



A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS)** will be held in **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 6 NOVEMBER 2025** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 6)

To approve as a correct record the Minutes of the Overview and Scrutiny Panel (Environment, Communities and Partnerships) meeting held on 2nd October 2025.

Contact Officer: B Buddle
01480 388008

2. MEMBERS' INTERESTS

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

Contact Officer: B Buddle
01480 388008

3. OVERVIEW AND SCRUTINY WORK PROGRAMME (Pages 7 - 22)

- a) The Panel are to receive the Overview and Scrutiny Work Programme and Notice of Key Executive Decisions
- b) Members to discuss future planning of items for the Work Programme

Contact Officer: B Buddle
01480 388008

4. PLAY SUFFICIENCY

The Panel is invited to comment on the Play Sufficiency Report – to follow.

Executive Councillor: J Kerr

Contact Officer: G Holland
01480 388157

5. COUNCIL TAX SUPPORT 2026/27 (Pages 23 - 30)

The Panel is invited to comment on the Council Tax Support 2026/27 Report.

Executive Councillor: S Ferguson

**Contact Officer: K Kelly
01480 388151**

29 day of October 2025

Michelle Sacks

Chief Executive and Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

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

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Please contact Mrs Beccy Buddle, Democratic Services Officer (Scrutiny), Tel No: 01480 388008/e-mail Beccy.Buddle@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

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

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

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

Emergency Procedure

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

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS) held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 2 October 2025.

PRESENT: Councillor N J Hunt – Chair.

Councillors T Alban, S Bywater, S J Criswell,
M A Hassall, M Kadewere, C Lowe,
S Mokbul, B M Pitt, D J Shaw, D Terry and
N Wells.

APOLOGIES: There were no apologies

IN ATTENDANCE: Councillor S Howell.

24. MINUTES

The minutes of the meeting of 4th September 2025 were approved as a correct record and were signed by the Chair.

25. MEMBERS' INTERESTS

Councillor N Hunt declared an other registerable interest in Minute 25/28 by virtue of being a Huntingdon Town Councillor.

26. OVERVIEW AND SCRUTINY WORK PROGRAMME

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) the Overview and Scrutiny Work Programme and Notice of Key Decisions for the period 1st October 2025 to 31st January 2026 were presented to the Panel.

Councillor Lowe expressed an interest in gaining a better understanding of the Community Chest Fund and it was agreed that this would be arranged following the meeting.

27. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

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

28. HUNTINGDON SPORT AND HEALTH HUB - RIBA STAGE 2

The Panel gave consideration to an exempt report by the Head of Leisure, Health and Environment, (a copy of which was appended in the annex to the Minute Book), on the Huntingdon Sport and Health Hub RIBA Stage 2 Report which was presented to the Panel.

Following the discussion, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be passed to Cabinet for their consideration when making a decision upon the recommendations within the report.

Chair

Overview and Scrutiny Work Programme 2025-26 - Performance and Growth

Forward Agendas

Meeting Date	Pre-Scrutiny	Scrutiny Review
3 rd December 2025	Market Towns- Ramsy Update	Performance Quality Framework
4 th February 2026	- Final 2026/27 Budget and Medium Term Financial Strategy (2027/28 to 2030/31) including Capital Programme - Treasury Management Capital and Investment Strategies - Corporate Performance Report 2025/26 (Quarter 3)	
4 th March 2026	Community Infrastructure Levy Funding	

Unscheduled Agenda Items

Item	Notes	Progress
Local Plans	Engagement with Parishes and residents – ease of submitting responses	
CIL Strategic Allocation		
Local Development Order for Brampton Cross		
Housing Strategy Refresh		

Decision to implement 2025/26 Parking Fees		
Parking Strategy Refresh		Under development, anticipated for inclusion in the democratic cycle in Spring 2026

O&S Topics Identified For Further Consideration

Subject	Brief	Status
Huntingdonshire Evening Economy	• Huntingdonshire's Evening Economy - supporting the night-time economy across our District • How HDC currently supports the evening economy across our market towns and rural areas (possibly across financial/business support, safety, growth, CCTV service, rural rates relief policies), as well as how we can influence our partners to provide further support for this strategic sector (including wider economic support, skills and employment).	More info and scoping requested from Cllrs

