/#:~:text=Net%20zero%20is%20a%20statutory,emissions%20by%2080%25%20by%202050.
7.	Grafham PC: Environmental Policy	Grafham PC	https://grafham.org.uk/index.php/parish-council-policies/
8.	Heat Buildings	The Department for Business, Energy & Industrial Strategy (BEIS)	https://www.gov.uk/government/groups/heat-in-buildings
9.	Energy Consumption in the UK	BEIS	https://beis1.shinyapps.io/ecuk/#section-by-sector
10.	Final energy consumption in the residential sector by use	Eurostat	https://ec.europa.eu/eurostat/statistics-explained/index.php?title=File:Final_energy_consumption_in_the_residential_sector_by_use,_EU-27,_2018.png
11.	Community Heat Scheme: Grafham Going Zero	Joint investigation by Grafham, Perry and Great Staughton PCs	http://www.g0grafham.co.uk/
12.	UK Climate Projections: Headline Findings	Met Office	https://www.metoffice.gov.uk/binaries/content/assets/metofficegovuk/pdf/research/ukcp/ukcp-headline-findings-v2.pdf

Ref	Title	Source	URL
13.	Sustainable drainage systems	Local Government Association	https://www.local.gov.uk/topics/severe-weather/flooding/sustainable-drainage-systems#:~:text=Sustainable%20drainage%20systems%20(SuDS)%20are,infiltration%2C%20attenuation%20and%20passive%20treatment.&text=With%20this%20in%20mind%2C%20the,SuDS%20should%20always%20be%20considered
14.	Cambridgeshire's Local Flood Risk Management Strategy 2015- 2020 (or successor document)	CCC	https://www.cambridgeshire.gov.uk/asset-library/cambridgeshirestrategyforfloodriskv1.pdf
15.	Cambridgeshire Flood and Water SPD (Apr 2017) (or successor document)	CCC	https://huntingdonshire.gov.uk/media/2609/cambridgeshire-flood-and-water-spd.pdf
16.	Surface Water Drainage Guidance for Developers (Nov 2019) (or successor document)	CCC	https://www.cambridgeshire.gov.uk/asset-library/imported-assets/SWGFD%20FINAL%20-%20November%202019.pdf
17.	Long term flood risk for an area in England	UK Government	https://flood-warning-information.service.gov.uk/long-term-flood-risk
18.	Flood risk assessments: climate change allowances	UK Government	https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances
19.	Articles on the history of Grafham	Grafham Gossip	https://grafham.org.uk/index.php/grafham-gossip/
20.	Listed buildings in Grafham and Ellington	British Listed Buildings	https://britishlistedbuildings.co.uk/england/cambridgeshire
21.	Community Action Plan	Neighbourhood Plan Team	https://www.ellingtonparishcouncil.gov.uk/np/documentation/
22.	Heritage Assets of Grafham and Ellington	Edward Biffin MA	https://www.ellingtonparishcouncil.gov.uk/np/documentation/
23.	Natural England's Impact Risk Zones for Sites of Special Scientific Interest	Natural England	https://data.gov.uk/dataset/5ae2af0c-1363-4d40-9d1a-e5a1381449f8/ssi-impact-risk-zones-england
24.	Huntingdonshire Sports and Leisure Facilities Strategy 2016-21 (or successor document)	HDC	https://www.huntingdonshire.gov.uk/media/1542/sports-facilities-strategy.pdf
25.	Historic Environment Record (CHER)	CCC	https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/archaeology/cambridgeshire-historic-environment-record-cher
26.	Nature Recovery Network	UK Government	https://www.gov.uk/government/publications/nature-recovery-network
27.	Natural Cambridgeshire "doubling nature" target	Natural Cambridgeshire	https://naturalcambridgeshire.org.uk/wp-content/uploads/2019/07/Doubling-Nature-LR.pdf
28.	25-Year Environment Plan	DEFRA, UK Government	https://www.gov.uk/government/publications/25-year-environment-plan
29.	Magic Map	DEFRA	https://magic.defra.gov.uk/

Appendix C. Local Green Spaces

Grafham's Local Green Spaces

Playing Field

- C.1. The current playing field was created as a replacement to the original playing field around 1995 when the Van Diemens Way housing development was constructed, and is now held in trust by the Parish Council.
- C.2. It comprises a large flat grass area, which has been used for cricket and football matches, but now mainly used informally for recreation. The site includes a Multi-Use Games Area, which is primarily used for tennis, football and basketball.
- C.3. The area is surrounded by trees and includes a wildlife corridor along its northern edge, linking Brampton Woods to West Wood, running along what was the old railway line.
- C.4. The playing field can consequently be a vibrant area with friends and families enjoying the recreational value. At other times, it is peaceful and a place of tranquillity, made even more pleasant with the ability to wander among the wooded areas that surround three sides.



