



A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 17 DECEMBER 2025** at **7:15 PM (OR ON THE RISING OF THE SPECIAL COUNCIL)** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **APOLOGIES**

#### **1. THOUGHT FOR THE DAY**

Reverend Mark Amey of All Saints Parish Church St Ives to open the meeting with a 'Thought for the Day'.

**Time Allocation: 2 minutes**

#### **2. MINUTES** (Pages 7 - 24)

To approve as correct records the Minutes of the meetings of the Council held on 15th October 2025 and 19th November 2025.

**Time Allocation: 2 Minutes.**

#### **3. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

**Time Allocation: 2 Minutes.**

#### **4. CHAIRS ENGAGEMENTS AND ANNOUNCEMENTS** (Pages 25 - 26)

To note the Chair and Vice Chair's engagements and announcements since the last Council meeting.

**Time Allocation: 5 Minutes.**

## **5. QUESTIONS BY MEMBERS OF THE PUBLIC**

To answer any questions submitted by the public in accordance with the Constitution.

The deadline for the receipt of public questions is five days prior to the meeting and must be submitted to the Monitoring Officer.

**Time Allocation: 10 Minutes**

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

In accordance with the Council Procedure Rules, all questions –

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

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

**Time Allocation: 30 Minutes.**

## **7. LICENSING ACT 2003: STATEMENT OF LICENSING POLICY (Pages 27 - 74)**

Councillor N Wells, Chair of the Licensing Committee to present a draft Statement of Licensing Policy to the Council for approval for a five year period from January 2026.

***(The draft Statement was endorsed by the Licensing Committee at their meeting on 22nd October 2025).***

**Time Allocation: 5 minutes**

## **8. COUNCIL TAX SUPPORT 2026/27 (Pages 75 - 82)**

Councillor S W Ferguson Executive Councillor for Resident Services and Corporate Performance to present a report reviewing the Council Tax Support Scheme for 2026/27.

***(The report was considered by the Overview and Scrutiny Panel (Environment, Communities and Partnerships) and the Cabinet at their meetings in November 2024. The Cabinet endorsed the recommendations).***

**Time Allocation: 5 minutes**

**9. PARKING CHARGES - IMPLEMENTATION OF INCREASE** (Pages 83 - 98)

Councillor B Mickelburgh, Executive Councillor for Finance and Resources to present in relation to parking charges.

*(In the event Cabinet decide to implement the budget proposal for the charge increase, this item will be withdrawn as there will be no decision to take from Council).*

**Time Allocation: 15 Minutes.**

**10. REORGANISATION OF COMMUNITY GOVERNANCE ORDER - GLATTON AND CONINGTON** (Pages 99 - 106)

Councillor M J Burke, Chair of the Corporate Governance Committee to present a report on the outcome of the Community Governance Review of the parishes of Glatton and Conington.

*(The report was considered and endorsed by the Corporate Governance Committee at their meeting on 9th July 2025).*

**Time Allocation: 5 Minutes.**

**11. CHANGES TO THE CONSTITUTION - COUNCIL PROCEDURE RULES AND SUBSTITUTES POLICY** (Pages 107 - 156)

Councillor M J Burke, Chair of the Corporate Governance Committee to present a report on proposals to amend the Council's Constitution to update the Council Procedure Rules and establish a Substitutes Policy.

*(The report was considered and endorsed by the Corporate Governance Committee at their meeting on 26th November 2025).*

**Time Allocation: 5 Minutes.**

**12. TREASURY MANAGEMENT 6 MONTH PERFORMANCE REVIEW** (Pages 157 - 194)

Councillor Brett Mickelburgh, Executive Councillor for Finance and Resources to present the Council's Treasury Management performance for the period 1st April to 30th September 2025.

**Time Allocation: 10 Minutes.**

**13. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY UPDATE** (Pages 195 - 218)

This item provides an opportunity for District Council Members to ask questions 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: 10 Minutes.**

**14. OUTCOMES FROM COMMITTEES AND PANELS** (Pages 219 - 222)

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 Chairs.

**Time Allocation: 10 Minutes.**

**15. OVERVIEW AND SCRUTINY JOINT GROUP** (Pages 223 - 230)

To receive the Minutes of the Overview and Scrutiny Joint Group meeting held on 12th November 2025.

**Time Allocation: 2 Minutes**

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

(a) That the appointments to the Overview and Scrutiny Committee on the Cambridgeshire and Peterborough Combined Authority be varied to appoint Councillor J E Harvey as the Lead Member and Councillor N Wells as the Substitute Member on the Committee; and

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

**Time Allocation: 5 Minutes.**

9 day of December 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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The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. 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. 01480 388004 / e-mail [Lisa.Jablonska@huntingdonshire.gov.uk](mailto:Lisa.Jablonska@huntingdonshire.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

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

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

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

### **Emergency Procedure**

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

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Wednesday, 15 October 2025.

PRESENT: Councillor D B Dew – Chair.

Councillors T Alban, B S Banks, M L Beuttell, A Blackwell, R J Brereton, M J Burke, S Bywater, J R Catmur, S Cawley, B S Chapman, J Clarke, S J Conboy, S J Corney, A E Costello, L Davenport-Ray, S W Ferguson, I D Gardener, C M Gleadow, K P Gulson, J E Harvey, M A Hassall, P J Hodgson-Jones, N J Hunt, A R Jennings, M Kadewere, P Kadewere, D N Keane, J E Kerr, C Lowe, R Martin, S R McAdam, B A Mickelburgh, D L Mickelburgh, S Mokbul, Dr M Pickering, B M Pitt, T D Sanderson, D J Shaw, R A Slade, D Terry, C H Tevlin, S Wakeford and N Wells.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors E R Butler, S J Criswell, J A Gray, P A Jordan, J Neish, S L Taylor and I P Taylor.

### **30. THOUGHT FOR THE DAY**

Father Philip Shryane, of St Michael's Catholic Church in Huntingdon, opened the meeting with a thought for the day.

### **31. MINUTES**

Councillor B Chapman observed that Minute 25/19 should read Richard fitz Gilbert, with the amendment noted, the Minutes of the meeting of the Council held on the 16th July 2025 were approved as a correct record and signed by the Chair.

### **32. MEMBER' INTERESTS**

No declarations were received.

The Chair drew Members attention to the departure of Mrs Suzanne Jones, the Corporate Director of Finance and Resources and the Council's Section 151 Officer. The Chamber joined the Chair in thanking Suzanne for her hard work and dedication in the role and wished her well for the future.

### **33. CHAIR'S ENGAGEMENTS AND ANNOUNCEMENTS**

The Council noted those engagements attended by the Chair and

Vice-Chair since the last meeting (a copy of which is appended in the Minute Book).

#### **34. QUESTIONS BY MEMBERS OF THE PUBLIC**

In accordance with Council Procedure Rule 10.1, the following Public Question was presented to the Council –

##### **When will Huntington District Council pass the motion to act as though being Care Experienced is a Protected Characteristic?**

The Executive Councillor for Resident Services and Corporate Performance, Councillor S W Ferguson responded to the question by acknowledging that Care Experienced people of all ages are some of the most vulnerable in society, facing disadvantages across all areas of our lives, from lower educational attainment, reduced earnings, increased risk of loneliness, increased vulnerability to grooming and other abuses, increased contact with the criminal justice system, increased risk of housing instability and homelessness and increased likelihood of mental illnesses, self-harm and suicide, which is one of our most likely causes of death. We are 360% more likely to die prematurely than our non-Care Experienced peers.

Housing is a notable area the district council has direct influence on. Looked After Children are frequently moved across the country due to lack of local placements, a third of Care Leavers become homeless within the first two years of leaving Care and 25% of England's homeless population is Care Experienced. I've been homeless four times in my life, the most recent time just a few months ago, which nearly killed me.

All Councillors and council officers are legally amongst our Corporate Parents, and LGA guidance encourages you to support us like you would your non corporate child. Passing this motion is a vital step to improving the quality of our lives and potentially even saving them.

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

In response to a question from Councillor M J Burke, the Executive Councillor for Finance and Resources, Councillor B A Mickelburgh, advised that the data in relation to the introduction of Civil Parking Enforcement (CPE) was in the process of being compiled and would be including in the Parking Strategy report which would be due into the democratic cycle in Spring 2026.

Following a question from Councillor A R Jennings, the Executive Councillor for Economy, Regeneration and Housing, Councillor S Wakeford, advised the Chamber that the Council were still in the process of taking ownership of the St Neots Market Charter but that this was at the point of conclusion, Councillor Wakeford advised that due to the legal and contractual details he would be happy to further discuss with Councillor Jennings outside of the public forum of the meeting.

In response to a question from Councillor M A Hassall, the Executive Leader, Councillor S J Conboy, advised that conversations with

partners in relation to water bodies and flooding were ongoing and that those agencies were aware of residents concerns. The success of the water and flooding conference hosted earlier in the year was praised and noted that a further conference was being planned with a date to be advised. It was further noted that following flooding from previous years, significant improvements had been made to Cambridgeshire County Council's website and that residents now had the ability to report areas of standing water or concern to assist agencies in managing and responding to flooding concerns.

Following a question from Councillor M Pickering in relation to winter accessibility of footpaths within the Loves Farm area of St Neots, the Executive Councillor for Parks and Countryside, Waste and Street Scene, Councillor J E Kerr, advised the Chamber that Officers were investigating the matter and that an update would be provided in due course.

In response to a question from Councillor R Martin, the Executive Councillor for Finance and Resources, Councillor B A Mickelburgh advised that, as previously mentioned in relation to CPE, the quarter two figures were not yet available and that a full decision would be made by the Cabinet once all the data was available. Councillor Martin observed that whilst he felt this to be a prudent approach, it contradicted the Council's budget which stated that prices would change upon the implementation of CPE. In response to which Councillor Mickelburgh stated that with the benefit of time, it had been decided to pause the changes pending an analysis of the available data in order to make a fully informed decision.

Following a question from Councillor N J Hunt in relation to pollution of rivers, specifically the dumping of waste from vessels, Councillor Kerr advised that work was in progress to develop signage for moorings in the district with the Riverside Park area in Huntingdon identified as the first location.

In response to a question from Councillor C H Tevlin, the Executive Councillor for Planning, Councillor T Sanderson, advised that in relation to planning stats, the Planning department were currently exceeding expectation with the targets they had been set and the maintenance of caseloads for officers, it was also noted that additional support had been resourced in light of some staff absence and in order to ensure targets continued to be met. It was further noted that an extraordinary meeting of the Cabinet would be held on 21st October 2025 to consider the progress of the Preferred Options Draft Local Plan to 2046 and to move it into the consultation period.

Following a request from Councillor A Blackwell to receive an update on the Constitution Review Working Group, the Executive Councillor for Governance and Democratic Services, Councillor J E Harvey, advised that the group had met several times since June and that the report would be brought to the Corporate Governance Committee over the coming months.

## **36. ANNUAL REPORT OF THE CORPORATE GOVERNANCE COMMITTEE**

Councillor M J Burke, Chair of the Corporate Governance Committee

presented the Annual Report of the Committee for 2024/25 (a copy of which is appended in the Minute Book) which summarised the Committees activities and the issues that arose within the financial year.

In presenting the report, the Chair drew attention to the key issues that had been focused on over the 12 month period and noted that Local Government Reorganisation had been factored into the report. It was noted that great consideration and action had been taken against risks for the Council and that great work had been done to mitigate risks and to improve performance. The Chair indicated his appreciation to Council Officers and auditors Ernst and Young for their support in this regard.

Whereupon it was

RESOLVED

that the Annual Report 2024/25 of the Corporate Governance Committee be received and noted.

### **37. ADOPTION OF GREAT STAUGHTON NEIGHBOURHOOD PLAN**

Having regard to a report by the Chief Planning Officer (a copy of which is appended in the Minute Book) on the referendum of the Great Staughton Neighbourhood Plan held on 4th September 2025, the Executive Councillor for Planning acquainted Members with the results of the referendum with an overwhelming vote in favour of supporting the Neighbourhood Plan by a substantial margin.

In opening the debate, Councillor S Cawley spoke in support of the adoption of the Plan and reflected upon the dedication of the community and parish council in bringing the plan to fruition. He further noted that the Plan would protect the rural charm, heritage and strong community spirit of the parish whilst embracing carefully managed growth and a focus on affordability of housing and the proposal of a new NHS facility. It was also observed that the Plan championed sustainability, climate resilience, protecting green spaces and habitats, promoting renewable energy and ensuring that development would respect the distinctive character of the village.

Whereupon and it having been duly proposed and seconded it was

RESOLVED

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

### **38. APPOINTMENT OF INTERIM SECTION 151 OFFICER**

With the assistance of a report by the Chief Executive and Head of Paid Service (a copy of which is appended in the Minute Book) regarding the legislative duty placed on the Council to appoint a Section 151 Officer, the Council were advised of the outcome of the meeting of the Senior Officers Committee which had met on 14th

October 2025 to consider the appointment of an interim Section 151 Officer following the departure of the Corporate Director for Finance and Resources.

Having noted that the proposal enabled the Council to fulfil its duty to appoint an Officer who is responsible for the Council's financial affairs and to ensure that the necessary governance arrangements are in place for Huntingdonshire District Council, it was

RESOLVED

- (a) that Lydia Morrison, be appointed as the Council's Section 151 Officer on an interim basis, effective from 25th October 2025 until the formal appointment of a permanent Officer in post.

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

With the assistance of a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) the Council were acquainted with the changes in the political makeup of the chamber and attention was drawn to the review of political proportionality set out in Appendix A of the report now submitted. It was observed that Group leaders had indicated their wish to wave these arrangements and had instead adopted alternative arrangements in line with the constitutional provision which ensured that every Councillor has a seat on a committee. The changes to seats on committees under Appendix B of the report now submitted were highlighted.

In addition attention was drawn to the formation of an Overview and Scrutiny Joint Group for the purpose of Local Government Reorganisation.

Whereupon and it having been duly proposed and seconded it was

RESOLVED

- (a) that the allocation of seats on District Council Committees and Panels to political groups and to the non-aligned Members be determined in accordance with the distribution illustrated at Appendix B;
- (b) that, in accordance with section 17(1) of the Local Government and Housing Act 1989, the political balance requirements of sections 15 and 16 of the Act in be waived in respect of the Employment Committee Development Management for the remainder 2025/26 Municipal year in order to enable Council to meet provision 3.5 of the Committee Procedure Rules which requires all Councillors to have a seat on a Committee;
- (c) that the requirements for appointments to advisory/sub groups in paragraph 5.3 be noted;
- (d) that a new Local Government Reorganisation Overview and Scrutiny Joint Group be established; and

(e) that 12 Members be appointed to an Overview and Scrutiny Joint Group, with a membership to comprise six Members from each Overview and Scrutiny Panel and be politically proportionate from each Panel.

**40. MEMBERSHIP OF COMMITTEES AND PANELS**

On the recommendation of Councillor S J Conboy, it was

RESOLVED

that Councillor B S Chapman be appointed to the membership of the Corporate Governance Committee in place of Councillor N Wells; and

that Councillor C Tevlin be appointed to the membership of the Licensing Committee in place of Councillor I D Gardener.

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

In conjunction with the decision summaries of the recent meetings of the Cambridgeshire and Peterborough Combined Authority, copies of the decision summaries are appended in the Minute Book.

Following a question relating to cuts to the Tiger Bus Passes from Councillor Hunt, Councillor Wakeford, in his capacity as the Council's representative to the transport committee of the CPCA, it was advised that the mayor had committed to consulting young people ahead of any decision being made with the consultation having gone live in the days preceding the Council meeting. Councillor Wakeford further agreed that the Tiger Pass had proved invaluable to young residents of the District and that he would support its continued existence and that further details on the future of the Tiger Pass were anticipated to be shared in the near future.

**42. OUTCOMES FROM COMMITTEES AND PANELS**

A copy of the list of meetings held since the last meeting of the Council held on 16th July 2025 is appended in the Minute Book and Members were advised that any issues or questions could be raised in relation to these meetings. There were no questions raised.

Chair



## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Wednesday, 19 November 2025.

PRESENT: Councillor D B Dew – Chair.

Councillors T Alban, B S Banks, M L Beuttell,  
A Blackwell, M J Burke, E R Butler,  
S Bywater, J R Catmur, S Cawley,  
B S Chapman, J Clarke, S J Conboy,  
S J Corney, A E Costello, S J Criswell,  
L Davenport-Ray, S W Ferguson,  
I D Gardener, C M Gleadow, J A Gray,  
K P Gulson, J E Harvey, M A Hassall,  
P J Hodgson-Jones, S A Howell, N J Hunt,  
A R Jennings, P A Jordan, M Kadewere,  
P Kadewere, D N Keane, J E Kerr, C Lowe,  
R Martin, S R McAdam, B A Mickelburgh,  
D L Mickelburgh, S Mokbul, J Neish,  
Dr M Pickering, B M Pitt, T D Sanderson,  
D J Shaw, S L Taylor, I P Taylor, D Terry,  
C H Tevlin, S Wakeford and N Wells.

APOLOGIES: No apologies for absence were submitted.

### **43. MEMBERS' INTERESTS**

No declarations were received.

### **44. LOCAL GOVERNMENT REORGANISATION IN CAMBRIDGESHIRE AND PETERBOROUGH**

The Council discussed the Local Government Reorganisation in Cambridgeshire and Peterborough Report at its extraordinary meeting on 19th November 2025.

Before the debate began, the Council were advised verbally by Councillor B S Chapman that St Neots Town Council (SNTC) would be supporting Option C.

Members heard from the Executive Leader, Councillor S J Conboy, that it was important to make an evidence-based decision based upon facts rather than political concerns and that only one Option should be submitted to the Government. She also reminded members that this was an opportunity to vote tactically as only submitted options could be considered by the Secretary of State and this was an opportunity to allow the fullest submission of options for consideration.