Overview and Scrutiny Work Programme 2025-26 - Environment, Communities and Partnerships

Forward Agendas

Meeting Date	Pre-Scrutiny	Scrutiny Review
6 th November 2025	- A Sustainable Framework for Play in Huntingdonshire - Council Tax Support 2026/27	
4 th December 2025		

Unscheduled Agenda Items

Item	Notes	Progress
Fleet Decarbonisation Project	Report under development following discussion with the Climate working group for initial feedback	Report being finalised prior to scheduling onto the democratic cycle of meetings in the Autumn.
Community Safety Partnerships	- Consider bringing forward a paper to review and understand what Huntingdonshire District Council has done or is currently doing in relation to the Community Safety Partnership (CSP). - Given the importance of community safety, I believe it would be beneficial to examine the CSP's	Report being developed ahead of scheduling onto the Agenda.

	activities, outcomes, and any ongoing initiatives to ensure transparency and alignment with local needs, thus improve local understanding. • Is it working, could this be improved?	
Community Health and Wealth Update	Following the project launch an update on initial feedback and successes will be brought to the Panel.	Report being developed ahead of scheduling onto the Agenda.

O&S Topics Identified For Further Consideration

Subject	Brief	Status
Civil Parking Enforcement Update	• An update on implementation and feedback on progress was requested by Councillor Alban at the July meeting of the Panel	Investigating with Officers an appropriate time to schedule onto the agenda
Hinchingbrooke Hospital	• Update on redevelopment works • Big organisations making a difference locally, local recruitment • Link to preventative and integrated care	More info and scoping requested from Cllrs
Open Spaces in Huntingdonshire	• HDC owned – HCP, Paxton Pits • Great Fen • Green spaces perspective and how links with the local plan • Access for residents – health lifestyles, mental health, OLAL • Purpose of open spaces, and strategic use of them • Mental Health, Well-being • Wildlife corridors	More info and scoping requested from Cllrs
Customer Service Model	• Community support • Merits of speed of customer contact versus depth of discussion and customer outcome	More info and scoping requested from Cllrs

Huntingdonshire's Legacy	• Culture and influence of Huntingdonshire • Creating a legacy for the district	More info and scoping requested from Cllrs
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Working Groups

Climate Working Group		
Members: Cllrs N Hunt, T D Alban, M Hassall, C Lowe, B Pitt and D Shaw		
Lead Officer: Adjusted to suit the topic, enquiries to B Buddle		
Progress: November 2022: Initial Meetings held to establish Terms of Reference for the group. April 2023: Regular meetings established. Evidence and information gathering to be progressed. Group to be involved in the Electric Vehicle Charging Strategy Development. January 2024: Meetings held to discuss proposed work plan for the group and to discuss HVO Fuels project November 2024: Meeting to discuss future proposed projects January 2025: Group met to review the HVO draft report prior to its consideration by the Panel August 2025: Group met twice to discuss both the Energy Strategy and the Fleet Decarbonisation Project for initial feedback prior to their inclusion in the democratic cycle of meetings over Autumn 2025 Next Steps: Meetings to be scheduled as required to allow involvement in proposed works.		
Disabled Facilities Grants Group		
Members: I P Taylor, B Banks, C Tevlin and C Lowe		
Lead Officer: Claudia Deeth		
Progress: February 2024: Councillors invited to express their interest in being involved with the project. August 2024: initial meeting held and scope of project discussed February 2025: Further meeting held to update the group on the progress of the project Next Steps: DFG team to arrange ongoing schedule of meetings		

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NOTICE OF EXECUTIVE KEY DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

Prepared by: Councillor Sarah Conboy, Executive Leader of the Council
Date of Publication: 20 October 2025
For Period: 1 November 2025 to 28 February 2026