- C.5. The playing field has a covenant stating it can only be used as a playing field – it cannot be sold for development or incur any change of use. It is to be available to the village as a playing field in perpetuity.

Owner: Grafham Parish Council

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓		✓	✓	✓	✓

Playground

- C.6. The first playing field was associated with the development of Field Close and its boundaries can still be traced to the east of Field Close and the south of the Wyvern. It was sold to build the Van Diemens estate and only the south-west corner was retained as the playground.



- C.7. The playground comprises a flat grass area equipped with recreational equipment for young children and also outdoor gym equipment designed for older children and adults.

C.8. At times this can be a vibrant area with young families interacting and enjoying the recreational value. At other times, it is peaceful and a place of tranquillity.

Owner: Grafham Parish Council

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓			✓	✓		✓

Village Green

C.9. The core of the otherwise dispersed medieval village was quite small, as was the village green, which lay along the medieval track from Kimbolton/Spaldwick to Buckden. In the 1880's it had the two important village assets – the public water pump and the village post box.

C.10. The village green comprises a grass area in front of the church entrance, fringed by trees. It extends as a narrow grass strip along Church Road and has a historic hedgerow along its southern edge.

C.11. This large hedgerow, dating back before 1887, contains a wide diversity of plants and provides an excellent habitat for wildlife.



C.12. The area also carries protected status as a Village Green.

Owner: Grafham Parish Council

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓			✓	✓

Grafham's Other Green Spaces

Meadowground

C.13. The land between Cedar Close and Church Road was originally Vicarage land and was called Town Close, comprising two cottages, a blacksmith's shop and about 3 acres of land, the rentals of which were applied to the maintenance of the church and the support of the poor of the parish as part of the Town Farm and Biggs Charity. Meadowground is now the only undeveloped part of Town Close.

C.14. Meadowground comprises a flat grass area with a small number of trees, popular with families for playing ball games, etc., and is also used for exercising dogs.



C.15. Its central location provides convenience for residents and safety for children, avoiding the need to cross the main road to use the playing field.

C.16. Meadowground is owned by HDC, who “wish to support the aspirations of the Grafham and Ellington Neighbourhood Plan in providing a high quality residential environment for residents with appropriate provision of open space and community facilities”. However, HDC do not wish Meadowground to be designated as a Local Green Space, “due to the long term nature of the designation and the constraints it imposes upon the Council as landowner of the site”.

C.17. However, a previous planning application on this land has been turned down by HDC, in support of community’s clear wishes to maintain this area as a green space.

C.18. And Meadowground is entirely consistent with the requirements for designation as a Local Green Space as defined in LP 32 and the NPPF (see [paragraphs 101-103](#)).

C.19. Although owned by HDC, Meadowground is maintained by the Parish Council as an important amenity for the community.

Owner: Huntingdonshire District Council

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓			✓	✓	✓	✓

Ellington – Other Green Spaces and Village Green

C.20. Ellington’s green spaces are mainly Registered Common – Common Land with Public Access. However, they are all privately owned and will not be designated as Local Green Spaces. Nonetheless, these green spaces remain very important to the local community and are identified within this Plan as Other Green Spaces.

Playing Field

C.21. Marked on OS maps as a recreation ground, this area is known locally as the Playing Field. It comprises a playing field for football and a separate enclosed tennis court, with an area equipped with recreational equipment for young children and also outdoor gym equipment designed for older children and adults.

C.22. The playing field is also used as a site for village events, which include the annual treasure hunt and Gala sports day.

C.23. It is surrounded by trees and hedgerows creating a pleasant environment for residents and well suited to wildlife.

Owner: Privately owned



Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓			✓	✓	✓	✓

Village Green

C.24.The village green comprises a grass area located in the centre of the village and carries protected status as a Village Green.