Councillor S Bywater addressed the Council and gave thanks to

officers for their hard work and dedication to the papers especially when there is uncertainty over how their own futures will be affected by the decision. He continued that it was important that the debate and decision made was made delivered the best outcome for both Huntingdonshire residents, and the residents of the County as a whole. Councillor Bywater expressed his belief that Option E would create an effective, sustainable and fair option for all. He noted that the current growth within neighbouring authorities was already felt by rural communities bordering those areas and that the forecasted growth would exasperate this situation. He felt that by supporting Option E a strategic and long-term plan for growth would be developed. Councillor Bywater furthermore expressed his lack of support for Option D expressing concern that the split of Huntingdonshire proposed by the Option would simply be to allow for a housing expansion zone from a Council who had run out of room to grow further. In his opinion this would be an unfair burden which would fail residents and burden communities. He also expressed concern about the impact Local Government Reform (LGR) would have upon education and noted that the impact upon schools and Special Educational Needs (SEN) provision had barely been addressed with minimal engagement with the Schools Forum to date. Councillor Bywater observed that Education would be one of the most critical services delivered by the new Unitary Authority (UA) and felt that Option E provided the most stability for the education provision to residents for the future. Councillor Bywater expressed further concern about the pace of the LGR process and noted that this should not be driven by national politics but rather local need. He concluded that residents deserved an option which suits their needs and gives the strongest protection for the future, he felt that this would be Option E.

The Council was then addressed by Councillor T Alban, who observed that there may be varying merits across all the presented options with the exception of Option D, which would see parts of the District become part of a Greater Peterborough. He expressed concern that the resulting UA would be dominated by Peterborough and be city centric, not taking the rural nature of Huntingdonshire into account. Throughout the LGR process to date, Councillor Alban advised that residents and parishes he had spoken to did not have any positive comments in support of Option D, he acknowledged that residents in the North of the District may cross into Peterborough for their work, shopping or socially but that did not mean that they wished to be a part of a Greater Peterborough. Councillor Alban expressed his preference to support either Option E or B which would, in his opinion, create equal regional partnerships. Given that only one option can be supported, he was minded to support Option E which would result in a strong, independent Huntingdonshire. This option would allow to build on economic successes and opportunities within the District and allow neighbouring authorities to do the same thus would be in the best interest of Cambridgeshire and Peterborough residents. Councillor Alban further stated that Option E provided a more identifiable, local and democratic link with residents. He concluded that having invested in the business case to support Option E, Huntingdonshire should not waste the opportunity to present that Option to Government for their consideration.

Councillor J Neish expressed to the Council that in making a decision,

Members should weigh up what was best for the residents of both Huntingdonshire and the region as a whole, noting that the primary concern should be Huntingdonshire residents. He expressed concern about the County Council's preference for Option A which he felt was made in the absence of a supporting business case. He further observed that indications were clear that Cambridge City Council (CCC) and South Cambridgeshire District Council (SCDC) would prefer Option B which would result in a Greater Cambridge authority thus resulting in Option C being unlikely to progress further. Councillor Neish expressed his concern about Option D which had been developed without prior consideration or consultation with Huntingdonshire who would be greatly affected by the proposal which would create an unnecessary split of Huntingdonshire as it is today. Having considered feedback from local parishes and residents, Councillor Neish observed that residents appeared to be overwhelming in favour of Option E. He shared this view observing that it took Huntingdonshire residents into account, kept the District independent of neighbouring areas and reflected upon the stable and responsible authority that Huntingdonshire District Council (HDC) has proven to be and would be the optimal choice to take forward especially considering the proposed future growth within the District boundaries.

Councillor P Kadewere stated that he had given consideration to both Options C and E but noted that it was difficult to ascertain direct comparisons between the two. He observed the sustainability benefits alongside the benefits of being a smaller UA. He stated that he trusted Cabinet to make the right decision at their forthcoming meeting based upon the debate heard at this meeting. In conclusion he advised that he would be supporting Option E.

In addressing the Council, Councillor S Cawley observed that it was rare to make this type of decision which was weighty and with a long-lasting impact on delivered services and managed growth for decades to come. In his opinion, Option E have the strongest, most coherent and sustainable choice for Huntingdonshire. He expressed his concerns about Option D, which he felt must be rejected as incoherent, divisive and a politically driven land and cash grab that did not serve the residents of Huntingdonshire. He further stated that Option E would respect people, place and practicality, its success would be the respect of the nature shape of local communities and that it would keep Huntingdonshire intact, recognising the District as cohesive, with shared services that work and market towns connecting residents thus reflecting how the people of Huntingdonshire actually live rather than lines drawn to create a new UA for political convenience. Councillor Cawley further observed that Option E aligned with current public service footprints including health, police, fire and education as well as the CPCAs long term strategic planning. This alignment would bring long term stability, integration and reduced risks keeping the community of Huntingdonshire whilst enabling reform. He further observed the financial stability of the Option which increased its viability and that the proposed development of Tempsford in St Neots would ensure that the new UA would continue to grow. Councillor Cawley observed that the expressed wishes of Cambridge City and South Cambridgeshire to create a Greater Cambridge option made Option C untenable whilst he felt Option D to be the greatest risk in its

irresponsible, fragmented and divisive split of Huntingdonshire which carved out high growth areas of the District and attached them to its proposal in order to support an authority facing financial pressures. In conclusion Councillor Cawley felt that Option D should be rejected firmly and publicly and that Option E should be supported as a well aligned, sustainable and cohesive future for Huntingdonshire.

Councillor A R Jennings thanked the joint administration for allowing all Members to have an opportunity to debate and vote on the Options outlined within the report rather than preferred options only. Councillor Jennings thought Scrutiny was effective and showed the diligence the Council had applied to the process as a whole. He said he is a long-standing advocate of UAs but think that the speed of the LGR process has missed an opportunity to develop new authorities which reflect the current needs and desires of residents and rely on the building blocks of existing authorities created 50 years ago. Councillor Jennings stated that he had viewed each option with the application of the scoring criteria. He observed that Option A and B were untenable due to their geographic diversity and size. Option D was felt to be ridiculous due to the land split resulting in his ward being aligned with Ramsey and Wisbech but not Huntingdon noting that he would have to drive through Huntingdon to reach the rest of the UA, and a lack of geographical and community understanding. Councillor Jennings weighed the benefits of Options C and E being mindful that Option C on the face of it may have better financials however he was mindful that a solution suitable for all residents was required. He also considered that the feedback from CCC and SCDC demonstrated that they did not wish to be aligned with Huntingdonshire. He observed the levels of development at Tempsford and across the District as a whole and the related benefits that this would bring for both residents and services. He concluded by clarifying he was split on which decision to make between Options C and E and whether to follow his head with Option C or heart with Option E.

Councillor D N Keane addressed the Council reflecting upon his life history within the District, and stated that he wished to support Option E. In giving reasons for this, he noted that scale may create capability but also created distance and complexity, UAs which were too large created additional problems including failings in trust and service deliverability. He observed that Councils often succeed because they understand and serve their communities, a Council which reflects the place its residents identify with has an advantage that no financial metric could truly measure. Councillor Keane observed the many failings of Option D in his opinion due to the division of Huntingdonshire and the division this would create for residents and impracticalities for those communities bordering the new boundaries and creating unnecessary risk for coherent service delivery. He also observed that Option C would risk Huntingdonshire losing its identity in a much larger authority whose focus would inevitably be on a Greater Cambridge which would not be of benefit to Huntingdonshire residents. He also noted that whilst Option B created a balance between urban and rural, it did not provide the clarity or cohesion of Option E. Option E was felt to be the best Option due to keeping Huntingdonshire intact, coherent and accountable whilst be large enough to be financially viable it would also be small enough to remain connected to its communities and built around the lives of its residents. It would give greater control of Huntingdonshire's Local

Plan and create major growth opportunities supporting the principle that efficient public service is not about scale but about identity, focus and purpose. Option E would also enable the new UA to understand the place they serve and give residents the confidence that decisions were made with the best interests of their communities in mind.

In addressing the Council, Councillor Chapman observed that St Neots accounted for roughly 25% of the population of Huntingdonshire and that the information provided by Huntingdon, St Ives and St Neots Town Councils being in favour of Option C would account for nearly half of the District being in favour of this option. He observed that many St Neots residents travelled outside of the District for employment but that this was rarely to the north of the District and felt that they were more aligned to employment within either South Cambridgeshire or Bedfordshire. He reflected upon the previous Local Government Reorganisation which saw the boundaries between Huntingdonshire and Bedfordshire change and felt that many residents and local bodies still bore allegiance with Bedfordshire. He reflected on St Neots location within the OxCam Arc as well as the East West rail and Black Cat transport links and that these developments were not designed to connect St Neots to the North of the region and strengthen the recognition from St Neots residents of a local area which included Bedfordshire, South Cambridgeshire and Cambridge. He further noted that the guided busway connected St Ives to Cambridge. He concluded that he would be supporting Option C and further noted the Councils long standing Shared Services arrangement with SCDC and CCC which had proved to be very efficient partnership working between the authorities and would provide the basis for integration as the process developed.

The Council was then addressed by Councillor P J Hodgson-Jones, who observed that the decisions made needed to reflect upon democracy accountability and practicality as well as localism. He observed that Option D must be rejected due to taking no account of the reality of residents or their communities. He observed that reorganisation into larger authorities would not necessarily lead to greater efficiencies or better services, it would be better to have a viable Council with an identity, a coherence and connection with local people which would be delivered by Option E. He observed the importance of geography and that this was equally important for all residents of the District and noted that Option E would place Huntingdonshire centrally back on the map as a UA rather than a District putting the resulting UA in charge of their own destiny and giving the opportunity to further grow through the already identified areas. In conclusion Councillor Hodgson-Jones also noted that Option E would provide stability for the Cambridgeshire and Peterborough Combined Authority (CPCA) to carry out its strategic role rather than the predicted chaos any other option would entail.

The Leader of the Opposition, Councillor R Martin, addressed the Council echoing the previous thanks to the Officers hard work and dedication in bringing the report and Options to the table for consideration. Councillor Martin quoted Plato "the heaviest penalty for declining to lead is to be led by someone inferior to yourself" observing that Huntingdonshire Councillors knew their residents best and that any option other than E would be allowing others to have a say and potentially dictate the future for Huntingdonshire and its

residents. Councillor Martin observed that Option C proposed for 8 Councillors for St Neots out of a total of 86 giving a 10% representation whereas Option E proposed 11 Councillors for St Neots out of a total of 52 members for the new UA giving a 20% representation thus demonstrating that Option E would give a bigger voice to St Neots and its residents. The Universal Studios development in Bedfordshire was acknowledged and Councillor Martin observed that he felt Option E would provide better opportunities for Huntingdonshire residents whereas the opportunities could be absorbed by the bigger urban centres in Option C. Councillor Martin conveyed that he had had concerns about the only two options being whether Huntingdonshire would align with Cambridge or Peterborough but he was very pleased that the opportunity to retain Huntingdonshire as a unitary had been developed. He felt that this was an opportunity missed to not unilaterally back Option E as this would demonstrate the leadership of Huntingdonshire and their desire to move forward. He observed that Huntingdonshire was unique in both the District and its politics and that the current political balance provided a strong opposition to counter a strong administration holding each other to account and promoting a good deal of collaborative cross party working. He further observed that this did not happen in other authorities, notably those neighbouring the District and that the opportunity to show a united opinion would send a strong message to government that Huntingdonshire not only does things differently but better. He expressed concern that other options would result in Huntingdonshire being the poor relation and concluded that prosperity in Huntingdonshire would only happen under Option E. He expressed concern that under other options, residents would face increased taxes to subsidise the cities and urban centres but that Option E would give hope for Huntingdonshire in creating its own destiny.

The Council was then addressed by Councillor C H Tevlin who noted that she could find merits in both Options C and E. She acknowledged the historical nature of Huntingdonshire with its links to both Oliver Cromwell and also a former Prime Minister, however she also observed that parliamentary boundaries had since changed and that many parts of the District had a stronger local connection with their neighbouring authorities giving the example of Fenstanton and its proximity to South Cambridgeshire. She expressed concerns about Option E and whether the resulting UA would have the sustainability to deal with the burden of social care and its associated financial impact. Councillor Tevlin further acknowledged the existing Shared Service arrangement and significant partnership working between HDC, CCC and SCDC and that this could help to develop Option C. She felt that by choosing Option C Huntingdonshire could remain an equal partner through advocacy for residents and observed that she felt Option C to be the most financially viable option. She stated that she felt Option D to be a terrible option which would tear up Huntingdonshire. She acknowledged that Option E had many great opportunities in terms of defence, Local Plan, housing development and investment in the District but was concerned about the burden of the other statutory services and the resulting financial sustainability. She further observed that Cambridge could be seen as a commuter city and that many Huntingdonshire residents identify with Option C which she would plan to support.

Councillor Hassall began by stating his belief that Options A and C were the most viable options presented with the lengthy agenda pack showing why a three way split of the region did not fit the government's criteria. He felt that the evidence demonstrated Option C scoring the highest when compared with other options. Councillor Hassall observed that Cambridgeshire County Council had only given Councillors the opportunity to vote for or against Option A and whilst this created its own issues, Councillor Hassall believed their decision to force Option A through to the Government was the right decision due to its support for a two-way split rather than multiple fragmented or less viable options. He believed that by supporting Option C HDC would give the Government a genuine choice between two credible unitary models, namely Options A and C. He felt that by failing to back option C, the Council would surrender its best chance at shaping its own future. If only Option A went forward, a partnership with Peterborough would be implemented by default whereas Option C would allow Government to see the associated merits of this business case and how it would be better for Huntingdonshire. He reiterated colleagues' observations about the Shared Services between HDC, CCC and SCDC for ICT, Legal and Building Control. He drew colleagues' attention to the report pack in particular the criteria the Government will use in its decision making and further observed that the note in defence of Option E being that three unitary options are immaterial because the savings are relative to the overall costs of the running services was a weak argument. He noted that the overall aim of LGR was to save money therefore the Government was unlikely to support an Option which would deliver a recurring annual loss. He elaborated on the financial numbers contained within the report and its business cases, and demonstrated that whilst it was claimed the figures were minimal in comparison to the overall budget, that monetary amount could equate to significant improvements for residents with the example of potholes being filled or the development of sports centres being given as examples.

In addressing the Council, Councillor I D Gardener stated that having listened to the discourse from the Overview and Scrutiny Panel and feedback from residents he was convinced that Option E would provide the most viable option for Huntingdonshire even without the Tempsford development whilst maintaining the integrity of Huntingdonshire. By supporting this Option, it would allow the Government the opportunity to make an informed decision across the whole region for the benefit of all residents. He also observed that the partitioning of Huntingdonshire under Option D should not be allowed just because it better suited other authorities as this was to the detriment of Huntingdonshire residents. He observed the geographical challenges which would affect the District under Options C and D with the size of the UA under option D being noted and the road repairs required under Option C in other areas of that new UA to the detriment of roads in Huntingdonshire. Councillor Gardener reflected that Option D would result in increasing housing demands on the District to support Peterborough but without any support to the affected Huntingdonshire residents. In addition, he also observed that SCDC and CCC had been vocal in not wishing to partner with Huntingdonshire and that Option C would again not be for the benefit of Huntingdonshire residents. Councillor Gardener expressed his view that Huntingdonshire Councillors know what is best for Huntingdonshire residents and that Option E would offer the District

the chance to stand united, financially secure and democratically accountable. It would avoid the pitfalls that partnering with neighbouring authorities would bring and would empower the District to create its own sustainable future. He concluded by saying that this should not be about party politics but what was best for the residents of Huntingdonshire and would therefore be supporting Option E.

Councillor M Pickering addressed the Council and stated that whilst he could see the merits of Option E and that it would be admirable to see a strong and independent Huntingdonshire, he could not see the Government ultimately making this decision. He believed that a two unitary model would best fit the Government's criteria which would leave the Options of A and B. He noted that these options would both join Huntingdonshire with Peterborough and that there had been significant comment from colleagues about how Huntingdonshire better aligned with Cambridge, as a result of this and that in Councillor Pickering's mind the Government would not support a three unitary model, he was minded to support Option C.

Councillor N J Hunt started his speech by thanking colleagues from Overview and Scrutiny for their contribution at their meeting the previous week to discuss the report and its Options. He expressed concern about the process of the LGR rollout, the moving and developing criteria and that Councils have had to invest time and money developing Options for consideration rather than invest that money into local priorities. However, he observed that it was the right thing for Huntingdonshire to engage with the process and ensure that it has a voice in the process. In his opinion, Option C would be the best solution for Huntingdonshire and Cambridgeshire in that it strikes a balance in an impossible situation, balancing areas of higher service need with those of lower service need and includes Social Care, SEN and homelessness. He felt that this Option balanced economic geography and population with Huntingdonshire looking towards Cambridge with its local economy and transport network. It balances local identity and pride with financial sustainability which he felt Option D did not achieve. He further observed that Option D would split Huntingdon and Godmanchester which would greatly affect the residents of these two adjoining communities. Councillor Hunt noted that he could support an independent Huntingdonshire however he was unconvinced that Option E or a three unitary split would meet the Government's criteria thus may not be considered by the Secretary of State when he makes his decision. He did acknowledge that he was torn between Options C and E and that should the Council and Cabinet ultimately support this Option however with the data in mind he felt he could only support Option C at this point. He emphasised that the final decision needed to support a sustainable financial footing for the future UAs which also reflected local identity and economic geography.

The Council was then addressed by Councillor C M Gleadow who felt that the evening's debate had been very compelling but that she was mindful that the end decision needed to be to the benefit of all residents and that she was mindful to support a two unitary approach. She observed that Option C was a stronger business case and that St Ives was already aligned with Cambridge from a transport network perspective. She concluded by saying that her final decision would be between Options C and E.



Councillor C A Lowe addressed the Council with the observation that this was a moment beyond boundary lines, it was about who Huntingdonshire is, and who they want to be and whether Council believed residents deserved a UA that would be truly rooted in its communities. She was clear that she was firmly in support of Option E and echoed the Huntingdon MPs House of Commons speech relating to the historically County nature of Huntingdon with a strong and historical sense of local pride. She noted that rural communities already felt unheard and that the current system created a democratic deficit which pushed decision making further away from the communities it serves, if the Council chose any option other than E then decisions about roads, schools, funding and services would be made in either Cambridge or Peterborough who do not know or understand Huntingdonshire's rural communities. Option E would strengthen the existing bonds between HDC and local communities and that the resulting UA would contain thriving market towns and resilient rural communities with the scale and diversity needed. Councillor Lowe observed that success in UAs of this size had been found previously in London boroughs and by choosing courage over caution, Huntingdonshire could also thrive. In conclusion, she observed that Option E would still allow for partnership working with neighbouring authorities but would allow for Huntingdonshire's strength and autonomy to shine rather than be a junior voice, furthermore Option E would allow the opportunity to reclaim Huntingdonshire's history, identity and pride.