Membership of the Cabinet is as follows:-

Councillor Details		Councillor Contact Details
Page 13	Councillor S J Conboy	Executive Leader of the Council and Executive Councillor for Place
		Cloudberry Cottage 9 Earning Street Godmanchester Huntingdon PE29 2JD Tel: 01480 414900 / 07831 807208 E-mail: Sarah.Conboy@huntingdonshire.gov.uk
	Councillor L Davenport-Ray	Executive Councillor for Climate, Transformation and Workforce
		73 Hogsden Leys St Neots Cambridgeshire PE19 6AD E-mail: Lara.Davenport-Ray@huntingdonshire.gov.uk
	Councillor S Ferguson	Executive Councillor for Resident Services and Corporate Performance
		9 Anderson Close St Neots Cambridgeshire PE19 6DN Tel: 07525 987460 E-mail: Stephen.Ferguson@huntingdonshire.gov.uk

Councillor J Harvey	Executive Governance Services	Councillor for and Democratic	c/o Huntingdonshire District Council Pathfinder House St Mary's Street Huntingdon Cambridgeshire PE29 3TN Tel: 07941 080531 E-mail: Jo.Harvey@huntingdonshire.gov.uk
Councillor S Howell	Executive Communities, Health and Leisure	Councillor for	c/o Huntingdonshire District Council Pathfinder House St Mary's Street Huntingdon Cambridgeshire PE29 3TN Tel: 01733 794510 E-mail: Sally.Howell@huntingdonshire.gov.uk
Councillor J Kerr	Executive Countryside, Waste and Street Scene	Councillor for Parks and	15 Crown Walk St Ives Cambridgeshire PE27 5QN Tel: 07906 899425 E-mail: Julie.Kerr@huntingdonshire.gov.uk
Councillor B Mickelburgh	Executive Resources	Councillor for Finance &	2 Grainger Avenue Godmanchester Huntingdon Cambridgeshire PE29 2JT Tel: 07441 392492 E-mail: Brett.Mickelburgh@huntingdonshire.gov.uk

Councillor T Sanderson	Deputy Executive Leader and Executive Councillor for Planning	29 Burmoor Close Huntingdon Cambridgeshire PE29 6GE Tel: 01480 436822 E-mail: Tom.Sanderson@huntingdonshire.gov.uk
Councillor S Wakeford	Executive Councillor for Economy, Regeneration and Housing	4 Croft Close Brampton Huntingdon Cambridgeshire PE28 4TJ Tel: 07762 109210 E-mail: Sam.Wakeford@huntingdonshire.gov.uk

Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

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Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing Democratic.Services@huntingdonshire.gov.uk or by contacting the Democratic Services Team. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the Authority proposes:-
 - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon PE29 3TN.

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- Notes:-
- (i) Additions changes from the previous Forward Plan are annotated ***
 - (ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

Matter for Decision Description of Decision	Decision Maker	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Community Chest Grant Aid Awards 2025/26 To consider applications received via the Community Chest Awards Scheme for 2024/25.	Grants Panel	18 Mar 2026		Claudia Deeth, Public Protection Manager Tel: (01480) 388233 or email: Claudia.Deeth@huntingdonshire.gov.uk		S Howell & L Davenport-Ray	Environment, Communities & Partnerships

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Matter for Decision Description of Decision	Decision Maker	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
A Sustainable Framework for Play in Huntingdonshire To approve a new framework for play provision in the district and to ensure provision is sustainable and meets the needs of all communities.	Cabinet	18 Nov 2025		Gregg Holland, Head of Leisure, Health & Environment Tel: (01480) 388157 or email: Gregg.Holland@huntingdonshire.gov.uk Kirstien Drew, Parks and Countryside Development Coordinator Tel: (01480) 388254 or email: Kirstien.Drew@huntingdonshire.gov.uk		J Kerr	Environment, Communities & Partnerships
Council Tax Support 2026/27 To review performance of the scheme to date and agree the scheme for 2026/27	Cabinet	18 Nov 2025		Katie Kelly, Revenue and Benefits Manager Tel: (01480) 388151 or email: Katie.Kelly@huntingdonshire.gov.uk		S Ferguson	Environment, Communities & Partnerships