C.25.It is used for hosting village events, including the annual Gala and the Christmas tree and light event. It is also equipped with some children's recreational equipment.

Owner: Privately owned



Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓	✓			✓

Upper Green

C.26.Ellington's upper green comprises a small grass area that hosts the iconic village sign and historically was the site of the village pond.

C.27.It is a Registered Common – common land, with public access.

Owner: Privately owned



Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓				✓

Church Green

C.28.Church green comprises a small grass area closely associated with the church, fringed by trees, enhancing visibility of All Saints church, which dates back to 1086.

C.29.It is a Registered Common – Common land, with public access.

Owner: Privately owned



Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓				✓

Lower Green

C.30.The lower green extends the Village Green area to the edge of the built-up area. It is used for some of the stalls and events associated with the Gala day.

C.31.The area is tree-lined providing habitats for wildlife, enhancing the visual appearance along Grafham Road and also providing an amenity for dog walkers.

C.32.It is a Registered Common – Common land, with public access.

Owner: Privately owned



Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓		✓		✓	✓



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee

17th December 2021

28th January 2022

Councillor Graham Bull

Overview and Scrutiny Committee

13th December 2021

24th January 2022

Councillor Steve Corney

Councillor Doug Dew

Combined Authority Board

26th January 2022

Councillor Ryan Fuller

The above meetings have taken place in December 2021 and January 2022.

Audit and Governance Committee – 17th December 2021 and 28th January 2022

The Audit and Governance Committee met on 17th December 2021; the decision summary is attached as Appendix 1.

The decision summary for the meeting on 28th January 2022 is not yet available.

Overview and Scrutiny Committee – 13th December 2021 and 24th January 2022

The Overview and Scrutiny Committee met on 13th December 2021; the decision summary is attached as Appendix 2.

The decision summary for the meeting on 24th January 2022 is not yet available.

Combined Authority Board – 26th January 2022

The Combined Authority Board met on 26th January 2022; the decision summary is attached as Appendix 3.

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

Audit and Governance Committee Decision Summary

Meeting: 17 December 2021

Agenda/Minutes: [Audit and Governance Committee – 17th December 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	Apologies and Declarations of Interests	Apologies were received from Cllr Shaz Nawaz, Peterborough County Council who was substituted by Cllr Mohammed Haseeb. Apologies were also received from Cllr's Graham Bull and Mac Maguire, Huntingdonshire District Council; and Cllr Tony Mason, South Cambridgeshire District Council whose substitute Cllr Peter Fane joined the meeting remotely. No disclosable interests were declared.
2	Chair's Announcements	The Chair made the following announcements: <ol style="list-style-type: none"> 1. Given this meeting was rearranged from the scheduled date on 26 November due to issues of quoracy the Chair encouraged members to have a dialogue with their named substitutes to avoid the risk of future meetings being inquorate and having to be abandoned. 2. The Chair informed the Committee of the latest public health guidelines encouraging business at meetings to be reduced and to only consider items which require a timely decision. To that end the Chair proposed to reduce the agenda for the meeting and suggested deferring items 4, 6, 10, 12 and 13 on the agenda to the next meeting of the Committee. This was agreed. 3. The development session on the role of the Audit & Governance Committee and projects would be rescheduled to 2022. 4. The Chair informed the Committee that an Independent Person for the Authority's complaints procedure has been appointed and the decisions had been ratified by the