In addressing the Council, Councillor J A Gray reflected upon the position that the LGR process had created for HDC as well as questioning whether this would genuinely result in financial savings. He drew attention to the views of residents and businesses within the report and was sceptical that a new UA would deliver better services but acknowledged that they could be easier to access. He also questioned how a resulting UA under Options A, B, C or D could achieve more accountability or transparency given the much larger resulting organisation. He stressed that any option other than Option E would result in many villages being far away from the decision-making centre of the resulting UA and expressed concern that focus would be drawn to the city and surrounding urban areas rather than either the rural peripheries or Huntingdonshire's market towns. He reflected that the huge growth in the District over the last 50 years meant that Huntingdonshire would once again be a viable UA and that whilst caution should be exercised, Option E would be the chance to have Huntingdonshire back.

Councillor B M Pitt addressed the Council and reflected on his personal experience in moving to Huntingdonshire in particular the proximity of St Neots to Cambridge and the good transport links to London. He also reflected on the relationship between HDC and SNTC which he felt had improved in recent years. He observed the importance of a sense of place and that Huntingdonshire had this along with a unique identity away from neighbouring cities. He also stated that he did not accept the argument of size equalling efficiency and that it would be likely that savings would not be found, he also acknowledged that the larger the authority, the more staff would be required to run it and to deliver services to residents. He expressed his support for Option E which would result in a great outcome for the

people of Huntingdonshire who could retain their sense of place. He acknowledged that the Government's decision would be on what was best for the residents of Cambridgeshire and Peterborough as a whole but felt that the merit with Option E was that the other affected Districts might also support it as a way to progress their own preferences.

Councillor S J Corney began by advising the Council that Ramsey Town Council had voted in favour of supporting Option E and expressed his view that Councillors across the chamber were working together to deliver the best outcome for the residents of Huntingdonshire. He acknowledged concerns about the deliverability of social care with any of the proposed UAs but felt that the residents he had spoken to were resoundingly in support of Option E. He expressed the pride he felt as a Councillor representing the people of Huntingdonshire and felt that supporting Option E would reflect the opinions of residents.

In addressing the Council, Councillor S L Taylor stated that she had made up her mind on how she would vote through listening to the evenings debate. She acknowledged that it was not often she sided with colleagues from the opposition, however, the evenings debate had provided a good deal of common sense. Option E would allow for the District Council to continue its good work and delivering services which it already did well and would result in less disruption for residents of the District even with the integration of existing County Council services. Councillor Taylor acknowledged that the UA proposed by Option E was not the largest population however the report statistics in support of the proposal would be detailed for the Government's consideration with the additional option of a future boundary review to include the Tempsford development area. Councillor Taylor urged Cabinet to support Option E.

Councillor K P Gulson quoted the Council's Corporate Plan in particular the aspiration to make Huntingdonshire a place where people can thrive by improving the quality of life for local people and creating a better Huntingdonshire for future generations by doing our core work well. He expressed his opinion that this aspiration was being met and that Option E would be the only tenable option to continue to deliver that. He expressed particularly that Option D was untenable in its tearing apart of Huntingdonshire. He felt that Option E, although small, could be more agile in service delivery, community engagement and growth. He appreciated the financial concerns expressed by colleagues however by not submitting this option for Government consideration Huntingdonshire will no longer exist. He felt that public opinion was against joining Peterborough and that Cambridge had been clear about not wanting to partner with Huntingdonshire therefore he would be supporting Option E.

Councillor J E Kerr addressed the Council and wished to be clear that she would be supporting Option E and had voted against Option A at the County Council meeting. She acknowledged the merits of Option C but had reservations about supporting this however the development of Option E made the most sense in her opinion and she felt it would be the best way forward for both Huntingdonshire and also the region.

Councillor N Wells expressed his dismay at the process and reflected that other authorities had previously been allowed to restructure with more flexibility. He observed the existing links between St Ives and Cambridge and whilst Option A had some merits he was minded to choose between Options C and E.

In his address to the Council, Councillor S Wakeford reflected upon the evenings debate and acknowledged the speech given on the matter by the Huntingdon MP in the House of Commons. He reflected upon the oppositions comments and agreed with Councillor Martin about the Council's ability to work collaboratively and constructively for the benefit of residents. He observed that by weighing the various business cases presented, it was helpful to make an informed decision for a sustainable future for Huntingdonshire. He also stated he would like to take the opinions of the District's Town and Parish Councils into consideration in making his decision. He debated the merits of Options C and E and reflected that he would be considering his decision prior to making the final decision in the forthcoming Cabinet meeting.

Following this debate and a summary of the process and proceedings from Councillor Conboy, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 the following Members voted for the options presented to them and it was advised that the results of this vote would be passed to Cabinet for their consideration when making a decision upon the recommendations contained within the report –

For Option A (0) – **None**

For Option B (0) – **None**

For Option C (7) – **Councillors Catmur, Chapman, Hassall, Hunt, Pickering, Terry, Tevlin**

For Option D (0) – **None**

For Option E (36) – **Councillors Alban, Banks, Beuttell, Blackwell, Burke, Butler, Bywater, Cawley, Clarke, Corney, Costello, Criswell, Dew, Ferguson, Gardener, Gleadow, Gray, Gulson, Hodgson-Jones, Jennings, Jordan, Kadewere M, Kadewere P, Keane, Kerr, Lowe, Martin, McAdam, Mickelburgh D, Mokbul, Neish, Pitt, Shaw, Taylor I, Taylor S, Wells**

Abstentions (7) – **Councillors Conboy, Davenport-Ray, Harvey, Howell, Mickelburgh B, Sanderson, Wakeford**

Chair



## CHAIR'S ENGAGEMENTS 16 October – 17 December 2025

Date:	Event:	Venue:
<b><u>October</u></b>		
Saturday 18-Oct-25	Trafalgar Night - Royal Society of St George and the District Branch of the Royal Navy Association	Huntingdon
Wednesday 29-Oct-25	Magpas Air Ambulance AGM	Alconbury Weald
<b><u>November</u></b>		
Sunday 9-Nov-25	Remembrance Sunday - Wreaths laid at Services, Parades and Acts of Remembrance on behalf of the Chair and Members of HDC: Godmanchester – Cllr Brett Mickelburgh Huntingdon – Cllr Doug Dew Kimbolton – Cllr Jonathan Gray Ramsey – Cllr Stephen Corney Sawtry – Cllr Simon Bywater St Ives – Cllr Michael Burke St Neots – Cllr Stephen Ferguson	Various (see list)
Tuesday 11-Nov-25	Armistice Day – Wreath laid at the Veterans Day Ceremony at the Cambridge American Cemetery and Memorial on behalf of the Chair and Members of HDC	Madingley
<b><u>December</u></b>		
Thursday 11-Dec-25	HDC Chair's Christmas Carol Service	Huntingdon
Monday 15-Dec-25	Yaxley Parish Council Chair's Christmas Concert	Yaxley

**Notes:**

1. The above events have occurred since the last Full Council held on 15 October 2025.

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

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Licensing Act 2003-Statement of Licensing Policy

**Meeting/Date:** Licensing Committee – 22 October 2025  
Council – 17 December 2025

**Executive Portfolio:** Executive Councillor for Resident Services and Corporate Performance – Councillor Stephen Ferguson

**Report by:** Michelle Bishop – Licensing Manager

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

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### **Executive Summary:**

The Council is required to produce a Licensing Act 2003 Statement of Licensing Policy on which it will base its decisions. The production of the document required the Council to undertake a period of public consultation which commenced on 28<sup>th</sup> July 2025 and ended on 07 September 2025. This report provides the Licensing Committee with a final draft of the document to be approved and recommended to Full Council for adoption.

If approved by the Committee, the final policy will go forward for approval by full Council and adoption by no later than 7th January 2026

The costs of reviewing the statement will be set against the income from the application and annual licence fees received under the Licensing Act 2003 regime.

The draft Statement was considered and endorsed by the Licensing Committee at their meeting on 22nd October 2025 and it was recommended that it should be referred to the Council for approval.

### **Recommendation(s):**

THE COUNCIL IS

### **RECOMMENDED**

- I. To approve and adopt the Council's Licensing Act 2003 Statement of Policy for a 5 year period ending no later than 7<sup>th</sup> January 2031.

## 1. PURPOSE OF THE REPORT

- 1.1 The Licensing Act 2003 (the Act), requires that for each five-year period, the Council must determine its policy on how it will exercise its statutory duties relating to its licensing function and publish a statement of that policy before the beginning of the period. The Statement of Licensing Policy must be kept under review and approved by Full Council.
- 1.2 The current Huntingdonshire District Council policy expires on 6th January 2026, and the Council is required to determine the policy for the period 7th January 2026 to 6th January 2031, having undertaken public consultation and considered any feedback. If the Council fails to do this, then it will be unable to fulfil its licensing duties under the Act. It is vital therefore after conducting a consultation that subsequent approval and adoption of the draft document is undertaken to enable us to meet the statutory timeframe.
- 1.3 The purpose of this report is to invite Members to recommend the approval of the draft document, for approval by full Council.
- 1.4 New content added throughout the document is indicated using bold italics. A change log summarising all additions and revisions is provided in **Appendix A** of this report.

## 2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Council is the 'Licensing Authority' for the purposes of the Act, having taken on its licensing responsibilities in 2005, when the Act came into effect. The Act requires the Licensing Authority to prepare and publish a 'Statement of Licensing Policy' that it proposes to apply in exercising its functions under the Act. The policy statement must be kept under review and reviewed at least every five years.
- 2.2 The Council is now undertaking a review of its policy. The policy has been subject to public consultation prior to this report being made. 6 comments were received and are attached as **Appendix B**.

The comments made by Public Health have been considered and where relevant have been added into the draft policy.

- 2.3 The current policy, prepared in 2021, reflected the legislation and Government Guidance at that time. Since this date, there have been some minor changes to the legislation and a number of updated versions of the Government Guidance have been issued, the latest being in February 2025.
- 2.4 The policy has therefore been re-drafted and considers the relevant legislative changes and provisions as they now apply to Huntingdonshire District Council. The document is attached as **Appendix C**.



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

- 3.1 The Council has a statutory duty to adopt and publish a Statement of Licensing Policy before 7<sup>th</sup> January 2026 in order to fulfil its legal obligations under the Act.

### **4. KEY IMPACTS / RISKS**

- 4.1 Failure to adopt a policy will result in Huntingdonshire District Council being unable to fulfil its statutory duties under the Licensing Act 2003

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

- 5.1 The draft policy and any comments arising from the consultation will be considered by the Licensing Committee and then forwarded to Full Council for final approval on 17<sup>th</sup> December 2025

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

- 6.1 This Policy plays a vital role in supporting Huntingdonshire District Council's Corporate Plan to 2028, which is centred around three key priorities: improving the quality of life for local people, creating a better Huntingdonshire for future generations, and delivering our core work effectively
- 6.2 In line with the Council's commitment to Do, Enable, Influence, this policy promotes collaboration among businesses, residents, and the Council. By fostering this partnership approach, we aim to create a supportive environment where both new and established businesses can thrive responsibly, contributing to the local economy and enriching our nighttime economy.

### **7. CONSULTATION**

- 7.1 Before determining or revising its policy, legislation requires the licensing authority to consult with bodies prescribed in the Act. These include the police, fire and rescue and persons/bodies representative of local holders of personal and premises licences, club premises certificates and persons/bodies representative of businesses and residents in the area.
- 7.2 The consultation took place between 28<sup>th</sup> July and 7<sup>th</sup> September 2025 in accordance with guidelines. Wide consultation was undertaken in accordance the legislation by a variety of means, including our website, social media and direct notification to as many interested parties as possible.
- 7.3 The final policy must comply with the Act and Statutory Guidance. For this reason, it is not always possible to adopt all suggestions put forward, but consideration will be given to all representations and where they cannot be given consideration, reasons will be recorded.

## **8. LEGAL IMPLICATIONS**

- 8.1 Should the Council fail to have a policy in place by 7<sup>th</sup> January 2026, then it will be unable to fulfil its licensing duties under the Act, with possible additional financial and legal consequences arising as a result. The Licensing Act sets out key principles of:-

- the prevention of crime and disorder,
- public safety,
- prevention of public nuisance, and.
- the protection of children from harm.

These principles clearly align with our Corporate Priorities, reinforcing the need to maintain the Licensing Act 2003 regime as a continued priority

- 8.2 The Licensing Act 2003, Section 5 places a statutory obligation on the Council to prepare its Statement of Licensing Policy

## **9. RESOURCE IMPLICATIONS**

- 9.1 The cost of implementing the policy is covered from fees income generated under the Licensing Act 2003.

## **10. OTHER IMPLICATIONS**

- 10.1 No other implications are envisaged. The legislation sets out four licensing objectives to be followed and provides a number of checks and balances to protect the local environment and community.

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

- 11.1 The present Statement of Licensing Policy must be replaced for a further maximum period of five years.

## **12. LIST OF APPENDICES INCLUDED**

Appendix A – Change Log  
Appendix B – Consultation Responses  
Appendix C – Draft Statement of Licensing Policy

## **13. BACKGROUND PAPERS**

Revised guidance issued under S.182 of the Licensing Act 2003 February 2025

[Revised guidance issued under section 182 of Licensing Act 2003 - GOV.UK](#)

**CONTACT OFFICER**

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## APPENDIX A – CHANGE LOG

Section	Description	Change summary
1	<a href="#"><u>Executive Summary</u></a>	Dates only to reflect new policy
4	<a href="#"><u>Planning</u></a>	Additional information to explain the planning/licensing legislation.
5	<a href="#"><u>Agent of change</u></a>	<b>New section</b> References the agent of change principles in relation to the National Planning Policy Framework and how existing businesses and facilities should not have unreasonable restrictions placed on them as a result of development permitted after they were established.
6	<a href="#"><u>Equality and inclusion in Licensed Premises</u></a>	Re-worded and explained further. Outlines licence holder and local authorities' legal obligations under the Equality Act 2010
7	<a href="#"><u>Women's Safety and Wider Vulnerability</u></a> <a href="#"><u>Staff Training</u></a> <a href="#"><u>Ask For Angela/Safe Space</u></a> <a href="#"><u>Drink Spiking</u></a> <a href="#"><u>Incident Reporting</u></a>	<b>New Section</b> Outlines the local authorities' commitment to tackling violence against women and girls and gives examples of measure that can be taken by licensed premises to promote women and vulnerable persons safety including the adoption of 'Ask for Angela' scheme
8	<a href="#"><u>Cumulative Impact and Special Policies</u></a> <a href="#"><u>Cumulative Impact Policy</u></a> <a href="#"><u>Other mechanisms for controlling cumulative impact</u></a> <a href="#"><u>Early Morning Restriction Orders</u></a> <a href="#"><u>Late Night Levy</u></a> <a href="#"><u>Public Spaces Protection Order</u></a>	Combined section and added in HBAC and Community Safety Partnership
9	<a href="#"><u>Premises Application considerations</u></a> <a href="#"><u>Live Music Act</u></a> <a href="#"><u>Entertainment Provision</u></a> <a href="#"><u>Sexual Entertainment</u></a>	Combined sections and slight re-wording.

## APPENDIX A – CHANGE LOG

11	<a href="#"><u>Licensing Committee</u></a>	Updated information
15	<a href="#"><u>Licensing Objectives</u></a>	Updated information
20	<a href="#"><u>Children</u></a>	Added information to the section
21	<a href="#"><u>The Terrorism (Protection of Premises) Act</u></a>	New Section due to New Legislation
25	<a href="#"><u>Administration, Exercise and Delegation of Functions</u></a>	Updated and combined section
27	<a href="#"><u>Applications</u></a> <a href="#"><u>Temporary Event Notices (TEN)</u></a> <a href="#"><u>Personal Licence</u></a> <a href="#"><u>Suspension and Revocation</u></a> <a href="#"><u>Minor variations</u></a>	Added information regarding Personal Licence enhanced and added suspension/revocation details.
29	<a href="#"><u>Enforcement</u></a>	Section updated
33	<a href="#"><u>Appendix 1 – Responsible Authorities</u></a>	Updated to reflect email addresses and moved from main policy to an appendix.

## APPENDIX B – CONSULTATION RESPONSES

Responses
<p><b>Chief Inspector 1797 Ian Lombardo, Operational Support, Cambs 01.09.2025</b>  Constabulary has made the following comment:  “I’m happy that in the training section it makes reference to the Businesses Against Abuse scheme.</p>
<p><b>Sgt Rob Streater – NPT St Neots 02.09.2025</b>  All looks good</p>
<p><b>St Ives Town Council 14/08/2025</b>  Our Planning Committee discussed the Licensing Policy Consultation in their meeting yesterday.</p> <p>We would like to thank the District Council for including our views on the matter and wish to express no objections to the draft policy as set out by your Licensing Department.</p>
<p><b>Louise Gratton – Trading Standards 27.08.2025</b>  I can confirm that we have received the below email regarding the review of Huntingdonshire District Council’s Statement of Licensing Policy. We have no comments to make in relation to this review</p>
<p><b>Home Office 29.07.2025</b>  Thank you for informing us of your Licensing Policy review.  We do not currently have a response</p>
<p><b>Public Health 03.09.2025</b></p>

Date: 03/09/2025

Our Ref: DO / KP

Email:

HealthinAllPolicies@cambridgeshire.gov.uk

Huntingdonshire District Council Licensing  
Authority

By email: licensing@huntingdonshire.gov.uk

Public Health

Box No: ALC2629

New Shire Hall

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Alconbury Weald

**PE28 4YE**

Dear Licensing Authority

### **Licensing Act 2003 – Huntingdonshire District Council Draft Statement of Licensing Policy 7 January 2026 – Consultation response**

Thank you for your recent communication regarding the consultation on the statement of licensing Policy for Huntingdonshire District Council. As you will be aware, since April 2013 Directors of Public Health (DPH) have been included as Responsible Authorities under the Licensing Act 2003. The role of the DPH is to help promote the health and wellbeing of the local populations they serve. Promotion of the licencing objectives, which collectively seek to protect the quality of life for those who live and work in the vicinity of licensed premises and those who socialise in licensed premises, is an important contribution to this.

Please find below our comments on the draft policy for your consideration. These comments have been formulated in part by public health guidance.

### **3. Other Legislation, Strategies and Guidance**

Public health recommends that this section also reference health and wellbeing strategies that align with the licensing objectives. These include the Cambridgeshire & Peterborough Joint Health and Wellbeing Strategy, which prioritises reducing health inequalities. Licensing decisions can support these aims by promoting responsible alcohol retailing and creating safer environments. We also suggest referencing the Public Health Strategi Plan and the NHS Long Term Plan, which includes commitments to reduce alcohol-related hospital admissions and improve access to treatment. Licensing policy can contribute to these goals through evidence-based decision making and partnership working.