Matter for Decision Description of Decision	Decision Maker	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Local Government Reorganisation	Cabinet	24 Nov 2025		Michelle Sacks, Chief Executive and Head of Paid Service Tel: (01480) 388116 or email Michelle.Sacks@huntingdonshire.gov.uk		S Conboy	
Council Tax Premiums***	Executive Councillor and S151 Officer	5 Dec 2025		Katie Kelly, Revenue and Benefits Manager Tel: (01480) 388151 or email Katie.Kelly@huntingdonshire.gov.uk		S Ferguson	
Rural Rate Relief***	Executive Councillor and S151 Officer	5 Dec 2025		Katie Kelly, Revenue and Benefits Manager Tel: (01480) 388151 or email Katie.Kelly@huntingdonshire.gov.uk		S Ferguson	

Matter for Decision Description of Decision	Decision Maker	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Approval of Council Tax Base***	Chair of Corporate Governance and Section 151 Officer	18 Dec 2025		Katie Kelly, Revenue and Benefits Manager Tel: (01480) 388151 or email Katie.Kelly@huntingdonshire.gov.uk		B Mickelburgh	
Final 2026/27 Budget and Medium Term Financial Strategy (2027/28 to 2030/31) including Capital Programme***	Cabinet	10 Feb 2026		Lydia Morrison, Interim Corporate Director, Finance and Resources (S151).		B Mickelburgh	Performance & Growth

Matter for Decision Description of Decision	Decision Maker	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Treasury Management Capital and Investment Strategies***	Cabinet	10 Feb 2026		Oliver Colbert, Financial and Treasury Accountant Tel: (01480) 388067 or email Oliver/Colbert@huntingdonshire.gov.uk		B Mickelburgh	Performance & Growth
Habitat Banking***	Cabinet	10 Feb 2026		Nick Massey, Open Spaces Project Manager Email: Nick.Massey@huntingdonshire.gov.uk		J Kerr	Environment, Communities & Partnerships

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Public
Key Decision – Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Council Tax Support Scheme 2026/27

Meeting/Date: Overview & Scrutiny (Environment, Communities and Partnerships) – 6th November 2025

Executive Portfolio: Resident Services and Corporate Performance (Cllr S Ferguson)

Report by: K Kelly – Revenues & Benefits Manager

Ward(s) affected: All

Executive Summary:

This report provides an update on performance the updated Local Council Tax Support Scheme that was implemented in April 2024, along with a recommendation to maintain the existing scheme for 2026-27.

RECOMMENDED

The Overview and Scrutiny Panel is invited to comment on the Council Tax Support Scheme report.

Public
Key Decision – Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Council Tax Support Scheme 2026-27

Meeting/Date: Cabinet: 18 November 2025
Council: 17 December 2025

Executive Portfolio: Resident Services and Corporate Performance
(Cllr S Ferguson)

Report by: K Kelly – Revenues and Benefits Manager

Ward(s) affected: All

Executive Summary:

Since the abolition of Council Tax Benefit in 2013, Local Authorities in England have been required to administer their own Council Tax Support (CTS) schemes.

Whilst support for residents of pensionable age is determined by Central Government, schemes for working age residents are set locally. Local Authorities are required to review their CTS schemes annually and to decide to either maintain their existing scheme or replace it.

The Council made amendments to the CTS scheme for 2024-25. The following report provides an update on the operation of the scheme since then, alongside recommendations for 2026-27.

Recommendation(s):

The Cabinet is

RECOMMENDED

To note the contents of the report and endorse the recommendation that the scheme principles for 2026-27 remain unchanged, ensuring that the scheme continues to deliver support to low-income households across the district in line with the Corporate Priorities to improve the quality of life for local people, and to deliver good quality, high value-for-money services.

1. PURPOSE OF THE REPORT

- 1.1 Since 2013, the Council has been required to design and administer its own Council Tax Support (CTS) Scheme for residents of Working Age. The scheme for Pension Age residents is set by Central Government.
- 1.2 The Council is required to review the CTS scheme each year in accordance with schedule 1a (5) of the Local Government Finance Act 1992 and decide to maintain or amend the scheme.