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		Combined Authority Board. David Pearl had been appointed with the reserve Independent Person being Gillian Holmes.
3	Minutes of the Previous Meeting and Action Notes	The minutes from the meeting held on 24 September 2021 were agreed as a correct record. The Actions from the previous meeting were noted.
4	Combined Authority Update	This item was deferred.
5	Corporate Risk Register	The Committee received the report from the Monitoring Officer The Committee questioned whether risks 21 and 32, related to housing, should be increased and have the same scores, which is currently not the case. This Committee's concerns would be raised with the Director of Housing. The Committee noted the report.
6	Internal Audit	This item was deferred.
7	External Audit	The Committee received the report from the Deputy Finance Officer and Mark Hodgson, from Ernst & Young. The Committee AGREED: a) The management letter of representation for the external audit opinion.
8	Annual Accounts and Annual Governance Statement	The Committee received the report from the Deputy Chief Finance Officer. The Committee AGREED: a) to approve the annual accounts; b) to approve the Annual Governance Statement.
9	Re-tendering Process	The Committee were requested to consider a recommendation to opt into the national scheme for auditor appointments for the period 2023/24 to 2027/28. The Combined Authority Board would be considering this at their January 2022 meeting. The Chair asked the Committee if they were content with the recommendation to opt into the national scheme and make a recommendation to the Combined Authority Board on that basis. The Chair moved to support the recommendation, and this was seconded by Cllr Brown.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		The Committee AGREED: a) to support opting into the national scheme for auditor appointments for the period 2023/24 to 2027/28; b) to make a recommendation to the Combined Authority Board on this basis.
10	Climate Change	This item was deferred.
11	Combined Authority Constitution Review	The Committee received the report which asked them to review the amendments to the Combined Authority Constitution following the annual review. The Committee AGREED to: a) Approve the revisions following the annual review of the Constitution, subject to the amendment suggested in 11.3 above; b) Recommend the revisions to the Combined Authority Board.
12	Treasury Management Strategy	This item was deferred.
13	Trading Companies	This item was deferred.
14	Work Programme	The work programme was noted. With regard to the deferred item on Trading Companies, there was a request for further information and background on the Combined Authority Board oversight of the subsidiaries as well as a list of the Board members for each Company.
15	Date of next meeting	The Committee would next meet on Friday, 28 January 2022 at 10:00 at Sand Martin House, Peterborough. This was a change of venue from East Cambridgeshire District Council, Ely.

Overview and Scrutiny Committee Decision Summary

Meeting: 13 December 2021

Agenda/Minutes: [Overview and Scrutiny Committee – 13 December 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.	Apologies	Cllr M Goldsack, Cambridgeshire County Council, substituted by Cllr S Count Cllr S Corney, Huntingdonshire District Council substituted by Cllr E Butler.
2.	Declarations of Interest	Cllr D Baigent declared an interest as a member of the Cambridgeshire Cycling Campaign.
3.	Minutes of the Previous Meeting	The minutes of the last meeting were agreed as an accurate record.
4.	O&S Arrangements Update	<p>The Committee received the report from the Interim Head of Governance who provided an update to the Committee on the Overview and Scrutiny Committee arrangements.</p> <p>The Committee considered the Conflicts Protocol presented to them. Whilst there was some consensus on the need for such a protocol, there was agreement that, as presented, it should not be approved.</p> <p>It was agreed that the comments of Members be taken into account and a revised protocol be presented in the new year.</p> <p>The action log was noted, and Members were content with progress.</p>
5.	Draft Sustainable Growth Ambition Statement and 2022/23 Draft Budget and Medium-term Financial Plan (MTFP) 2022 to 2026	<p>The Committee received the report from the Chief Finance officer and Director for Delivery and Strategy.</p> <p>Following the comments of the Committee the Chair stated she would make representation to the Combined Authority Board on the lack of completeness on the budget as it goes out to public consultation.</p> <p>The Chief Finance Officer confirmed a formal note of the questions asked by the Committee and its comments would be part of the formal consultation process and that responses would be provided to the Committee at its meeting in January 2022.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
6.	Devolution Deal	<p>The Committee received the report from the Chair, Cllr Lorna Dupre. It was agreed to forward the report received by the Committee to the Combined Authority Board in its entirety to provide the Board with the opportunity to consider revisiting the Deal. It was agreed to frame a question on the Devolution Deal for the public Mayor's Question Time in March 2022.</p> <p>It was agreed to reconsider the Deal at the Committee on a six-monthly basis commencing in June 2022 so that the Committee might make recommendations to inform development.</p>
7.	Accommodation Strategy	<p>The Committee received the report from the rapporteur, Cllr Mark Goldsack in his absence.</p> <p>It was agreed to receive an update at the next meeting of the Committee with responses to these questions as well as receiving any additional information that will be, by then, known.</p>
8.	Combined Authority Forward Plan	<p>The Forward Plan was noted.</p> <p>As Lead Member for Skills Cllr Coles stated that any changes on who will be the lead officer for Skills in the new year will need to be reported to the Committee as soon as known.</p>
9.	Work Programme	The Committee noted the work programme.
10.	Date and Time of Next Meeting	The next meeting of the Committee is on Monday, 24 January 2022 at 11:00 at Fenland Hall.