### **7. Women's safety and wider vulnerability (Page 6)**

We welcome this section with a specific focus on staff training and would recommend trauma-informed approaches to customer care. The public health team strongly supports the inclusion of schemes such as "Ask for Angela" as part of a wider strategy to reduce vulnerability and promote safety in licensed premises. These initiatives contribute to the prevention of violence against women and girls and support mental wellbeing by offering



reassurance and practical help in potential harmful situations.

Drink spiking is a serious public health concern with both physical and psychological consequences. We welcome the Government's announcement in November 2024 that drink spiking will become a criminal offence and recommend this is referenced in the policy. [Crime and Policing Bill: spiking factsheet \(MoJ\) - GOV.UK](#) . We support the implementation of proactive measures such as drink covers, bottle stoppers and visible signage to raise awareness. These steps help reduce the risk and promote a culture of safety and responsibility.

We encourage the development of a local protocol for reporting and sharing data on drink spiking incidents between licensed premises, police and public health teams, to support targeted prevention efforts.

## **8. Cumulative Impact and Special Policies (Page 8)**

Paragraphs 8.3-8.5 demonstrate good practice enabling CIZs to be imposed as a separate policy, if required and based on evidence. However, we recommend that if a special policy is developed the policy explicitly encourages the use of multi-source public health data including Local Alcohol Profiles for England, ambulance call-outs, A&E attendances and alcohol treatment service data, to inform decisions on Cumulative Impact Zones.

Section 8.7-8.8 We support the acknowledgement of 'Other mechanisms for controlling cumulative impact' stated in this section.

Section 8.16 We support the inclusion of the Public Spaces Protection Order (PSPOs) and that the current PSPOs in Huntingdonshire are listed. We suggest clarifying whether the entire area of Eynesbury is covered by the PSPO and recommend including a map or link to the PSPO boundaries for transparency.

## **15. Licensing Objectives (Page 14)**

Whilst the licensing objectives are addressed in the Sections 16-19 we would suggest that they are explicitly referenced in Section 15 so it is clearer to applicants to address these areas.

E.g. The following sections set out the Licensing Authority's Policy relating specifically to the four licensing objectives

- The prevention of crime and disorder (Section 16)
- Public Safety (Section 17)
- The prevention of public nuisance (Section 18)
- The protection of children from harm (Section 19)

We have seen examples of other policies where additional guidance is included in this section for applicants and would recommend that the policy either includes this guidance or a supplementary guidance document is provided for applicants highlighting effective operational procedures that address the licensing objectives. Some examples of this are laid out in the sections below.

## **16. Prevention of crime and disorder (page 15)**

When addressing the issue of crime and disorder, the applicant should demonstrate that those factors that impact on crime and disorder have been considered and could include:

- Underage drinking
- Drunkenness on premises
- Public drunkenness
- Drugs
- Violent behaviour
- Anti-social behaviour
- Alcohol pricing and marketing

The following are good examples of management practices to assist applicants:

- Training and supervision of staff.
- Best practice guidance e.g. licensing trade voluntary codes of practice, including those related to drink promotions.
- Acceptance of “proof of age” cards e.g. PASS, UK Driving licences.
- Provision of effective CCTV in and around premises.
- Employment of security and licensed door supervisors.
- Provision of toughened or plastic drinking vessels.
- Membership of local “Pubwatch” schemes or similar organisations.

## **17. Public Safety (page 15)**

The following are examples of good management practice to assist applicants when preparing their operational schedules. Similar to the above with the following additions:

- Suitable risk assessments.
- Provision of sufficient number of employees or security staff.
- Proof of regular testing and measures to protect against spiking.

## **19. The protection of children from harm (page 16)**

The following are examples of good management practices to assist applicants when preparing their operational schedules:

- Appropriate training and supervision of those employed to secure and protect children from harm.
- Adoption of best practice guidance e.g. Licensing trade voluntary codes of practice



- and responsible drinks promotions avoiding binge drinking.
- Avoid alcohol branding that is targeted at young people such as alcopops.
- Limitations to the hours that children may be present.
- Acceptance of Proof of Age card schemes.
- Measures that children do not purchase, acquire or consume alcohol.

## **22. Conditions (page 19)**

Section 22.1 We support the inclusion of mandatory conditions as an appendix to improve accessibility and understanding for applicants and enforcement officers.

<https://www.legislation.gov.uk/ukdsi/2014/9780111116906>

### **Appendix A – Responsible Authorities**

Please can you update the Public Health contact email in Appendix A to:

[HealthinAllPolicies@cambridgeshire.gvo.uk](mailto:HealthinAllPolicies@cambridgeshire.gvo.uk).

### **Conclusion**

Public Health welcomes the opportunity to contribute to this consultation and commends the Licensing Authority for producing a comprehensive and forward-thinking policy. We look forward to continued collaboration to ensure that licensing decisions support the health and wellbeing of our communities.

Yours sincerely



Dallas Owen (Senior Public Health Manager – Health in All Policies)

**On behalf of,  
Sally Cartwright, Director of Public Health**

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# **THE LICENSING ACT 2003 STATEMENT OF LICENSING POLICY**

**7 JANUARY 2026**

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## **Introduction**

The Statement of Licensing Policy plays a vital role in supporting Huntingdonshire District Council's Corporate Plan to 2028, which is centred around three key priorities: improving the quality of life for local people, creating a better Huntingdonshire for future generations, and delivering our core work effectively.

This policy provides a clear framework for regulating licensing activities in a way that balances economic opportunity with community wellbeing.

By setting standards that promote public safety, prevent nuisance, and ensure fairness, the policy directly contributes to improving residents' everyday experiences and supporting vibrant, thriving local communities.

Aligned with the Council's commitment to Do, Enable, Influence, the policy encourages collaboration between businesses, residents, and the Council.

This partnership approach helps create an environment where Licensed Premise can flourish responsibly, contributing to the local economy and enhancing the public realm.

# **1 Executive Summary**

- 1.1 Section 5 of the Licensing Act 2003 has imposed a statutory duty on the Licensing Authority to produce a statement of licensing policy beginning with such day as the Secretary of State may by order appoint. The last policy commenced on 7<sup>th</sup> January 2021.
- 1.2 This policy statement will therefore take effect from 7<sup>th</sup> January 2026. The policy statement will remain in existence for up to five years. This Licensing Authority may revise as it considers appropriate. It will be subject to review and further consultation before 7<sup>th</sup> January 2031, or as required by law.
- 1.3 Huntingdonshire District Council is the authority responsible for the licensing of such activities within Huntingdonshire and is referred to in this statement as the 'Licensing Authority'. This document sets out the Licensing Authority's policy, which will guide the Council when considering applications under the Act. The policy provides guidance on the general approach the Council, as the Licensing Authority within the meaning of the Act, will take in terms of licensing. However, each licence application will be considered separately on its individual merits.
- 1.4 It is recognised that licensed entertainment provides a valuable contribution which can have a positive impact on the economy of the area. This authority seeks to balance the needs of local businesses and licensees, whilst protecting local residents and giving tougher controls for the police and the Licensing Authority.
- 1.5 This Licensing Authority recognises that in the absence of relevant representations it will grant licenses as applied for.
- 1.6 The Licensing Authority has had regard to the guidance issued by the Secretary of State under Section 182 of the Act when developing this statement of Licensing Policy.
- 1.7 The Licensing Authority may depart from this policy if the individual circumstances of any case merit such a decision in the interests of the promotion of the licensing objectives. This Council may deviate from this policy but will demonstrate good reasons for doing so.
- 1.8 The policy relates to all types of premises covered by the Act.

## **2. Purpose and Scope of the Licensing Policy**

- 2.1 The Licensing Authority has a duty under the Act to carry out its functions by promoting the four licensing objectives, which are:
  - the prevention of crime and disorder
  - public safety
  - the prevention of public nuisance, and
  - the protection of children from harm

- 2.2 The Act regulates the following activities:
- the sale by retail of alcohol
  - the supply of alcohol by or on behalf of a club, or to the order of a member of a club
  - the provision of regulated entertainment
  - the provision of late-night refreshment
- 2.3 The Licensing Authority will take this policy into account where its discretion is engaged (i.e. at a hearing following relevant representations).
- 2.4 In determining its statement of licensing policy, this Authority will have regard to the guidance issued by central government and other regulatory bodies to ensure that its actions are consistent with those nationally.
- 2.5 Licensing decisions will be made in accordance with the current legislation, case law, relevant guidance and this policy.
- 2.6 This policy does not seek to undermine the right of any individual to apply under the Act for a variety of permissions and to have any such application considered on its individual merits. Nor does the policy seek to override the right of a person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act.
- 2.7 Licensing is about regulating licensable activities on licensed premises, such as qualifying clubs, pubs and temporary events which fall within the terms of the Act. Any conditions imposed will focus on matters that individual licensees and others in possession of relevant authorisations are able to control.
- 2.8 Applicants for premises licences should be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. This policy seeks to provide advice to applicants about the approach they should take when making applications and the view the council is likely to take on certain key issues where representations have been made.
- 2.9 This Licensing Authority will primarily focus on the direct impact the activities taking place at the licensed premises will have on those living, working or engaged in normal activity in the area concerned.
- 2.10 Licensing law is not the primary mechanism for the general control of nuisance and anti- social behaviour by individuals once they are away from licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or permission concerned. Nonetheless, it is a key aspect of such control and licensing laws that will always be part of the holistic approach to the management of the evening and night-time economy in Huntingdonshire.
- 2.11 The views of all of those consulted will be given appropriate weight when the policy is determined together with those of any other persons or bodies which the Authority considers appropriate to consult with.
- 2.12 In determining a licensing application the overriding principle will be that each

application is determined on its own merit, having regard to the need to promote the four licensing objectives, considering this licensing policy and the guidance issued under Section 182 by the Secretary of State. Where it is necessary to depart from the guidance or this policy the council will give clear and concise reasons for doing so.

- 2.13 It is now possible to make small changes to premises licenses or club premises certificates through the minor variation process, which is cheaper, easier and quicker than the full variation process. The test of whether a proposed variation is 'minor' is whether it could impact adversely on any of the four licensing objectives. The council has issued guidance on this process which can be accessed on the council's website.

### **3. Other Legislation, Strategies and Guidance**

- 3.1 Many other statutory requirements apply to licensed premises such as fire safety, planning, building control, public health, food hygiene and trading standards
- 3.2 So far as is possible, this policy seeks to avoid duplication with other regulatory regimes and if the control measures contained in any conditions are already provided for in other legislation, they cannot be imposed in the context of licensing law.
- 3.3 It is not intended to duplicate existing legislation and regulatory regimes that already place obligations on employers and operators e.g. The Health & Safety (First Aid) Regulations 1981 and the Regulatory Reform (Fire Safety) Order 2005.
- 3.4 Other Local Authority and Central Government policies, strategies, responsibilities, and guidance documents may also refer to the licensing function, and the Licensing Authority may liaise with the relevant authorities or its directorates regarding these. Whilst some of these may not be directly related to the promotion of the four licensing objectives, they can indirectly impact upon them
- 3.5 The Local Authority may, in appropriate circumstances, consider seeking a premises licence in its own name for its own public spaces within the community. This may assist with the promotion of broader cultural activities and entertainments which add value to our communities and the local economy.
- 3.6 Health and wellbeing strategies that align with the licensing objectives, these include the Cambridgeshire & Peterborough Joint Health and Wellbeing Strategy, which prioritises reducing health inequalities. Licensing decisions can support these aims by promoting responsible alcohol retailing and creating safer environments. Alongside this is the Public Health Strategy Plan and the NHS Long Term Plan, which includes commitments to reduce alcohol-related hospital admissions and improve access to treatment. Licensing policy can contribute to these goals through evidence-based decision making and partnership working

## **4 Planning**

- 4.1 Planning permission is usually required for the establishment of new premises and the change of use of premises. Planning permission may also be required to extend the hours of operation or to alter the structure of an existing building. The Licensing Authority believes that it is good practice to ensure that the necessary planning permissions are in place before a licence application is made. However, it is

recognised that planning and licensing legislation have differing objectives and must be decided separately.

- 4.2 The absence of lawful planning use for an activity is not of itself a matter for licensing. Where relevant representations have been received, an application will be looked at on its own merits and the hours of operation granted may vary from those approved under planning procedures. Where the planning hours and licensing hours are different, the applicant must observe the earlier closing.
- 4.3 The local planning authority is a responsible authority and can make representations on applications. However, it can only make representations relating to the licensing objectives.
- 4.4 Nuisance and crime and disorder are shared concerns of planning and licensing. Planning concerns relating to the character and function of an area and aspects of amenity that fall short of being a public nuisance are outside the scope of the licensing regime. For example, a large restaurant might be unacceptable in a conservation area characterised by small retail units on planning grounds of character and function, whereas licensing grounds of public nuisance might not apply

## **5. Agent of Change**

- 5.1 It is well established that an entertainment venue moving into an area adjacent to residents must take measures to ensure that the activities in the new building will not cause noise problems for those living nearby.
- 5.2. However, the position in reverse, where new residential development is located near to a noise source, has not been equally clear.
- 5.3. The inclusion of an explicit reference to the agent of change is therefore a change of emphasis and clarifies the application of the principle. The National Planning Policy Framework (NPPF) now states that both planning policies and decisions should ensure that new development can be integrated effectively with existing businesses and community facilities (e.g. places of worship, pubs, music venues and sports clubs). “Unreasonable restrictions” should not be placed on existing businesses because of development permitted after they were established.

“Where the operation of an existing business or community facility could have a significant adverse effect on new development (including changes of use) in its vicinity, the applicant (or ‘agent of change’) should be required to provide suitable mitigation before the development has been completed.”

### [National Planning Policy Framework](#)

- 5.4. The Licensing Authority will take into account the Agent of Change principles.

## **6. Equality and Inclusion in Licensed Premises**

- 6.1 This Council's vision under our Corporate Plan is that Huntingdonshire District Council is commitment to equality, diversity and inclusion, particularly through the people, place, becoming a more efficient and effective council and becoming a more customer

focused organisation priorities. [Equality - Huntingdonshire.gov.uk](http://Equality-Huntingdonshire.gov.uk)

- 6.2 The Council will work with its partners and local communities to challenge discrimination, to celebrate diversity and to promote cohesion.
- 6.3 Applicants and licensees must make themselves familiar with the law and their responsibilities set out within the Equality Act 2010 and relevant guidance for businesses, which can be found on the Equality & Human Rights Commission website <https://www.equalityhumanrights.com>.
- The Act makes discrimination against any person (including employees and customers) unlawful
  - Section 149 (7) of the Act defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
  - Any activity in breach of the Act may be considered an offence and will lead to enforcement by the Equality and Human Rights Commission.
- 6.4 The Council must have regard to its public sector equality duty under the Equality Act 2010. In summary a Public Authority must, in the exercise of its functions, have due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
  - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
  - Foster good relations between people who share a relevant protected characteristic and people who do not share it
- 6.5 There is no one size that fits all approach to making a venue inclusive, and each operator will need to assess its own practices and policies. However, the following are common and best practice examples that could be adopted:
- Inclusive and transparent policies (for example admittance policies may clearly stipulate adherence to a dress code and refusal if someone presents as intoxicated; however, they must not prevent admittance based on perceived attractiveness, size, or against any of the protected characteristics)
  - Robust complaints procedures that make it easy for customers who feel they have been discriminated against to raise their concerns and understand how this will be investigated or managed.
  - Accessible venue layouts that make venues welcoming.
  - Comprehensive training on equality and inclusion for all staff. It is important that any training is regularly refreshed.

## **7. Women's Safety and Wider Vulnerability**

- 7.1 This Authority are committed to tackling violence against women and girls and are working alongside the Community Safety Partnership (CSP) to develop and promote a Violence Against Women and Girls Strategy. The Licensing Authority is committed to tackling violence against women and girls, and we strive to foster an environment

amongst our licensed premises that ensure all women feel safe whether they are workers, residents or visitors.

- 7.2. The safety of women within the night-time economy is crucial, as often the nighttime can pose a risk of harassment, unwelcome situations and a feeling of vulnerability.
- 7.3 As a licensed premises, establishing clear policies and staff training can create a more secure atmosphere and implementing simple measures such as well-lit entrances and exits and having visible security can enhance overall safety and comfort for women in social spaces.
- 7.4 The Licensing Authority has set out examples of measures that can be undertaken to promote women's safety at a licensed premises:

### **Staff Training**

- Providing staff training which focuses on increasing the skills, knowledge and confidence to identify vulnerability and what the appropriate interventions should be.
- We encourage regular refresher training sessions to stay updated on best practices, emerging issues and campaigns relating to the promotion of women and vulnerable people safety and wellbeing.
- Multiple agencies have partnered together to develop & support the 'Business Against Abuse' training which is a free training course and is available across Huntingdonshire District Council. This training can be accessed by contacting HBAC.

### **Ask for Angela/Safe space**

- This Authority supports and promotes the 'Ask for Angela' scheme, it encourages licence holders to sign up and be part of making their venue a Safe Space.
- 'Ask for Angela' scheme is designed for woman or vulnerable person that can make a discreet signal by asking for Angela, to alert staff if they are in danger or need help removing themselves from a situation.
- A safe space within your premises can be used by customers if they feel uncomfortable or threatened. The area should be secure and monitored by appropriate security personnel.
- All staff should be aware of where these areas are located within the premises and all staff trained in the 'Ask for Angela' scheme.

### **Drink Spiking:**

- As a licensed premises, suitable measures should be taken to prevent incidents of spiking. In November 2024 the Government announced that spiking will become a new criminal offence.
- The following are examples within the range of behaviours that would be considered spiking:
  - Putting alcohol into someone's drink without their knowledge or permission
  - Putting drugs into an alcoholic or non-alcoholic drink without their knowledge or permission
- Premises must ensure all reports of spiking are acted upon and that all incidents of alleged spiking are recorded and reported to the police.