2. BACKGROUND

- 2.1 CTS is a means-tested support scheme that reduces the amount of Council Tax payable by residents on low incomes. Whilst CTS rules for pension age residents are prescribed by Central Government, Local Authorities are required to design and administer their own schemes to support residents of working age.
- 2.2 In December 2023 the Council decided to amend the CTS scheme for 2024/25, offering a simplified scheme intended to provide greater levels of support for those most in need, in line with our Corporate Priority to keep people out of crisis and support those in crisis.

3. ANALYSIS

- 3.1 The redesigned CTS scheme launched in April 2024 with the intention of providing increased levels of support of up to 100% of Council Tax liability to low-income households across the district.
- 3.2 The new scheme was designed to be easier to understand, with levels of support determined by weekly income bands linked to Universal Credit (UC) standard allowances. The requirement for residents to make a separate claim for CTS when they made a claim for Universal Credit was also removed to make the scheme easier to access.
- 3.3 As a result of the changes implemented, the following impacts are noted:

Intention	Outcome
To provide increased levels of support to low-income households	The number of households receiving 100% CTS has increased from 1,307 in March 2024, to 3,893 in August 2024, and 3,941 in July 2025.
To make the scheme easier to understand and access	An additional 986 working age households are receiving support since March 2024, bringing the total to 5,152, or around 6% of all households across the district. Most of the additional new claims have arisen as a result of notifications received from the Department of Work and Pensions (DWP) advising of new UC claims in payment, following the removal of the requirement to make a separate claim for CTS.

To ensure a simplified scheme provides opportunities for automation and improvements in processing times* *please note the processing times quoted relate to CTS only, rather than the combined Housing Benefit and CTS performance that is reported as part of KPIs	The new scheme has enabled greater use of technology to automate the processing of changes in circumstances. In the period April – August 2025, 69.84% of changes were processed automatically, compared to 62.52% in 2024, and 30.6% in 2023. These advances in automation have enabled the team to tolerate the increased caseload volumes whilst improving response times, all within existing resources. The average number of days taken to process changes in circumstances has reduced from 8.78 days in 2023 to an average of 2.86 days in 2025. New claims for CTS are processed within an average of 18.8 days in 2025, compared to 19.64 days in 2023.
To reduce the number of bills issued due to CTS changes, and to reduce recovery action taken	There was a small increase (598 in 2024/25) in the total number of Council Tax bills issued due to CTS, since the scheme went live which is mainly due to new claims. An overall reduction in the number of Reminders and Summons has been noted, with 2,515 less reminders (10%) and 1205 (16%) less court summonses being issued in 2024/25 when compared to the previous year. During the same period the team achieved the highest in-year Council Tax collection rate for 5 years of 98.09%, and these trends have continued into 2025/26.

- 3.4 The analysis of the CTS scheme to date shows that it is performing as intended, delivering greater levels of support to residents in a more responsive time frame.
- 3.5 It is therefore recommended that the principles of the scheme, as shown in APPENDIX A, remain unchanged, with the starting point for the income bands to be increased in line with uplifts in the standard allowances for Universal Credit for 2026/27, as set out within the scheme.

4. COMMENTS OF OVERVIEW & SCRUTINY

- 4.1 The comments of the relevant Overview and Scrutiny Panel will be included in this section prior to its consideration by the Cabinet.

5. KEY IMPACTS / RISKS

- 5.1 The cost of CTS is calculated as a reduction to the Council tax base. That is, the number of band D equivalent dwellings across the district from which Council Tax can be generated.
- 5.2 A forecast of the Council tax base is set each year, which includes estimates new properties being added to the Council Tax list, along with estimates for the impact of other discounts, exemptions and CTS. Regular monitoring of the taxbase is conducted, with the trend indicating that the forecast is likely to be met by the end of the financial year.