Combined Authority Board Decision Summary

Meeting: **Wednesday 26 January 2022**

Published: Monday 31 January 2022

Decision Review deadline: Monday 7 February 2022



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

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Part 1 - Governance Items

1.1 Announcements, Apologies for Absence and Declarations of Interest

Apologies were received from Councillor Anna Bailey, substituted by Councillor Josh Schumann; Councillor Edna Murphy – Fire Authority; Darryl Preston- Police and Crime Commissioner; and Jan Thomas – Clinical Commissioning Group.

The following declarations of interest were made:

Item 1.4 - Public Questions: Mayor Dr Nik Johnson, as a resident of Gransden Parish and Councillor Bridget Smith as district councillor for Gamlingay.

Item 3.4 – Market Towns Programme: Approval of Recommended Projects (Funding Call 7) – Councillor Josh Schumann as a Trustee of Viva Arts. Having taken the advice of the Monitoring Officer, Councillor Schumann spoke on this item but abstained from voting.

Various reports: Mr Austen Adams as a Director of Metalcraft Ltd and a shareholder in the company.

1.2 Minutes of the Combined Authority Board meeting on 24 November 2021 and Action Log

The minutes of the meeting on 24 November 2021 were approved as an accurate record and signed by the Mayor.

The action log was noted.

1.3 Petitions

No petitions were received.

1.4 Public Questions

Two public questions were received. The first was from Gamlingay Parish Council and a copy of that question and response (when published) can be viewed [here](#). The second was received too late to be considered and will receive a written response.

Part 2 – Finance

2.1 Budget Monitor Update – January 2022

It was resolved to:

- a) Note the financial position of the Combined Authority for the year to date.
- b) Note the completion, and clean audit opinion, of the 2020-21 accounts of the Combined Authority, and its subsidiaries.
- c) Approve the Combined Authority's continued use of the PSAA to appoint the suppliers of External Audit services for 5 financial years beginning 1st April 2023. (c£44k p.a. for 5 years).
- d) Note the increase in the ICT External Support budget per ODN 324-2022

2.2 Sustainable Growth Ambition Statement, 2022/23 Budget and Medium-Term Financial Plan 2022 to 2026

It was resolved to:

- a) ~~Adopt the Sustainable Growth Ambition Statement~~ (WITHDRAWN)
- b) Approve the revenue budget for 2022/23 and the Medium-Term Financial Plan 2022/23 to 2025/26.
- c) Approve the Capital Programme 2022/23 to 2025/26
- d) Note the Section 73 Officer's statutory Section 25 statement

2.3 Mayor's Budget 2022-23

It was resolved to:

Approve the Mayor's draft budget for 2022-23

Part 3 – Combined Authority Decisions

3.1 Allocation of Additional Home to School Transport Funds - Academic Year 2021-22

It was resolved to:

Allocate the balance of Additional Home to School Transport grants in line with the audited expenditure figures of each Authority below:

Cambridgeshire County Council: £344,211

Peterborough City Council: £208,340

Cambridgeshire and Peterborough Combined Authority: £50,522

subject to funding confirmation from the Department for Education.

3.2 Transport Levy 2022-23

It was resolved to:

a) Approve the amount and apportionment of the Transport Levy for the 2022-23 financial year as set out below:

Total Levy: £13,229,793

i. Peterborough City Council: £3,544,817

ii. Cambridgeshire County Council: £9,684,976

3.3 Market Towns Programme - Reprofilng of Budget

It was resolved to:

Approve the reprofile of the Market Town Budgets set out in paragraph 2.3 of the report.

3.4 Market Towns Programme – Approval of Recommended Projects (Funding Call 7)

It was resolved to:

Approve project proposals received under Market Towns Programme received from East Cambridgeshire District Council for the town of Soham to the sum of £470,000.