- It is helpful to the police if staff: obtain full details of the affected person reporting the incident, including a description of what they are wearing; can provide a description of the suspected perpetrator, if known, including clothing; can provide an approximate time of the incident and the location within the premises where they believe it occurred; can secure the drinking vessel(s) that is suspected as containing the 'drug' so this can be tested at a later time; and can seize any drinking vessel that the suspect may have been using.
- Ensure the health and safety of the customer, which could be by calling emergency services, ensuring they are with trusted friends who will look after them, offering assistance if needed, and providing a safe space for the customer
- Consider providing information (such as posters) regarding drink spiking on the premises.
- Consider whether it would be useful to provide anti spiking bottle stoppers and protective drink covers.
- Where bottles of alcohol are purchased from the bar and left unsupervised at tables, suitable steps should be taken to ensure this doesn't pose an additional risk because of free pouring or putting alcohol into someone's drink without their knowledge or permission. This could lead to an increased vulnerability particularly to women and girls

#### **Incident Reporting:**

- Reporting incidents is essential for several reasons. It helps to ensure accountability by bringing attention to inappropriate behaviour which can lead to necessary interventions and consequences for offenders. It can also contribute to recognising patterns of behaviour and trends which allow for preventative measures to be implemented
- Don't be afraid to encourage incident reporting within your premises, raising awareness can foster a culture of transparency, responsibility and ultimately it supports women in validating their experience

## **8. Cumulative Impact and Special Policies**

### **Cumulative Impact Policy**

- 8.1 Cumulative impact is the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area.
- 8.2 The cumulative impact of licensed premises on the promotion of the licensing objectives is a matter that this Licensing Authority can consider.
- 8.3 Although not currently adopted, this Licensing Authority can adopt a special policy on cumulative impact if there is an evidential basis that a significant number of licensed premises concentrated in one area is causing a cumulative impact on one or more of the licensing objectives.
- 8.4 The absence of a special policy does not prevent any responsible authority or other person making representations on a new application for the grant or variation of a licence on the grounds that the premises will give rise to a detrimental cumulative impact on one or more of the licensing objectives in a particular area.
- 8.5 If after considering the available evidence and consulting relevant individuals and organisations, this Licensing Authority is satisfied that it is appropriate to include an



approach to cumulative impact in the statement of licensing policy, a special policy will be included in the statement that the licensing authority will generally refuse new applications for premises licenses or club premises certificates whenever relevant representations are received about the cumulative impact on the licensing objectives.

- 8.6 The steps to be followed in considering whether to adopt a special policy within the statement of licensing policy will be:
- the identification of concern about crime and disorder, public safety, public nuisance or the protection of children from harm.
  - consideration as to whether there is good evidence that crime and disorder or nuisance are occurring, or whether there are activities which pose a threat to public safety or the protection of children from harm.
  - if such problems are occurring, to identify whether these problems are being caused by the customers of licensed premises, or that the risk of cumulative impact is imminent.
  - identification of the boundaries of the area where problems are occurring.
  - consultation with those specified in the Act and subject to the outcome of the consultation, include and publish details of the special policy in the licensing policy statement.

### **Other mechanisms for controlling cumulative impact**

- 8.7 Once away from licensed premises, a minority of patrons will behave badly and unlawfully. The licensing policy is part of a much wider strategy for addressing these problems. Other mechanisms both within and outside the licensing regime are available for addressing such issues. For example:

- planning controls.
- positive measures to create a safe and clean Town Centre environment in partnership with local businesses, transport operators and other departments of the local authority;
- the provision of CCTV surveillance in town centres, sufficient taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols;
- powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly, known as a PSPO.
- the confiscation of alcohol from adults and children in designated areas.
- police enforcement of the general law concerning disorder and antisocial behaviour, including the issue of fixed penalty notices.
- prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale).
- police powers to close instantly for up to 24 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or excessive noise emanating from the premises causing a nuisance.
- the power of the Police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.
- raising a contribution to policing the late-night economy through the Late Night Levy;
- Early Morning Alcohol Restriction Orders

- 8.8 The above may be in conjunction with other local initiatives that seek to address these problems, for example:

- Huntingdonshire Community Safety Partnership in line with the strategic objectives for crime and disorder reduction within the district.
- Huntingdon Business Against Crime (HBAC)

### **Early Morning Restriction Orders**

- 8.9 The power for this Licensing Authority to introduce an EMRO is specified in sections 172A to 172E of the 2003 Act which was amended by Section 119 of the Police Reform and Social Responsibility Act 2011. These provisions and regulations prescribing the requirements in relation to the process were brought in force on 31<sup>st</sup> October 2012. Government Guidance has also been produced.
- 8.10 The legislation provides this Licensing Authority with the discretion to restrict sales of alcohol by introducing an EMRO to tackle high levels of alcohol related crime and disorder, nuisance and anti- social behaviour. The order may apply to the whole or part of this licensing authority's area and if relevant on specific days and at specific times. This licensing authority must be satisfied that such an order would be appropriate to promote the licensing objectives.
- 8.11 The only exemptions relating to EMROs are New Year's Eve and the provision of alcohol to residents in premises with overnight accommodation by means of mini bars and room service.
- 8.12 The decision to implement an EMRO will be evidence based. The function of making, varying or revoking an EMRO is specifically excluded from the delegation of functions and may not be delegated to the licensing committee.

### **Late Night Levy**

- 8.13 The legislative provisions relating to the late-night levy are not part of the Licensing Act 2003 but are contained in Sections 125 to 139 of the Police Reform and Social Responsibility Act 2011. The provisions came into force on 31<sup>st</sup> October 2012.
- 8.14 Regulations have been brought into force setting out the way in which the levy must be applied and administered, and arrangements for expenses, exemptions and reductions. Government Guidance has been produced.
- 8.15 These powers enable licensing authorities to charge a levy in relation to people who are licensed to sell or supply alcohol late at night as a means of raising a contribution towards the costs of policing the night-time economy. The function of making, varying or ceasing the requirement for a levy may not be delegated to the licensing committee.

### **Public Spaces Protection Order**

- 8.16 Some areas in Huntingdonshire are subject to a Public Space Protection Order (PSPO). Officers will only enforce this prohibition when people drinking alcohol are currently or likely to cause anti-social behaviour. This PSPO does not prohibit drinking in public places but will give the police the power to confiscate alcohol if needed.

Current PSPO's:

- Eynesbury
- Ramsey Great Whyte

## **9. Premises Application considerations**

### **Live Music Act**

- 9.1 The Live Music Act came into force on 1<sup>st</sup> October 2012 and is designed to encourage more performances of 'live' music.
- 9.2 Where licensable activities continue to take place on premises any licence conditions relating to 'live' music will be suspended between the hours of 08:00 – 23:00 and providing the audience is less than 500 persons, but it will be possible to impose new or reinstate existing conditions following a review.  
When considering whether an activity constitutes 'the provision of regulated entertainment' each case will be treated on its own merits.

### **Entertainment Provision**

- 9.3 This Licensing Authority welcomes a broad range of entertainment provision for enjoyment by a wide cross-sector of the public. The Authority will endeavour to strike a balance between promoting the provision of entertainment and addressing concerns relevant to the licensing objectives.

### **Sexual Entertainment**

- 9.4 This Licensing Authority has adopted a policy in relation to sexual entertainment venues under the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009. With reference to this related policy standard conditions are attached to such licenses and where there are similar conditions in the two regimes, the more onerous apply.
- 9.5 This Licensing Authority acknowledges there is an exemption under the Local Government (Miscellaneous Provisions) Act 1982 that allows premises to provide sexual entertainment no more than 11 times per year and no more frequently than monthly.

## **10. Licensing Hours**

- 10.1 Applicants are advised, prior to making an application, to carefully consider the licensed hours that they require and the impact those hours may have on any of the licensing objectives. They should include details in the application form of the steps that they propose to take to ensure the proposed licensed hours do not cause problems in relation to the licensing objectives.
- 10.2. In making decisions that relate to the hours for which the premises are licensed or any conditions as to delivery times etc. the Licensing Authority will consider how the applicant will promote the licensing objectives, and the representations made against such hours.
- 10.3. Each case will be decided on its own merits based on whether the Licensing Objectives can be promoted. Stricter conditions, including limiting licensed hours, are

likely to apply to premises when the applicant is unable to demonstrate that the hours required would not be detrimental to the promotion of one or more of the Licensing Objectives.

- 10.4. Limitations on operating hours may be imposed as appropriate, upon consideration of representations for example, in the case of premises known to be a focus of disorder, nuisance, disturbance or people engaging in anti-social behaviour.
- 10.5. The Licensing Authority recognises that providing consumers with greater choice and flexibility is an important consideration and that in some circumstances flexible licensing hours for the sale of alcohol, in a well-managed environment, can help to ensure that the concentrations of customers leaving premises simultaneously are avoided, which in turn can reduce friction and congregations at late night fast food outlets, taxi ranks and other areas which can lead to crime, disorder and disturbance.
- 10.6. The Licensing Authority also acknowledges that licensing hours should not inhibit the development of thriving and safe evening and night-time local economies which are important for business growth and diversification, investment and employment locally and attractive to domestic and international tourists.

## **11. Licensing Committee**

- 11.1 The council has appointed a licensing committee of 12 Councillors. Licensing functions will often be delegated to a licensing sub-committee consisting of not less than 3 Councillors or, in appropriate cases, to officers of the council.
- 11.2 Councillors will have regard to the Huntingdonshire District Council Code of Conduct for Members. Where a Councillor who is a member of the Licensing Committee or sub-committee has a disclosable pecuniary interest in the application before them, in the interests of good governance they will disqualify themselves from any involvement in the decision-making process in respect of that application.
- 11.3 A sub-committee may refer an application to another sub-committee or to the Licensing Committee where it is unable to deal with the application because of the number of members unable to vote on the matter in question.
- 11.4 The Licensing Committee will refer an application to the council where it is unable to deal with the application because of the number of members unable to vote on the matter in question

## **12. Hearings**

- 12.1 Where no representations are made the council will grant a licence subject to conditions consistent with the operating schedule.
- 12.2 When determining any application where relevant representations are made, the council will consider the four licensing objectives and support a number of other key aims and purposes as set out in this policy. The requirement to promote the licensing objectives will be paramount consideration. The council will focus upon the impact of the activities taking place on members of the public living, working or engaged in normal activity near the premises.

Where relevant representations are made in relation to a premises licence, club premises certificate or temporary event notice, the following factors will normally be considered when the council is looking at the impact of the activities concerned:

- the type of operation, the numbers of customers and customer profile likely to attend the premises
- the location of the premises and the proximity of noise sensitive properties
- the proposed hours of operation
- any proposed methods for the dispersal of customers
- the scope for mitigating any impact
- the extent to which the applicant has offered conditions to mitigate the impact
- how often the activity occurs

12.3 In considering any application for a variation to a premises licence or club premises certificate where a relevant representation has been received, the council may consider, in addition to the above matters, any evidence:

- of past demonstrable adverse impact from the activity especially on local residents or businesses
- that if adverse impact has been caused, appropriate measures have been agreed and put into effect by the applicant to mitigate that adverse impact.

### **13. Representations**

13.1 Depending on the type of application representations may be made by a responsible authority or other people (as defined by the Licensing Act 2003). The council has agreed protocols with responsible authorities and issued guidance to other people making representations, setting out the detail of the process. Guidance is available on the council website or by contacting Licensing.

13.2 Members of the public who wish to submit a representation regarding a premises licence or club premises certificate application need to be aware that their personal details will be made available to the applicant. If this is an issue they may contact a local representative such as a ward, parish or town councillor or any other locally recognised body such as a resident's association about submitting the representation on their behalf. The council is not able to accept anonymous representations. In addition, the council cannot accept petitions which do not follow the guidance on the council's website.

13.3 Where a representation is received which is not from a responsible authority the council will in the first instance make a judgement on whether it is relevant, i.e. based upon one or more of the four licensing objectives.

13.4 Relevant representations are representations:

- about the likely effect of the premises licence on the promotion of the licensing objectives.
- which have not been withdrawn and are not, in the opinion of the council, frivolous or vexatious.

13.5 Where relevant representations are received about an application the council will hold a hearing to consider them unless the council, the applicant and everyone who has

made representations agree that the hearing is not necessary. Applicants and those making representations should seek, in advance of any hearing, to try to reach agreement or to narrow the areas in dispute, particularly where both are professionally represented.

- 13.6 Where hearings are required because of relevant representations, the council may extend the time limits involved in calling hearings to allow the parties to negotiate suitable conditions to be added to the operating schedule and avoid the need for a hearing. Such an extension of time is considered to be in the public interest

## **14. Operating Schedules**

- 14.1 Under the Licensing Act 2003 applicants are required to complete an 'operating schedule'. They are expected to have regard to the council's Statement of Licensing Policy. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives.
- 14.2 Applicants should make their own enquiries and demonstrate how they have considered the following in their operating schedule:
- The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children and young people may congregate.
  - Any risk posed to the local area by the proposed licensable activities; and
  - Any local initiatives (for example, local crime reduction initiatives or voluntary schemes such as local pub watch schemes, community-based schemes which may help mitigate potential risks.
- 14.3 Whilst applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. The council encourages co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted to minimise the scope for disputes to arise.

## **15. Licensing Objectives**

- 15.1 The following sections set out the Licensing Authority's Policy relating specifically to the four licensing objectives
- The prevention of crime and disorder (Section 16)
  - Public Safety (Section 17)
  - The prevention of public nuisance (Section 18)
  - The protection of children from harm (Section 19)

In respect to addressing each of the four licensing objectives in their operating schedule, applicants should carefully consider what steps they regard as appropriate to promote the licensing objectives, relevant to the individual style and characteristics of their premises and activities. Reference could be made as to whether additional measures will be taken on an occasional or specific basis such as when a special

event or promotion is planned, which is intended to, or likely to attract larger or different demographic audiences.

- 15.2 Whilst applicants are not required to seek the views of responsible authorities before formally submitting applications, the Licensing Authority strongly encourage applicants to do so when drafting their operating schedule as applicants may find this a source of useful advice when addressing the licensing objectives. This may in some instances reduce the possibility of responsible authorities, or other persons, raising representations against an application.
- 15.3. Organisers of large, temporary outdoor events (such as music festivals, fairs, shows and carnivals) are strongly encouraged to engage as early as possible with the responsible authorities, or local Safety Advisory Group network, to ensure that their planned event is developed in a way likely to promote the licensing objectives.
- 15.4 Each objective is of equal importance, and the four objectives will always be paramount considerations for the council.

## **16. Prevention of crime and disorder**

- 16.1 Under the Crime and Disorder Act 1998, the council must exercise its functions, having regard to the likely effect on crime and disorder in its area, and must do all it can to prevent crime and disorder.
- 16.2 Conditions attached to premises licenses and club premises certificates will where possible reflect local crime prevention strategies and should be targeted on deterrence and preventing crime and disorder, for example - the use of closed-circuit television cameras (CCTV) in certain premises, or a requirement for door supervisors, with security staff holding an appropriate licence.
- 16.3 Various 'PubWatch' schemes operate in Huntingdonshire which aim to counter individuals who damage property; are violent and cause disorder; or use or deal in drugs through exclusions. This Licensing Authority is supportive of such schemes and considers premises should join where it is appropriate to do so.
- 16.4 There are many steps an applicant may take to prevent crime and disorder. The council will look to the Police for the main source of advice on these matters.
- 16.5 When addressing the issue of crime and disorder, the applicant should demonstrate that those factors that impact crime and disorder have been considered and could include:
- Underage drinking
  - Drunkenness on premises
  - Public drunkenness
  - Drugs
  - Violent behaviour
  - Anti-social behaviour
  - Alcohol pricing and marketing

The following are good examples of management practices to assist applicants:

- Training and supervision of staff.

- Best practice guidance e.g. licensing trade voluntary codes of practice, including those related to drink promotions.
- Acceptance of "proof of age" cards e.g. PASS, UK Driving licences.
- Provision of effective CCTV in and around premises.
- Employment of security and licensed door supervisors.
- Provision of toughened or plastic drinking vessels.
- Membership of local "Pubwatch" schemes or similar organisations.

## **17. Public safety**

- 17.1 This Licensing Authority recognises that licence holders have a responsibility to ensure the safety of those using their premises. Matters in relation to public safety that could be considered include fire safety matters, the presence of trained first aiders on the premises, waste disposal methods and CCTV provision. The measures that are appropriate to promote public safety will vary between premises and these matters may not apply in all cases.
- 17.2 Applicants should consider their individual circumstances when making applications, which steps are appropriate to promote the public safety objective and to demonstrate how they will achieve it.
- 17.3 The following are examples of good management practice to assist applicants when preparing their operational schedules:
- Suitable risk assessments.
  - Provision of sufficient number of employees or security staff.
  - Proof of regular testing and measures to protect against spiking

## **18. The prevention of public nuisance**

- 18.1 Public nuisance is given a statutory meaning in many pieces of legislation. However, it is not narrowly defined in the 2003 Act and retains its broad common law definition.
- 18.2 The public nuisance objective is designed to focus on the effect of licensable activities at specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. These issues may concern noise nuisance, light pollution, noxious smells and litter.
- 18.3 Noise nuisances usually concern steps to control the levels of noise emanating from the premises, for example - noise limiters, that doors and windows remain closed, or notices asking patrons to leave quietly.
- 18.4 The Licensing Authority may consider attaching conditions to licenses and permissions when relevant representations have been made, to prevent public nuisance. When the licensable activities include the supply of alcohol, the council will consider the adequacy of measures proposed to deal with the potential for nuisance and/or anti-social behaviour having regard to all the circumstances of each application.



- 18.5 The Licensing Authority will particularly consider:
- The steps taken or proposed to be taken by the applicant to prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies, noise limiting devices and other noise amelioration measures.
  - The steps taken or proposed to be taken by the applicant to prevent disturbance by customers arriving at or leaving the premises. Such measures may include CCTV and the use of door supervisors in the immediate vicinity of the premises. This will be of greater importance between 22.00 hrs and 07.00 hrs, than at other times of the day.
  - The steps taken or proposed to be taken by the applicant to ensure staff and patrons leave the premises quietly and in an orderly manner.
  - The arrangements made or proposed for parking by patrons, and the effect of parking by patrons on local residents and other businesses.