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

[\(See Corporate Plan\)](#)

- 6.1 The Corporate Plan for 2023-2028 outlines our commitment to:
1. Improve the quality of life for local people
 2. Create a better Huntingdonshire for future generations
 3. Deliver good quality, high value-for-money services
- 6.2 The CTS scheme directly supports points 1 and 3, by ensuring that the requirement to pay Council Tax continues to be proportionate to financial circumstances by reducing or even eliminating the requirement to pay for low-income households across the district. The increase in caseload shows that the support is reaching those in need.
- 6.3 Changes to the scheme have also enabled improvements in service delivery, ensuring that residents receive decisions in a timely manner whilst reducing the risk of overpayments.

7. REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 Following a review of the CTS scheme, it is evident that the scheme is performing as intended, with additional support being provided to low-income households alongside service delivery improvements, in line with our Corporate Priorities.

8. LIST OF APPENDICES INCLUDED

Appendix A – CTS Scheme Principles

CONTACT OFFICER

Name/Job Title: Katie Kelly, Revenues and Benefits Manager
Tel No: 01480 388151
Email: katie.kelly@huntingdonshire.gov.uk

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APPENDIX A – CTS Scheme Principles

1) Income Bands

The scheme is designed so that Band 1 figures align with Universal Credit allowances, followed by bands of £50. These are updated annually in line with UC allowance uprating. The figures shown below are for 2025/26.

Band	Discount	Single Person (weekly net income)	Couple with no children (weekly net income)	Couple or Lone Parent with one child/young person (weekly net income)	Couple or Lone Parent with two children /young persons (weekly net income)	Couple or Lone Parent with three children /young persons (weekly net income)	Couple or Lone Parent with four or more children/young persons (weekly net income)
1*	100%	£0 to £93.00	£0 to £145.00	£0 to £213.00	£0 to £281.00	£0 to £348.00	£0 to £416.00
2	75%	£93.01 to £143.00	£145.01 to £195.00	£213.01 to £263.00	£281.01 to £331.00	£348.01 to £398.00	£416.01 to £466.00
3	50%	£143.01 to £193.00	£195.01 to £245.00	£263.01 to £313.00	£331.01 to £381.00	£398.01 to £448.00	£466.01 to £516.00
4	25%	£193.01 to £243.00	£245.01 to £295.00	£313.01 to £363.00	£381.01 to £431.00	£448.01 to £498.00	£516.01 to £566.00
5	0%	£243.01 +	£295.01+	£363.01+	£431.01+	£498.01+	£566.01+

- 2) The highest level of discount is equal to the maximum Council Tax liability (100%), Band 1, and all current applicants that are in receipt of a ‘*passported benefit’ such as Income Support, Jobseeker’s Allowance (Income Based) and Employment and Support Allowance (Income Related) will receive maximum discount;
- 3) All other discount levels are based on the applicant’s and partner’s, (where they have one) net weekly income, and the scheme allows for variation in household size with the levels of income per band increasing where an applicant has a partner, and / or dependants.
- 4) Any changes are applied on a daily basis in line with Council Tax liability. Claims can be backdated up to a maximum of 12 months from the date of claim where circumstances show that the applicant would have been continuously eligible for the period in question had they applied at the time.
- 5) There are no reductions in CTS award levels where an applicant has non-dependants living with them.
- 6) To encourage work, a standard disregard of up to £50 per week is provided against all earnings.

- 7) Disability benefits such as Disability Living Allowance and Personal Independence Payment are disregarded, and a further disregard of £50 per week is applied to a customers' total income where one of those benefits are in payment.
- 8) Carer's Allowance and the Support Component of Employment and Support Allowance is disregarded to protect carers and those with additional support needs.
- 9) Childcare, child maintenance, and child benefit is disregarded, in order to support families.
- 10) Universal Credit is made up of different components dependant on the household circumstances. The following elements are disregarded within the scheme: housing element, limited capability for work, childcare, disabled child, and carer's element.
- 11) War pensions and war disablement pensions are disregarded.
- 12) The Capital limit is set at £10,000, and any applicant who has capital above that level will not qualify.
- 13) The full technical scheme document is published on the website [here](#)