3.5 Greater South-East Energy Hub - Mobilisation of Schemes and Reprofiting of Budget

It was resolved to:

1.
 - a) Approve the creation of budget lines as set out in 8.1 to deliver the services set out in the MoU for the £118,389,025 Sustainable Warmth programme.
 - b) Delegate Authority to the Chief Executive, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into contracts for Managing Agent(s), works or other, as required, to expend the funding for the Sustainable Warmth programme, as set out in 3.9
2.
 - a) Note the ongoing work with BEIS to produce a recovery plan for the Green Homes Grant (LAD 2 programme)
 - b) Approve the formation of the CPCA Programme Board for the Energy Hub programme.
 - c) Delegate authority to the Chief Executive and Monitoring Officer to approve the Terms of Reference for the CPCA Programme Board by 31st January 2022.
3. In line with the LAD2 variation letter received from BEIS, approve the corresponding reprofiling of the LAD2 and Public Sector Decarbonisation Fund budgets.
4.
 - a) Approve the creation and amendment of budget lines as set out in 5.1 (a to d) to deliver the services set out in the seventh variation to the Local Energy Capacity Support MoU for c.£2,164,358 and Social Housing Decarbonisation Fund – Technical Assistance Facility Online Hub MoU as detailed in 5.1(e) for £150,000.
 - b) To award a grant of £1.5m to The London Borough of Hounslow Council as Lead Authority for the Net Zero Investment Design & Scoping Programme.
 - c) Delegate authority to the Chief Executive, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into agreements and approve the budgets corresponding to the BEIS funding agreements.

3.6 Progress Against Devolution Deal Commitments

It was resolved to:

- a) Note the Devolution Deal Report from Overview and Scrutiny Committee in Appendix 1.
- b) Note the reporting on Devolution Deal progress in its new format, which reflects the Overview and Scrutiny Committee's comments, as set out in Appendix 2.

3.7 Affordable Housing Scheme - Proposed Variation to Loan Relating to Former Alexander House, Ely

It was resolved to:

- a) Approve the extension of the maturity of the existing £4.84m Loan Facility with Laragh Homes from 25 months (7th February 2022) to 28 months (7th May 2022).
- b) Increase the number of potential monthly drawdowns against the facility from 25 to 28.
- c) To agree that the rate of interest to be applied to the loan from 7th February 2022 will be 6% over base, until the loan is fully repaid.

By recommendation to the Combined Authority Board

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

4.1 Local Transport and Connectivity Plan Update

It was resolved to:

- a) Note progress on the Local Transport and Connectivity Plan (LTCP).
- b) Provide feedback and agree to amended timetable for delivering the Local Transport and Connectivity (LTCP) programme.
- c) Agree to a programme of public consultation for twelve weeks commencing in May 2022.
- d) Delegate authority to the Head of Transport to prepare the public consultation, and to brief members of the CA Board and Transport and Infrastructure on its content.

4.2 Fengate Access Study

It was resolved to:

- a) Approve the drawdown of £150,000 to complete the Full Business Case stage of the project.

- b) Approve the slippage of the remaining in-year subject to approval budget and note the need for a further reprofile exercise once the revised project timeframe is established in January.

4.3 Fengate Phase 2 University of Peterborough Access

It was resolved to:

- a) Approve the University of Peterborough Access Study Package Assessment Report – Outline Business Case Phase 1.
- b) Approve the drawdown of £1.8m in respect of the costs associated with the Outline Business Case Phase 2, and to conclude a Grant Funding Agreement with Peterborough City Council on terms approved by the Head of Transport and Chief Legal Officer/ Monitoring Officer.
- c) Approve the submission of the updated application at Appendix 2 to the Department of Transport's Major Route Network Programme fund.

4.4 St Ives and A141 Strategic Outline Business Case

It was resolved to:

- a) Approve the development and costing up of the next stage of the project for Outline Business Case and Preliminary design.
- b) Approve the programme for, and costing up of, the Local Improvement schemes for St Ives.

4.5 A10 Outline Business Case

It was resolved to:

- a) Note the outputs of the Cambridgeshire County Council Highways and Infrastructure Committee paper.
- b) Delegate authority to the Head of Transport, in consultation with the Monitoring Officer and Chief Finance Officer, to develop the scope for the delivery of the Outline Business Case.
- c) Approve the release of £2m funding from the Department for Transport, to be spent in 2022-23, for the delivery of the Outline Business Case, and agree reprofiling the remaining 2021-22 budget into 2022-23.
- d) Subject to an extension to the existing DfT grant being agreed, delegate authority to the Head of Transport, in consultation with the Monitoring Officer and Chief Finance Officer, to issue a capital grant funding agreement for the delivery of the outline business case by Cambridgeshire County Council.