## **19. The protection of children from harm**

- 19.1 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harm associated directly with alcohol consumption but also wider harms such as exposure to strong language, sexual expletives, violence or frightening images, for example, in the context of film exhibitions, or where adult entertainment is provided.
- 19.2 Applicants will be expected to be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises.
- 19.3 Aspects of an application that would be likely to raise concerns in relation to access by children would include:
- Adult entertainment is provided.
  - A member or members of the current management have been convicted of serving alcohol to minors, or with a reputation for allowing underage drinking.
  - It is known that unaccompanied children have been allowed access.
  - there is known association with drug taking or dealing from the premises or by persons associated with the premises; or
  - in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.
- 19.4 It is not possible to provide an exhaustive list of the entertainment or services that are of an adult or sexual nature, therefore a commonsense approach will be taken to interpretation. However, such entertainment or services would also include entertainment involving strong and offensive language.
- 19.5 A very serious view is taken of the persistent and illegal sale of alcohol and other age-restricted goods to children. Together with the appropriate external partners, this Licensing Authority will continue to seek to ensure that illegal sales of alcohol and other age-restricted goods are reduced and ultimately eradicated.
- 19.6 The sale of alcohol to minors (under 18 years of age) is a criminal offence. <sup>1</sup>The

Licensing Authority will maintain close contact with our partners regarding unlawful activities and share actions and intelligence where appropriate

- 19.7 The following are examples of good management practices to assist applicants when preparing their operational schedules:
- Appropriate training and supervision of those employed to secure and protect children from harm.
  - Adoption of best practice guidance e.g. Licensing trade voluntary codes of practice and responsible drinks promotions avoiding binge drinking.
  - Avoid alcohol branding that is targeted at young people such as alcopops.
  - Limitations to the hours that children may be present.
  - Acceptance of Proof of Age card schemes.
  - Measures that children do not purchase, acquire or consume alcohol.

## **20. Children**

- 20.1 There are a great variety of premises for which licenses may be sought, including theatres, cinemas, restaurants, concert halls, cafes, take-away food businesses and fast food outlets, community halls and schools, as well as public houses and nightclubs.
- 20.2 This Licensing Authority will not seek to limit the access of children to any premises unless it is necessary for the prevention of harm to children. Conditions requiring the admission of children to any premises cannot be attached to licenses or certificates.
- 20.3 No statement of policy can properly anticipate every issue of concern that could arise in respect of children in relation to individual premises and therefore the individual merits of each application will be considered in each case.
- 20.4 Conditions relating to the access of children, where alcohol is sold and which are appropriate to protect them from harm will be carefully considered. Conditions restricting access of children to premises will also be considered in circumstances where:
- Adult entertainment is provided.
  - A member or members of the current management have been convicted of serving alcohol to minors, or with a reputation for allowing underage drinking.
  - It is known that unaccompanied children have been allowed access.
  - there is known association with drug taking or dealing; or
  - in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.
- 20.5 The range of alternatives which may be considered for limiting the access of children where they are appropriate to protect children from harm can include:
- restrictions on the hours when children may be present;
  - restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place;
  - restrictions on the parts of the premises to which children may have access;
  - age restrictions (below 18)
  - restrictions or exclusions when certain activities are taking place;

- requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
- full exclusion of people under 18 from the premises when any licensable activities are taking place.

- 20.6 The Licensing Authority commends the Portman Code of Practice on the naming, packaging and promotion of alcoholic drinks. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only for those who are 18 years old or older.
- 20.7 This Licensing Authority recognises the Office of Children and Young People's Services (Social Care) of Cambridgeshire County Council as being competent to advise on matters relating to the protection of children from harm.
- 20.8 Where a premises licence or club premises certificate authorises the exhibition of a film, a condition will be included requiring the admission of children to films be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence e.g. the British Board of Film Classification, or by this Authority itself.
- 20.9 This Licensing Authority will expect licence holders or clubs to include in their operating schedules arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification (or other body designated under section 4 of the Video Recordings Act 1984) or the licensing authority itself.

## **21. The Terrorism (Protection of Premises) Act**

- 21.1 The Terrorism (Protection of Premises) Bill will soon become legislation. It is also known as Martyn's Law.
- 21.2. The Bill is intended to ensure public premises and events are better prepared for terrorist attacks and ready to respond. It will require them to take reasonably practicable actions, which vary accordingly, to mitigate the impact of a terrorist attack and reduce physical harm. In addition to this, certain larger premises and events must also take steps to reduce the vulnerability of the premises to terrorist attacks.
- 21.3. This will be done by mandating, for the first time, who is responsible for considering the risk from terrorism and how they would respond to a terrorist attack at certain premises and events.
- 21.4. Dedicated guidance and support will be provided for duty holders to ensure that those in scope have the required information on what to do and how best to do it.
- 21.5. There are different requirements which are determined by the capacity of the venue.
- 21.6 Persons responsible for a standard duty premises, i.e. qualifying premises where it is reasonable to expect that between 200 and 799 individuals may be present at the same time, will be required to:

- notify the regulator of their premises; and
- put in place appropriate and reasonably practicable public protection procedures as set out in the legislation.

21.7 These procedures are to be followed by people working at the premises if an act of terrorism was to occur at the premises or in the immediate vicinity, which may be expected to reduce the risk of physical harm being caused to individuals. This includes ensuring there are procedures in place to provide information to individuals on the premises and to evacuate, invacuate or lockdown the premises.

21.8. The requirements for standard duty premises are focused on simple activities surrounding policies and procedures, which are to be followed by staff in the event of terrorist attack or suspected terrorist attack occurring. The aim of these requirements is to improve staff preparedness and responses. There is no requirement to put in place physical measures in this tier. Furthermore, the reasonably practicable element will enable standard duty premises to tailor their approach to the resources they have available.

21.9 Enhanced duty premises and qualifying events are premises or events where it is reasonable to expect that 800 or more individuals may be present on the premises or attend the event at the same time. In addition to the same procedures as standard duty premises, persons responsible for enhanced duty premises and qualifying events will be required to:

- notify the regulator of their premises/event;
- put in place appropriate and reasonably practicable public protection measures that could be expected to reduce both: the vulnerability of the premises or event to an act of terrorism occurring at the location, and the risk of physical harm being caused to individuals if an attack was to occur there or nearby.

For example, enhanced duty premises will be required, insofar as reasonably practicable, to implement measures relating to the monitoring of the premises and their immediate vicinity;

- document the public protection procedures and measures in place, or proposed to put in place, and provide this document to the regulator. This document should include an assessment as to how those procedures and measures may be expected to reduce, so far as is reasonably practicable, vulnerability and risk of harm.

21.10 Where the responsible person for an enhanced duty premises or qualifying event is not an individual, they must appoint an individual as a designated senior individual with responsibility for ensuring that the relevant requirements are met.

## **22. Conditions**

22.1 Conditions (other than the statutory mandatory conditions) may only be attached to a licence or club premises certificate if relevant representations are received (except for conditions drawn from the applicant's operating schedule since these are voluntary propositions). Any such conditions will be tailored to the individual style and characteristics of the premises and events concerned. This is essential to ensure conditions attached to a licence are clear and concise.

- 22.2 Conditions will generally be considered unnecessary if they are already adequately covered by other legislation.
- 22.3 Blanket standard conditions will not be imposed without regard to the merits of the individual case.

## **23. Alcohol Deliveries**

- 23.1 An applicant seeking a licence that will enable them to provide alcohol as part of an alcohol delivery service should include in their operating schedule the procedures, they intend to operate to ensure that:
- The person they are selling alcohol to is over the age of 18
  - That alcohol is only delivered to a person over the age of 18
  - That a clear document trail of the order process from order, dispatch from the licensed premises and delivery to the customer is maintained (with times and signatures) and available for inspection by an authorised officer
  - The time that alcohol is sold on the website/over the phone and the time the alcohol is delivered is within the hours stated on the licence for the sale of alcohol.

## **24. Staff Training**

- 24.1 The council recommends that all people employed on licensed premises who are engaged in the sale and supply of alcohol be encouraged to attend training programs to raise awareness of their responsibility and particularly of the offences contained within the Act. Similarly, people employed at on-licensed premises should be encouraged to attend training programmes which will raise their awareness of the issues relating to drugs and violence in licensed premises, and that suitable training be extended to all staff involved in managing or supervising the premises.
- 24.2 It is also recommended that people employed on premises providing entertainment for children and youths attend training programmes in basic child protection and safety, and if appropriate have the necessary DBS checks.
- 24.3 All people employed on licensed premises should be provided with in-house training on basic public safety and the housekeeping arrangements relative to those premises

## **25. Administration, Exercise and Delegation of Functions**

- 25.1 The functions of the Licensing Authority under the Act may be taken or carried out by the Licensing Committee, by a Sub-Committee or by one or more officers acting under delegated authority.
- 25.2 Many of the decisions and functions will be largely administrative in nature. In the interests of speed, efficiency and cost-effectiveness these will, for the most part be delegated to officers as set out in the Huntingdon District Council Constitution.
- 25.3 On applications where there are relevant representations these will be dealt with

by a committee or sub-committee of the Licensing Authority, as will any application for review of a licence.

- 25.4 This Licensing Authority will expect applicants to address the licensing objectives in their Operating Schedule having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of the local community.
- 25.5 Applicants will be encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies or local crime prevention strategies and to have taken these into account, where appropriate, when formulating their Operating Schedule.
- 25.6 The 2003 Act provides that decisions and functions may be taken or carried out by licensing committees or delegated to sub-committees or in appropriate cases, to officials supporting the Licensing Authority. In the interests of speed, efficiency and cost-effectiveness, as many of the decisions and functions will be purely administrative in nature, functions will be delegated to the appropriate level within the organisation where possible. Details can be seen in **Appendix B**

## **26. The Licensing Authority as a Responsible Authority**

- 26.1 This Licensing Authority acknowledges that it is included in the list of responsible authorities. The 2003 Act does not require responsible authorities to make representations about applications for the grant of a premises licence or to take any other steps in respect of different licensing processes. Therefore, it is for this Licensing Authority to determine when it considers it appropriate to act in its capacity as a responsible authority.
- 26.2 This Licensing Authority will not normally act as a responsible authority on behalf of other parties (for example, local residents, local councillors or community groups) . Such parties can make relevant representations to the Licensing Authority in their own right, and it is reasonable for this licensing authority to expect them to make representations themselves where they are reasonably able to do so. However, if these parties have failed to act and this licensing authority is aware of relevant grounds to make a representation, a choice may be made to act in its capacity as responsible authority.
- 26.3 This Licensing Authority expects that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other responsible authority. For example, the police should make representations where the representations are based on concerns about crime and disorder. Likewise, it is reasonable to expect the local authority exercising environmental health functions to make representations where there are concerns about noise nuisance.
- 26.4 In cases where this Licensing Authority is also acting as responsible authority there will be a separation of powers between those officers who exercise that role and those who administer the licensing application to ensure procedural fairness and eliminate conflicts of interest.

## **27. Applications**

- 27.1 Applicants cannot assume that their applications will be successful as applications under the Licensing Act 2003 have to be considered in terms of whether the Licensing Objectives are promoted. In many cases the suitability of an applicant and the suitability of premises are part of such considerations
- 27.2 Online applications can be accessed via our website, during the application process you can upload supporting documents and make the relevant payment.  
[Alcohol, Entertainment and Late Night Refreshment - Huntingdonshire.gov.uk](http://Alcohol, Entertainment and Late Night Refreshment - Huntingdonshire.gov.uk)

### **Temporary Event Notices (TEN)**

- 27.3 The most important aspect of the system of temporary event notices is that no permission is required for these events from the council. Only the Police or Environmental Health may intervene to prevent such an event or modify the arrangements for such an event. The council will only intervene if the limits on the number of notices that may be given in various circumstances are exceeded.
- 27.4 There are two types of TEN: a standard TEN and a late TEN. These have different notice periods. A standard TEN is given no later than ten working days before the event to which it relates; a late TEN is given not before nine and not later than five working days before the event. In both instances this does not include the date of the event or the date the council receives the notice.
- 27.3 The Licensing Authority would encourage event organisers not to rely on late TEN's, given the possibility of Police/Environmental Health intervention. Event organisers are encouraged to contact the Police and Environmental Health as early as possible about their proposed event(s).
- 27.4 Where the application is not within the parameters defined in the legislation, the Licensing Authority will issue a Counter Notice to the person giving the TEN.
- 27.5 Notice givers will be advised of police powers to close an event with no notice on grounds of disorder or because of public nuisance caused by noise emanating from the premises.

### **Personal Licence**

- 27.6 Personal Licenses Applicants for personal licenses must be free from police objection and be able to demonstrate that they have the right to live and work in the UK.
- 27.7 Between 2005 and 2015, personal licenses were issued for a period of 10 years. In April 2015, the law was changed, and personal licenses no longer expire. Consequently, there is no longer a need to renew a personal licence.
- 27.8 Licence holders must contact the Licensing Section for a replacement licence where there has been a change of circumstances in respect of the licence holders name or address, or they have committed a relevant offence. It is also possible to replace an old or lost licence.

## **Suspension and Revocation**

- 27.9 Section 138 of the Policing and Crime Act 2017 amended the Licensing Act 2003 and gave the power to a Licensing Authority to suspend or revoke personal licenses that it has issued with effect from 6th April 2017.
- 27.10. When a Licensing Authority has granted a personal licence and becomes aware that the licence holder has been convicted of a relevant offence or foreign offence or been required to pay an immigration penalty, a licensing authority may revoke the licence or suspend it for a period of up to six months. This applies to convictions received and civil immigration penalties which a person has been required to pay at any time before 36 or after the licence was granted, as long as the conviction was received after 6 April 2017, or the requirement to pay the civil penalty arose after 6 April 2017. Prior to 6 April 2017 only magistrates' courts can order the forfeiture or suspension of a personal licence for convictions.
- 27.11. The process which must be undertaken by the Licensing Authority to suspend or revoke a personal licence is set out at section 132A of the 2003 Act. The decision to revoke or suspend a personal licence must be made by the licensing committee or sub-committee.

## **Minor variations**

- 27.12 Licence holders can apply to make small changes to premises licences or club premises certificates through the minor variation process, which is cheaper, easier and quicker than the full variation process.
- 27.13 A minor variation is defined as one that could not impact adversely on any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.) An example may be an amendment to the layout of the premises or the removal of outdated or obsolete licence conditions.
- 27.14 The Minor Variations process cannot be used to add the retail or supply of alcohol to a licence. However, in line with section 182 guidance applicants are being encouraged to use the minor variation process to apply for 'off sales' to add to the already approved on sales following the ending of the permitted period.

## **28. Reviews**

- 28.1 The proceedings set out in the Act for reviewing premises licenses and club premise certificates represents a key protection for the community where problems associated with the licensing objectives occur after the grant or variation of a premises licence or club premise certificate.
- 28.2 At any stage following the grant of a premises licence or club premises certificate, a responsible authority, or any other person, may ask this Licensing Authority to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives.
- 28.3 This Licensing Authority will work in partnership with other responsible authorities to achieve the promotion of the licensing objectives and will give licence or certificate holder's early warning of any concerns identified at the premises. The



Licensing Authority will also encourage other responsible authorities to do the same.

- 28.4 When a review has been requested the role of the Licensing Authority will be to administer the process and determine its outcome at a hearing. Where the Licensing Authority has applied to review an authorisation, there will be a clear separation of responsibilities to ensure procedural fairness and eliminate conflicts of interest.
- 28.5 This Licensing Authority may decide that no action is necessary if it finds that the review does not require it to take any appropriate steps to promote the licensing objectives. In appropriate cases this Authority may issue an informal warning to the licence holder and/or recommend improvement within a set time frame. Any warnings will be issued in writing.
- 28.6 Where this Licensing Authority considers that action under its statutory powers is appropriate it may take any of the following steps:
- modify the conditions of the premises licence (which includes adding new conditions or any alteration or omission of an existing condition);
  - exclude a licensable activity from the scope of the licence.
  - remove the designated supervisor.
  - suspend the licence for a period not exceeding three months.
  - revoke the licence.
- 28.7 In cases where the crime prevention objective is being undermined, this Licensing Authority will seriously consider revocation of the licence, even in the first instance.

## **29. Enforcement**

- 29.1 This Licensing Authority will consult and liaise with the local police and any other relevant partner on enforcement issues. This will provide for the targeting of the agreed problem and high-risk premises which require greater attention while providing a lighter touch for low-risk premises or those that are well run.
- 29.2 In general, action will only be taken in accordance with the Council's licensing compliance and enforcement policy, as adopted at the time, which reflects the Council's obligations relating to licensing enforcement. The key principles of consistency, openness, proportionality, clear standards and practices, courtesy and helpfulness and training will be maintained. The policy is available on our website [Corporate Enforcement Policy](#) or a copy can be made available upon request. This Licensing Authority will also have regard to the Regulators' Code <https://www.gov.uk/government/publications/regulators-code> or any future replacement.
- 29.3 Although the Act does not have a set inspection regime, premises inspections, will take place as judged necessary on a risk-based approach.

## **30. Licence Suspensions**

- 30.1 This is a power in relation to the amendments brought about by the Police Reform and Social Responsibility Act 2011. This Licensing Authority must suspend

premises licenses and club premises certificates on the non-payment of annual fees. The procedure to be used is set out in the regulations

### **31. Advice and Guidance**

- 31.1 Advice can be obtained via the Licensing Team, and we will assist people with the types of licenses they will need to apply for; the team can be contacted in the following ways: -

Website:

[www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk)

Email :

[licensing@huntingdonshire.gov.uk](mailto:licensing@huntingdonshire.gov.uk)

Or by writing to:

The Licensing Team  
Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon  
PE29 3TN

### **32. Review of the Policy**

- 32.1 This licensing policy will be formally reviewed and published every five years (section 5 Licensing Act 2003). This review of the policy will be subject to the consultation process. In addition, Section 5(4) of the Act provides that the licensing authority must keep its policy under review during each five-year period and make appropriate revisions. Again, any revisions will be subject to consultation.