Part 5 – Skills Committee recommendations to the Combined Authority Board

5.1 University of Peterborough Phase 3 Business Case

It was resolved to:

1. Approve the University of Peterborough Phase 3 Business Case
 2. Approve the use of option a) in section 4.2, to use the existing special purpose vehicle Peterborough HE Property Company Ltd (Prop Co 1), for the delivery of Phase 3 of the University Programme, as the owner and developer of the second teaching building.
 3. Consent, as shareholder, to modification of the Shareholders Agreement relating to Peterborough HE Property Company Ltd (Prop Co 1), on such terms as the Chief Executive of the CPCA in consultation with the Chief Legal Officer (Monitoring Officer), and the Deputy Chief Finance Officer (s73 Officer) may agree, to include at a minimum the maintenance by the CPCA of the drag along rights, described at paragraph 4.2 of the report to the Skills Committee of 17 January 2022 (link below) and in order to reflect the share allotments as noted in paragraph 4 below.
 4. Consent, as shareholder, to Peterborough HE Property Company Ltd (Prop Co 1):
 - a) issuing the following shares:
 - i. To Peterborough City Council, shares to the value of £20m (in consideration of it investing £20m of Levelling Up Fund (LUF) funding)
 - ii. To CPCA, shares to the value of £2m (in consideration of it investing £2m of Local Growth Fund funding)
 - iii. To Anglia Ruskin University, shares to the value of £4m in consideration of it investing £4m)
- and note that the share issue should be completed by 31 March 2022
- b) Agreeing revisions to the Development Management Agreement to extend the delivery specification in relation to the project management and delivery services and associated support services to relate also to Phase 3.
 - c) Entering into a land transfer with PCC to acquire the Phase 3 land and then enter into an agreement for lease, and lease with ARU Peterborough in respect of the Phase 3 Building, and such consequential and other ancillary agreements on such terms as the Chief Executive of the CPCA in consultation with the Chief Legal Officer (Monitoring Officer), and the Deputy Chief Finance Officer (s73 Officer) may agree.
 - d) Adopting a revised Business Plan, including such changes as are necessary to reflect the construction works and agreement for lease, and lease to ARU-Peterborough of the Phase 3 building in addition to the Phase 1 building.
5. Delegate authority to the Chief Executive of the CPCA in consultation with the Chief Legal Officer (Monitoring Officer), and the Deputy Chief Finance Officer (s73 Officer) to agree:
 - a) such changes to the Collaboration Agreement providing that changes to the delivery obligations (and respective timings) are made as described in 5.2 of this report.

- b) In respect of the Collaboration Agreement, such changes in respect of increased target for student numbers, the curriculum model, and the site and building plan as described in paragraph 5.2 of this report.
- c) The Development Management Agreement, such changes in respect of the provision of programme management services to Propco1, related to the Phase 3 construction project, are made as described in 5.2 of this report.
- d) To create or modify any such other documents as the Chief Legal Officer (Monitoring Officer) advises are necessary to give effect to the recommendations

5.2 Health and Care Sector Work Academy

It was resolved to:

- a) Approve the new profiled spend in accordance with the approved extension of the innovative employment pilot on recruitment and progression in the Health & Care Sector.
- b) Note the performance of the Health and Care Sector Work Academy to date.

5.3 Employment and Skills Strategy and Action Plan

It was resolved to:

- a) Approve the Employment and Skills Strategy.
- b) Note that the Employment and Skills Strategy will be incorporated in the wider Economic Growth and Skills Strategy, due to be published in March 2022.

5.4 Growth Works Management Review - January 2022

It was resolved to:

- a) Note the Growth Works programme performance up to 31st October 2021.

Part 6 – Housing and Communities Committee Recommendations to the Combined Authority

6.1 Digital Connectivity Business Case

It was resolved to:

- a) Approve the Digital Connectivity Business Case included as Appendix 1 to this report.

- b) Approve £4.5m budget from the subject to approval line in the Medium-Term Financial Plan for 2022/23 to 2024/25.

Part 7 – Business Board recommendations to the Combined Authority Board

7.1 Strategic Funding Management Review January 2022

It was resolved to:

- a) Approve the revised strategic approach for targeting Category 1 of the Business Board recycled funds.
- b) Approve the criteria for the project scoring assessment of applications to the Business Board recycled funds.
- c) Approve the process for investing Business Board recycled funds as stated at Category 1 and 2.