### **33. Appendices**

- 33.1 The following appendices are provided with this policy:  
Appendix A – Responsible Authorities  
Appendix B – Delegation of Functions

## **Appendix A – Responsible Authorities**

**Police** - The Chief Officer of Police, Cambridgeshire Constabulary  
Tel: 01480 456111  
Email: [LicensingSouth@cambs.police.uk](mailto:LicensingSouth@cambs.police.uk)

**Fire and Rescue** - Cambridgeshire Fire and Rescue Service  
Email: [fireprotectionnorthconsultations@cambsfire.gov.uk](mailto:fireprotectionnorthconsultations@cambsfire.gov.uk)

**Child Protection:**  
Email:

**Public Health** - The Director of Public Health,  
Email: [HealthinAllPolicies@cambridgeshire.gov.uk](mailto:HealthinAllPolicies@cambridgeshire.gov.uk)

**Trading Standards:**  
Email: [ts.administration@cambridgeshire.gov.uk](mailto:ts.administration@cambridgeshire.gov.uk)

### **Home Office Alcohol licensing team**

Home Office  
Immigration Enforcement  
Licensing Compliance Team (LCT)  
2 Ruskin Square  
Dingwall Road  
Croydon  
CR0 2WF

Email: [IE.licensing.applications@homeoffice.gov.uk](mailto:IE.licensing.applications@homeoffice.gov.uk)

### **Environmental Health**

Email: [environmental.health@huntingdonshire.gov.uk](mailto:environmental.health@huntingdonshire.gov.uk)

### **Head of Planning Services**

Email: [Planning.enforcement@huntingdonshire.gov.uk](mailto:Planning.enforcement@huntingdonshire.gov.uk)

### **Licensing**

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

### **In addition, for vessels:**

Great Ouse and Stour Waterways, Environment Agency, Kingfisher House, Goldhay Way, Orton Goldhay, Peterborough, Cambs, PE2 7ZR  
Tel 01733 371811

The Surveyor in Charge, Maritime and Coastguard Agency, East Terrace, Walton-on-the-Naze, Essex CO14 8PY  
Tel 01255 682107

The Team Leader, River Nene, Nene House, Pytchley Road Industrial Estate, Pytchley Lodge Road, Kettering, Northants, NN15 6JN  
Tel 01536 517721

## Appendix B - Delegation of functions

Matter to be dealt with	Full Committee	Sub Committee or Panel	Officers
Application for personal licence	-	If a police objection made	If no objection made
Application for personal licence with unspent convictions	-	All cases	-
Application for premises licence/club premises certificate	-	If a relevant representation made	If no relevant representation made
Application for provisional statement	-	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	-	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	-	If a police objection	All other cases
Request to be removed as designated premises supervisor	-	-	All cases
Application for transfer of premises licence	-	If a police objection	All other cases
Application for interim authorities	-	If a police objection	All other cases
Application to review premises licence/club premises certificate	-	All cases	-
Decision on whether a representation is irrelevant, frivolous, vexatious etc	-	-	All cases
Decision to object when a local authority is a consultee and not the relevant authority considering the application	-	All cases	-
Determination of application to vary premises licence at community premises to include alternative licence	-	If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application	-	-	All cases
Determination of Minor variation application	-	-	All cases
Determination of a police objection to a temporary event notice	-	All cases	-



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**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

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### **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.

**The Cabinet considered the report at their meeting on 12 November 2024 and endorsed the recommendations.**

### **RECOMMENDATION:**

The COUNCIL IS

### **RECOMMENDED**

to approve 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 our Corporate Priority 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.



<p>To ensure a simplified scheme provides opportunities for automation and improvements in processing times*</p> <p><small>*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</small></p>	<p>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.</p> <p>These advances in automation have enabled the team to tolerate the increased caseload volumes whilst improving response times, all within existing resources.</p> <p>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.</p> <p>New claims for CTS are processed within an average of 18.8 days in 2025, compared to 19.64 days in 2023.</p>
<p>To reduce the number of bills issued due to CTS changes, and to reduce recovery action taken</p>	<p>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.</p> <p>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.</p> <p>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.</p>

- 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 Overview and Scrutiny (Environment, Communities and Partnerships) Panel discussed the Council Tax Support 2026/27 Report at its meeting on 7th November 2025.

- 4.2 Following a comment from Councillor Shaw, the Panel heard that the scheme also provided an administrative benefit to the team in addition to the benefits it provided to residents.
- 4.3 In response to a concern raised by Councillor Lowe, the Panel heard that the Council Tax Support Scheme had been fully planned and budgeted, and was in line with forecast for the year.
- 4.4 It was clarified to the Panel following a question from Councillor Pitt, that the previous response times had included automated responses although not to the same degree as currently. It was also noted that there were several reasons why changes were not able to be immediately implemented and that a human element had to be considered however the Panel were also assured that all response times were closely monitored
- 4.5 Councillor Hunt reflected on an excellent report and praised the principles implemented by the joint administration. The Panel further heard that despite the risks of the scheme, the dedication and hard work of the team ensured it's smooth implementational.
- 4.6 Following the discussion, the Panel were informed that their comments would be added to the Cabinet report in order for an informed decision to be made on the report recommendations.

## **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](mailto: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)
<b>1*</b>	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
<b>2</b>	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
<b>3</b>	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
<b>4</b>	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
<b>5</b>	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](#)

**Public**

**Key Decision: Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Parking Charges - Implementation of Increase
<b>Meeting/Date:</b>	Cabinet - 16th December 2025 Council – 17th December 2025
<b>Executive Portfolio:</b>	Cllr Mickelburgh, Executive Councillor for Finance & Resources Cllr Kerr, Executive Councillor for Parks and Countryside, Waste and Street Scene
<b>Report by:</b>	Head of Economy, Regeneration & Housing (PS)
<b>Ward(s) affected:</b>	All

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### Executive Summary:

The provision and operation of off-street car parks are non-statutory functions; however, they do provide an important community resource – in particular making a contribution to our town centres and other assets such as One Leisure and Hinchingsbrooke Country Park and provide an income stream to the Council. That income is used to offset the costs of providing the service; with any surplus generated going in to the Councils revenue streams as part of overall budget provisions.

The MTFs contains an increase in parking income from 2025/26 linked to a 20p increase to parking charges. Charges were last increased in 2019 and implemented by 2020. The increase in parking income would be for a partial year (2025/26) post-implementation of Civil Parking Enforcement (CPE) and fully realised for 2026 onwards. A commitment was also made to undertake an update to the Councils adopted Parking Strategy following the implementation of Civil Parking Enforcement.

CPE was approved by the Department for Transport at the end of July 2025, with enforcement commencing from the start of August. The Council has commenced work on reviewing the Parking Strategy.

This report will provide a summary on the impacts on car park usage following the implementation of Civil Parking Enforcement, and; seeks clarity on the implementation of the increase (as per agreed Budget), an alternative, or whether no increase is to be implemented within the 25/26 financial year. In all cases, there are budgetary implications.

The report also sets out the timescale implications in respect of implementation – noting the lead in time for practical implementation; and thereafter seeks appropriate delegations to implement whatever decision is reached.

It should be noted that this report includes information relating to financial years 26/27 and beyond in relation to the agreed MTFS from April 2025. It does not seek to bind any future decisions relating to budget setting and the future MTFS from April 2026 which will be made by Council in 2026.

**Recommendation(s):**

The Cabinet is recommended to:

- a) Note the agreed MTFS baseline position in relation to parking charges and in particular the 20p increase; along with the other financial information included in this report.

The Cabinet is further recommended to choose from either b), c), d) or e) below as the agreed way forward:

- b) Agree to implement the charge increase as set out in the MTFS and;
  - i. Delegate authority to the Corporate Director (Place) in consultation with the Executive Councillor for Parks and Countryside, Waste and Street Scene to make and confirm necessary changes to Parking Orders in order to confirm and implement the agreed charges, and;
  - ii. Delegate authority to the Corporate Director (Place) to instruct the undertaking of any other activities necessary to implement and communicate the increase in charges.

OR

- c) Recommend to Council
  - i. That the 20p increase as set out in the MTFS should not be implemented and;
  - ii. Delegate authority to the Corporate Director (Finance and Resources) and Section 151 Officer in consultation with the Executive Councillor for Finance & Resources to make necessary changes to the Councils finances, including movements from Reserves, to ensure that a balanced MTFS position for 25/26 is maintained.

OR

- d) Recommend to Council
  - i. That an alternative increase in car parking fees for 25/26 be implemented, amending the agreed MTFS and;
  - ii. Delegate authority to the Corporate Director (Finance and Resources) and Section 151 Officer in consultation with the Executive Councillor for Finance & Resources to make necessary changes to the Councils finances, including movements from Reserves, to ensure that a balanced MTFS position for 25/26 is maintained, and;
  - iii. Delegate authority to the Corporate Director (Place) in consultation with the Executive Councillor for Parks and Countryside, Waste and Street Scene to make and confirm necessary changes to Parking Orders in order to confirm and implement the agreed charges, and;



- iv. Delegate authority to the Corporate Director (Place) to instruct the undertaking of any other activities necessary to implement and communicate the increase in charges

OR

- e) Recommend to Council
  - i. That the 20p increase as set out in the MTFS should not be implemented in 2026/27. The detail of the charges will be considered and agreed in 2026/27 and will be considered against an updated Car Parking Strategy, and;
  - ii. 2025/26 - Delegate authority to the Corporate Director (Finance and Resources) and Section 151 Officer in consultation with the Executive Councillor for Finance & Resources to make necessary changes to the Councils finances, including movements from Reserves, to ensure that a balanced MTFS position for 25/26 is maintained, and;
  - iii. 2026/27 (forecast) - Delegate authority to the Corporate Director (Finance and Resources) and Section 151 Officer in consultation with the Executive Councillor for Finance & Resources to make necessary changes to the Councils finances, including movements from Reserves, to ensure that a balanced MTFS position for 26/27 is maintained notwithstanding the budget process for the 2026/27 MTFS, and;
  - iv. Delegate authority to the Corporate Director (Place) in consultation with the Executive Councillor for Parks and Countryside, Waste and Street Scene to make and confirm necessary changes to Parking Orders in order to confirm and implement the agreed charges
  - v. Delegate authority to the Corporate Director (Place) to instruct the undertaking of any other activities necessary to implement and communicate the increase in charges.

## **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to provide an update on a number of matters pertaining to parking, including summary of the impacts on car park usage following the implementation of Civil Parking Enforcement.
- 1.2 The report also seeks to confirm the approach to be taken in respect of the implementation of agreed parking increases within the 25/26 MTFS - a 20p increase except for the all day tariff. The report seeks confirmation and delegation to implement the agreed increase; or seek confirmation via Council of the agreement to a Budget Policy variation to remove the planned increase or proceed with an alternative scheme.

## **2. BACKGROUND**

- 2.1 The Council is required to prepare and approve a budget and Medium-Term Financial strategy (MTFS). The budget and MTFS were approved by Council 26<sup>th</sup> February 2025. This included increased parking charge related income and associated charge changes.
- 2.2 At the time of Full Council, commitments were given by the Administration that account would be taken of the impacts of Civil Parking Enforcement (CPE), along with a commitment to undertake an update of the Councils Parking Strategy – noting the current strategy is dated 2018 -2023.
- 2.3 Civil Parking Enforcement (CPE) was introduced in August 2025 following approval granted by the Department for Transport at the end of July 2025. The introduction was the result of collaboration with Cambridgeshire County Council in the undertaking of a statutory process that unfortunately faced delays due to the availability of Parliamentary time required for designation of Huntingdonshire as both a Civil & Special Enforcement Area. CPE is the outcome of a process that decriminalises a number of on-street parking offences and enables them to be enforced as a civil matter by a local authority, instead of the Police. This change to enforcement may have led to an impact on car park usage.
- 2.4 The Council has committed to undertaking a review of its Parking Strategy with works having commenced in October 2025 that included on site occupancy surveys. A recent public user survey has recently been launched. The development of the parking strategy will continue during 2025/26 and is expected to be complete by April 2026. It will include principles for future fee setting, but of itself will not set the approach to fee increases, which are considered through the budget setting process.
- 2.5 Charges are included and set within the Fees and Charges schedule as part of the proposed Budget 2025/26 and Medium-Term Financial Strategy (MTFS). No further decision is required to implement the charges as detailed in the Fees and Charges schedule. Whilst there is a delegation to the relevant Head of Service and Executive Cllr *'To make and confirm Off-Street Parking Places Orders in future years involving any changes of minor significance and reviews of charges in line with inflation'*, a change above a single year's inflationary value would be significant and require a decision by Cabinet. A variation to the approved MTFS would require a Council decision.

### 3. **BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY**

- 3.1 The Council is required to prepare and approve a budget and Medium-Term Financial strategy (MTFS). A 2025/26 Revenue Budget & Medium-Term Financial Strategy (2026/27 to 2029/30) was prepared and brought before Council 26<sup>th</sup> February 2025.
- 3.2 The proposed budget and MTFS included items relating to parking income and charges. These are discussed below in sections 3.3 and 3.4
- 3.3 The Council resolved *'that the proposed overall Budget 2025/26 and Medium-Term Financial Strategy (MTFS) 2026/27 to 2029/30 (Appendix 1) to include the Revenue Budgets at Section 2, the Capital Programme at Section 3 and the 2025/26 Fees and Charges at Section 7, Annex A be approved'*.

#### 3.4 **MTFS PARKING INCOME POSITION**

- 3.4.1 In relation to parking pay & display income, and the approved budget and MTFS, a baseline income position was established with increases to parking income applied to determine the total budget figure. Note that parking income associated with Hinchingsbrooke Country Park is not included within these figures; and the Council does not currently charge for parking at One Leisure sites.

**TABLE 1: SUMMARY OF PARKING INCOME BASELINE BUDGET AND AGREED INCOME INCREASES**

	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
<b>Baseline Budget</b>	£2,336,000	£2,336,000	£2,336,000	£2,336,000	£2,336,000
<b>Income Increase</b>	£136,000	£270,000	£270,000	£270,000	£270,000
<b>Agreed Budget</b>	<b>£2,472,000</b>	<b>£2,606,000</b>	<b>£2,606,000</b>	<b>£2,606,000</b>	<b>£2,606,000</b>

- 3.4.2 The pay & display income received in 2024/25 was ~£2,256,000. This does not include parking income associated with Hinchingsbrooke Country Park.

#### 3.5 **MTFS PARKING CHARGES**

- 3.6 The 2025/26 Revenue Budget & Medium-Term Financial Strategy (2026/27 to 2029/30) contained the 'Fees and Charges schedule for 2025/26'. This included parking charges post-CPE implementation at a 20p increased level and was approved by Council in February 2025 – noting that fees were last increased in 2019.
- 3.7 The Council may continue to charge lower (retain current charge) which is an established charge. A fee other than either the current or the 20p variant would require taking this through the decision-making process – decision by Full Council.

**TABLE 2: SUMMARY OF PAY & DISPLAY CHARGES RELATING TO COUNCIL OPERATED CAR PARKS**

	<b>Short Stay</b>		<b>Long Stay</b>	
<b>Stays up to:</b>	<b>Current</b>	<b>20p</b>	<b>Current</b>	<b>20p</b>
<b>1 Hour</b>	<b>£1.00</b>	<b>£1.20</b>	<b>-</b>	<b>-</b>
<b>2 Hours</b>	<b>£1.80</b>	<b>£2.00</b>	<b>£1.60</b>	<b>£1.80</b>

<b>3 Hours</b>	<b>£2.60</b>	<b>£2.80</b>	<b>£2.00</b>	<b>£2.20</b>
<b>4 Hours</b>	<b>£3.40</b>	<b>£3.60</b>	<b>£2.40</b>	<b>£2.60</b>
<b>10 Hours</b>	-	-	<b>£3.00</b>	<b>£3.00</b>
<b>23 Hours</b>	-	-	<b>£4.00</b>	<b>£4.00</b>

- 3.7.1 This level of charges remains lower than the application of both the consumer and retail price index inflationary values. The last increase to parking charges was implemented in April 2020.

**TABLE 3: RPI & CPI APPLIED TO £1.00**

		Previously	Indexed
Application of index ( <i>Apr 20 to Oct 25</i> )	RPI	£1.00	£1.39
	CPI	£1.00	£1.29

- 3.7.2 The retail price index is a measure of inflation published monthly by the Office for National Statistics. It measures the change in the cost of a representative sample of retail goods and services. Whilst increasing parking charges solely in accordance with this index may not be practicable due to the resultant change denominations, it serves to demonstrate the result of potential income received through the adoption of an annual system and the impact on the budget and MTFS.
- 3.7.3 The chart below applies the % change to the index value (April of year vs April 2020) to the actual income realised by the Council since the last charge changes implement by April 2020. The cumulative impact over the 4 year period provides a calculated additional income figure in excess of £1,700,000. This figure assumes no other changes to usage and is therefore representative only.

**CHART 1: CAR PARK INCOME (RELEASED INCOME VS RPI CALCULATED POSITION)**



- 3.7.4 In February 2021, the Council agreed to the progression of Civil Parking Enforcement in Huntingdonshire. This implementation was noted to create an annual operating deficit in the region of £60,000 p/a. In an exempt report submitted, Cabinet agreed to the recommendations whereby the council undertook to incur costs associated with the remedial works required to establish Huntingdonshire as a Civil Enforcement Area.
- 3.7.5 Benchmarking information provided to the Council identified that the long and short stay charges in operation are within the lower quartile compared to the CIPFA neighbour average. It was noted in the information provided to the Council that 9 of the 16 CIPFA neighbours charge on a Sunday (either nominal fee c. £0.20 - £1.80, or normal charges).