Part 8 – Governance Reports

8.1 Combined Authority Board and Committee Membership Changes January 2022

It was resolved to:

- a) Note the appointment by Cambridge City Council of Councillor Anna Smith as its substitute member on the Combined Authority Board for the remainder of the municipal year 2021/2022
- b) Ratify the appointment by Cambridge City Council of Councillor Katie Thornburrow as its member on the Transport and Infrastructure Committee for the remainder of the municipal year 2021/2022.
- c) Ratify the appointment by Cambridge City Council of Councillor Richard Robertson as its substitute member on the Transport and Infrastructure Committee for the remainder of the municipal year 2021/2022.
- d) Ratify the appointment by Cambridge City Council of Councillor Cllr Niamh Sweeney as its member on the Skills Committee for the remainder of the municipal year 2021/2022.
- e) Note the appointment by Peterborough City Council of Councillor Mohammed Haseeb as its substitute member on the Audit and Governance Committee for the remainder of the municipal year 2021/2022.
- f) Note the named substitute representative for the Police and Crime Commissioner's Office (John Peach).
- g) Note the appointment by Fenland District Council of Councillor Jan Smith as its substitute member on the Audit and Governance Committee for the remainder of the municipal year 2021/2022.

8.2 **Annotated Forward Plan – 14 January 2022**

It was resolved to approve the Forward Plan for January 2022.

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

DECEMBER 2021

9. 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.

- ❖ Housing Strategy One Year On
- ❖ Infrastructure Funding Statement
- ❖ Litter Minimisation Strategy 2021-2025

20. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 2 Other Applications
- ❖ 1 Section 106 Agreement
- ❖ 8 Applications requiring reference to Development Management Committee
- ❖ Appeal Decisions

JANUARY 2022

6. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ Hinchingsbrooke Country Park Scheme Design
- ❖ Work Programme

20. 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).

- ❖ Hinchingsbrooke Country Park Scheme Design

24. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 1 Deferred Item
- ❖ 1 Section 106 Agreement
- ❖ 3 Applications Requiring Reference to Development Management Committee
- ❖ Appeal Decisions

26. CORPORATE GOVERNANCE COMMITTEE

- ❖ Model Councillor Code of Conduct 2020
- ❖ External Audit 2020/21
- ❖ Invitation to become an Opted In Authority: The Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015
- ❖ Proposal to Uplift the Code of Procurement Thresholds
- ❖ Disposals and Acquisitions Policy: Land and Property – Update on Thresholds
- ❖ Approval for Publication of the 2020/21 Annual Financial Report (Withdrawn from Agenda)
- ❖ Progress on Annual Governance Statement 2019/20 Significant Issues
- ❖ Implementation of Internal Audit Actions
- ❖ Progress on the Internal Audit Plan
- ❖ Code of Conduct Complaints – Update
- ❖ Update on Code of Conduct and Register of Disclosable Pecuniary Interests
- ❖ Lead and Deputy Independent Persons
- ❖ Corporate Governance Committee Progress Report

FEBRUARY 2022

2. OVERVIEW AND SCRUTINY PERFORMANCE AND GROWTH)

- ❖ A428 Black Cat to Caxton Gibbet Improvements Scheme
- ❖ Final 2022/23 Budget and Medium-Term Financial Strategy 2023/24 to 2026/27: including the Capital Programme
- ❖ 2022/23 Treasury Management, Capital and Investment Strategies
- ❖ Financial Performance Report 2021/22, Quarter 3
- ❖ Corporate Performance Report 2021/22, Quarter 3
- ❖ Work Programme

3. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ Huntingdonshire Tree Strategy Review 2020-2030 – Annual Update.
- ❖ Work Programme

9. EMPLOYMENT COMMITTEE

- ❖ Workforce Report, Quarter 3 2021-22
- ❖ Pay Policy Statement 2022-23
- ❖ Employee Reward Update
- ❖ Employee Representatives Group.

10. 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).

- ❖ Final 2022/23 Budget and Medium-Term Financial Strategy 2023/24 to 2026/27: including the Capital Programme
- ❖ 2022/23 Treasury Management, Capital and Investment Strategies
- ❖ A428 Black Cat to Caxton Gibbet Improvements Scheme
- ❖ Financial Performance Report 2021/22, Quarter 3
- ❖ Corporate Performance Report 2021/22, Quarter 3

21. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 17 Applications Requiring Reference to the Development Management Committee
- ❖ Appeal Decisions

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