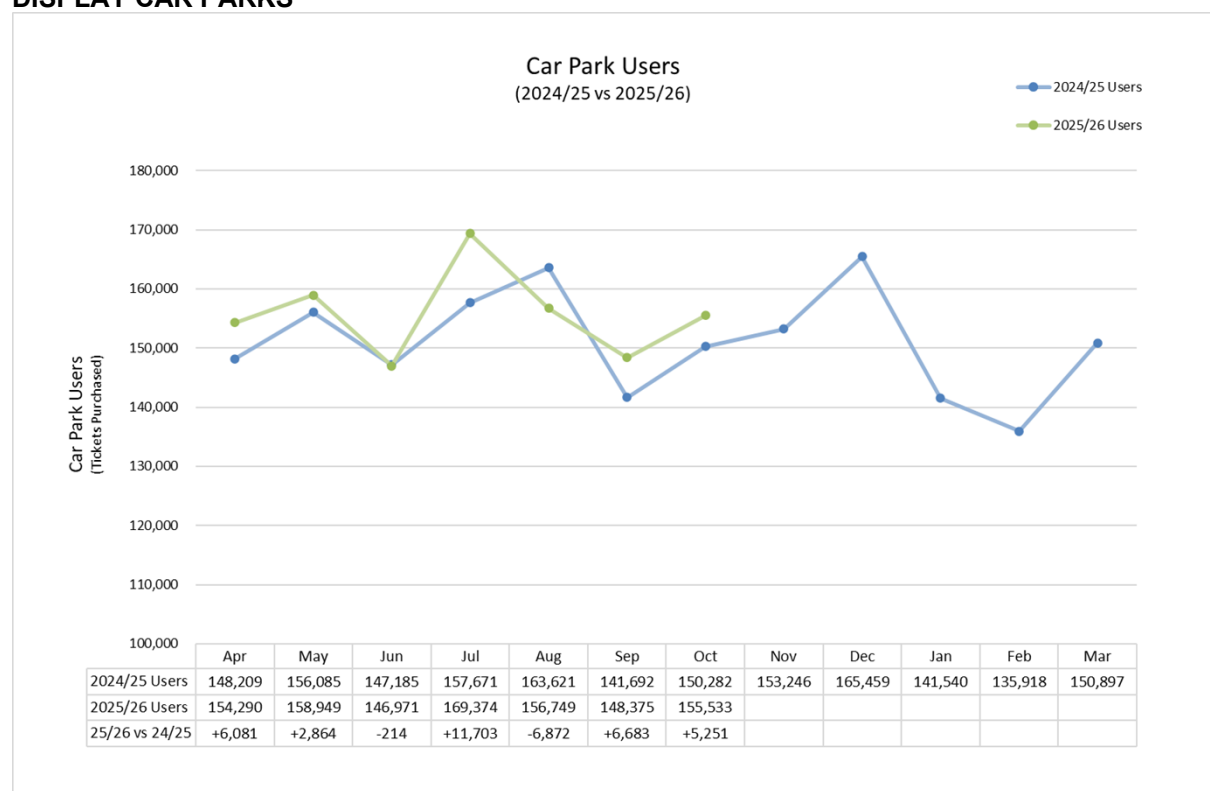
## 4. **CIVIL PARKING ENFORCEMENT**

Prior to the introduction of Civil Parking Enforcement (CPE) high levels of non-compliant parking in the town centres were observed. The introduction of CPE has provided an increased on-street enforcement presence which would likely deter and lead to changed behaviours with those drivers opting to park legally elsewhere, including within/to Council operated car parks.

### 4.1 **CAR PARK USAGE**

- 4.1.1 A comparison of the total number of tickets purchases within Council operated pay & display car parks has been undertaken. Note that the count of tickets purchased does not include Hinchbrooke Country Park.

**CHART 2: CAR PARK USERS (TICKETS PURCHASED) IN COUNCIL OPERATED PAY & DISPLAY CAR PARKS**

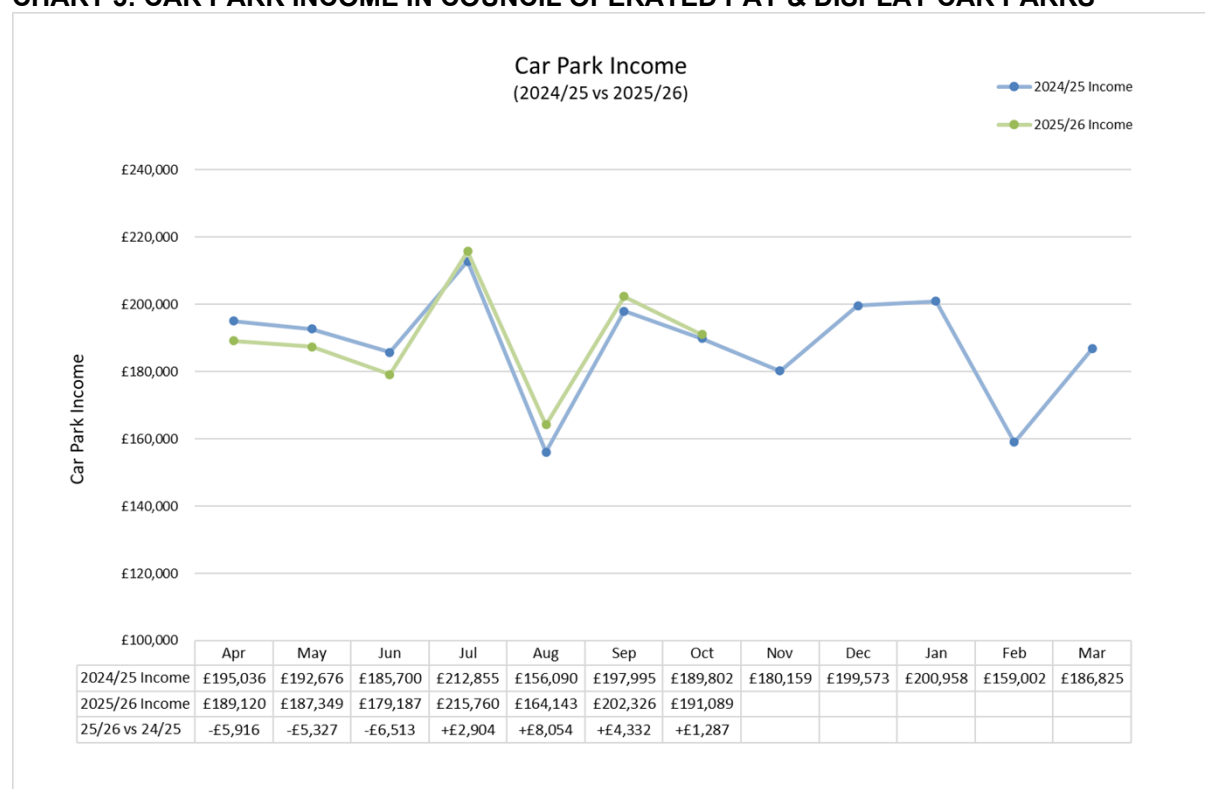


- 4.1.2 The comparison shows that the year to date usage (2025/26) is broadly similar to that of the year prior (2024/25), noting an uplift of 2.34%. Whilst this represents an increase in car park users, income remains similar to the year prior therefore usage increase alone is unlikely to have a significant impact on parking income.

## 4.2 CAR PARK INCOME

- 4.2.1 A comparison of the income from Council operated pay & display car parks has been undertaken. Note that the income does not include Hinchingsbrooke Country Park.

**CHART 3: CAR PARK INCOME IN COUNCIL OPERATED PAY & DISPLAY CAR PARKS**

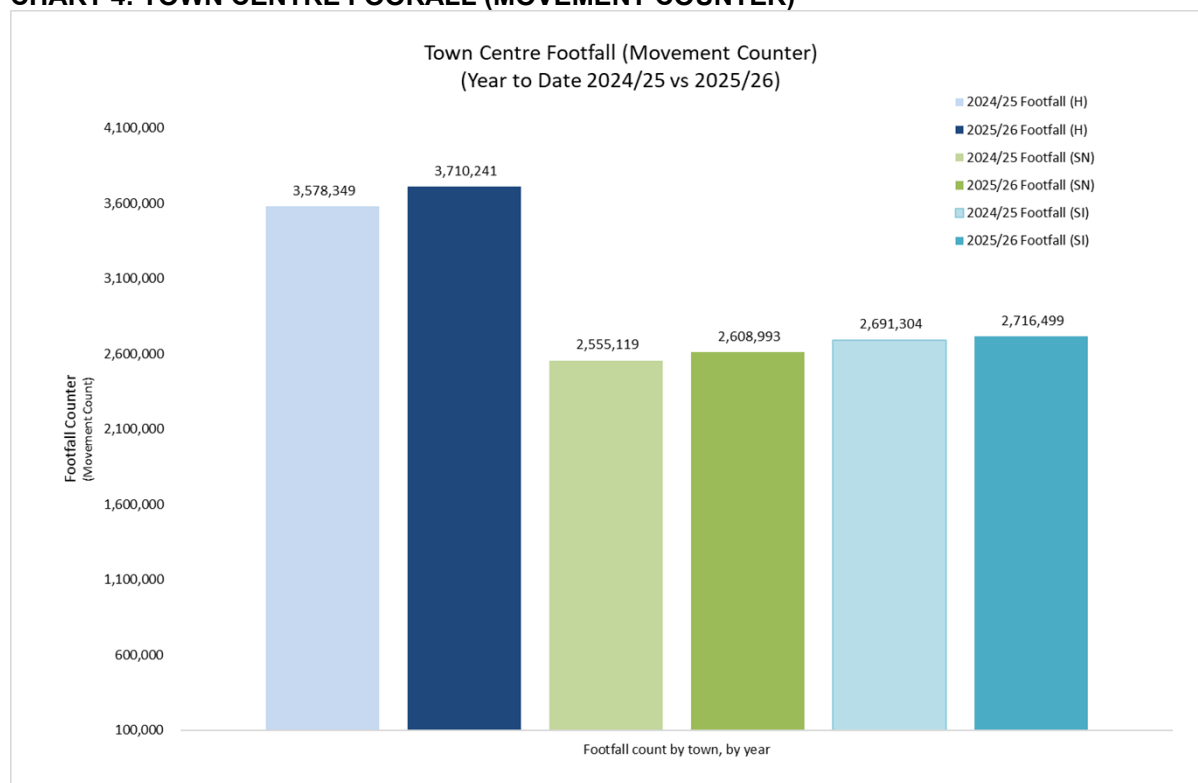


- 4.2.2 The comparison shows that the year to date income (2025/26) is broadly similar to that of the year prior (2024/25). No significant increase in usage has been noted.

## 4.3 FOOTFALL AND TOWN CENTRE USAGE

- 4.3.1 Huntington, St Neots & St Ives have footfall counters deployed within the town centre. These counters record pedestrian movement within the counters field of capture. The information presented is the year-to-date totals for each Huntington, St Neots & St Ives.
- 4.3.2 This data is not a true representation of the number of visitors to the area; however, it can be used to determine footfall trends when considered against itself.
- 4.3.3 The information shown here indicates an overall increase in the movements captured by the counters in each location ranging from 0.94 - 3.69% representing an average increase of 2.24% year-to-date. This increase closely reflects that seen in the number of car park uses for the same period.

**CHART 4: TOWN CENTRE FOORALL (MOVEMENT COUNTER)**



## 5. **BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY IMPACT SUMMARY**

- 5.1 The comparison works undertaken show that no significant changes to the income and tickets purchased in Council operated pay & display car parks has occurred following the introduction of civil Parking Enforcement.
- 5.2 The Council has an established budget and MTFS position in relation to parking income. This was based upon a partial, in-year implementation of the increase. Noting the lead in times for amendment of the relevant Parking Orders and practical implementation, a decision is now required either to proceed with that increase or not.
- 5.3 The pressures associated with a decision to *not increase charges* are:
- in-year pressure (2025/26) of £136,000. Due to the timescales associated with implementation of charge increase this is non-recoverable this year.
  - Pressure of £270,000 p/a for the remainder of the MTFS. Prompt implementation of the charge changes increase the likelihood of this being achieved from April 2026.
- 5.4 To not increase the charges (*continue with the current level of charges*) impacts the income received by the Council. It is unlikely that the income received without increasing charges will meet the budget and MTFS requirements. Officers would also advise that determining to not increase the charges would in effect see the costs of car parking provision and operation being subsidised by other services and other council income; or require the council to consider what activity may have to cease. This is due to the increased costs in car park operation as a result of inflation; utilities increase; business rates increase and staffing costs.

- 5.5 In order to manage pressures to the surplus generated by the service (*revenue stream as part of overall budget provision*) which were not accounted for at the time of setting the budget over the MTFS period will require political choices over where funding comes from to fill the resultant gap. This could include money from reserves, stopping or reducing services, or reallocating money from other objectives such as the Community Health and Wealth Building Strategy (CHAWS) fund - thus resulting in less money being available for those objectives.

## 6. **PARKING CHARGE IMPLEMENTATION OPTIONS**

- 6.1 The options available to the Council relating to the implementation of charge changes are presented below. Option A sets out the progression of the charge change in line with the approved budget. Should Option B or C be progressed, then there will be a requirement for a Budget BID to adjust the baseline income.

### 6.2 **IMPLEMENTATION OF CHARGE CHANGES**

- 6.2.1 On 26<sup>th</sup> February 2025, the Council resolved 'that the proposed overall Budget 2025/26 and Medium-Term Financial Strategy (MTFS) 2026/27 to 2029/30 (Appendix 1) to include the Revenue Budgets at Section 2, the Capital Programme at Section 3 and the 2025/26 Fees and Charges at Section 7, Annex A be approved'.
- 6.2.2 The Off-Street Parking Places Orders established to support Civil Parking Enforcement specifies the level of charges within Schedules (*likened to appendices*). Implementation of the agreed Council charges is by way of a Notice of Variation. This notice details the current and the new (varied) charges and confirms the date of commencement by providing notice of 28 days.
- 6.2.3 The implementation process normally requires a window of 10-12 weeks. Actions that are to be undertaken include:
- Preparation and undertaking of the Notice of Variation process;
  - Co-ordination with external suppliers for system configuration changes required;
  - Signage updates required to ensure correct advertisement of charges in car parks.
- 6.2.4 Note that a normal external supplier timescale of 10-12 weeks applies to the implementation of system charge changes. This timescale can vary due to the demand on the supplier which increases between January and April as many Councils' look to bring in charge changes for the start of the financial year.
- 6.2.5 Members expressed a desire to take account of CPE, and data pertaining to behavioural change (as opposed to assumption), before taking a decision to implement the approved fees set out in the budget. This report includes that data both in usage and income terms, as well as other variables. This report comes forward at the last responsible opportunity to enable the implementation to occur; enabling consideration of the initial data from CPE and the timescales likely for the review of the Parking Strategy. In the alternative this report enables an informed view can be taken in light of the wider financial position of the Council if an alternative proposal is to be pursued, as opposed to a high-level budget which is based on prudent assumptions and budget principles.



### 6.3 OPTION A: DO NOTHING

- 6.3.1 Given the financial implications, doing nothing is not an available option as a decision other than that in line with the budget and MTFS requires a corresponding financial change to provide a balanced budget as the Council has a duty to set a balanced budget.

### 6.4 OPTION B: PROGRESS A CHARGE INCREASE AS BUDGET AND MTFS

- 6.4.1 This option represents the implementation of a charge change in line with the approved budget and MTFS.

*This option is reflected by recommendation 'b) Agree to implement the charge increase as set out in the MTFS'.*

**TABLE 4: OPTION B - IMPACT ON BUDGET AND MTFS**

	2026/27	2027/28	2028/29	2029/30	2030/31	Total Impact
Agreed Budget	£2,606,000	£2,606,000	£2,606,000	£2,606,000	£2,606,000	
Option Impact	£0	£0	£0	£0	£0	£0
Option Budget	£2,606,000	£2,606,000	£2,606,000	£2,606,000	£2,606,000	

- 6.4.2 The implementation process normally requires 10-12 weeks due to the actions required to support charge changes; however, timescales can vary.
- 6.4.3 Prompt confirmation to pursue will enable the process of enactment of the charge changes to commence with a view to timely implementation, reducing the likely impact on the agreed 2026/27 budget.
- 6.4.4 To proceed with this, whilst there is a Council decision in place, further delegations are required to make and amend the Parking Orders and undertake practical implementation. In short, in order to proceed with an increase in the financial year, a decision on this needs to be taken before the end of the calendar year.

### 6.5 OPTION C: DO NOT PROGRESS ANY CHARGE INCREASE

- 6.5.1 Should the Council not wish to implement an increase to parking charges, a decision will be required by Council to vary the approved budget and MTFS. The impact of this on the budget and MTFS is:
- £136,000 in the current year (2025/26)
  - £270,000 p/a for the remainder of the MTFS

*This option is reflected by recommendation 'c) Recommend to Council That the 20p increase as set out in the MTFS should not be implemented'.*

**TABLE 5: OPTION C - IMPACT ON BUDGET AND MTFS**

	2026/27	2027/28	2028/29	2029/30	2030/31	Total Impact
<b>Agreed Budget</b>	£2,606,000	£2,606,000	£2,606,000	£2,606,000	£2,606,000	
<b>Option Impact</b>	- £270,000	- £270,000	- £270,000	- £270,000	- £270,000	- £1,350,000
<b>Option Budget</b>	£2,336,000	£2,336,000	£2,336,000	£2,336,000	£2,336,000	

6.5.2 The Council will be required to make a decision in relation to the budget and MTFS. This could include money from reserves, stopping or reducing services, or reallocating money from other objectives such as the Community Health and Wealth Building Strategy (CHAWS) fund - thus resulting in less money being available for those objectives.

6.5.3 Taking out the full budget within the MTFS relating to a parking income increase will prejudice the outcome of the parking strategy.

## 6.6 OPTION D: PROGRESS AN ALTERNATE CHARGE INCREASE (2025/26)

6.6.1 The Council may consider the implementation of an alternate increase within 2025/26. The basis of this option are assumptions that:

- the charges are agreed in 2025/26 and implemented as soon as practicable.

*This option is reflected by recommendation 'd) Recommend to Council that an alternative increase in car parking fees for 25/26 be implemented, amending the agreed MTFS'*

6.6.2 If this option is progressed there will be a variation to the agreed MTFS for years 2-5. This will necessitate a starting position of inclusion within the budget for the 5-year MTFS period from 2026/27. The scale of this impact will be dependent on the charges agreed.

**TABLE 6: OPTION D - IMPACT ON BUDGET AND MTFS**

	2026/27	2027/28	2028/29	2029/30	2030/31	Total Impact
<b>Agreed Budget</b>	£2,606,000	£2,606,000	£2,606,000	£2,606,000	£2,606,000	
<b>Option Impact</b>	- £270,000 (up to)	- £270,000 (up to)	- £270,000 (up to)	- £270,000 (up to)	- £270,000 (up to)	- £1,350,000 (up to)
<b>Option Budget</b>	£2,336,000	£2,606,000	£2,606,000	£2,606,000	£2,606,000	

6.6.3 The implementation process normally requires 10-12 weeks due to the actions required to support charge changes; however, timescales can vary.

6.6.4 Prompt confirmation of the charges is required to enable the process of enactment of the charge changes, reducing the impact to a revised 2026/27 budget.

6.6.5 An appropriate recommendation had been made to support the implementation of this option.

## 6.7 OPTION E: DEFER AND PROGRESS AN ALTERNATE CHARGE INCREASE

- 6.7.1 The Council may consider an option to defer the implementation of the any charge changes until the development of the parking strategy has concluded. Once this is clear, the implications for the Councils MTFS will be put forward for approval.

*This option is reflected by recommendation 'e) Recommend to Council that the 20p increase as set out in the MTFS should not be implemented in 2026/27. The detail of the charges will be considered and agreed in 2026/27'.*

- 6.7.2 If this option is progressed there will be a variation to the agreed MTFS for year 2. Once the position on charges is known adjustment to subsequent years in the MTFS will be required.

**TABLE 6: OPTION E - IMPACT ON BUDGET AND MTFS**

	2026/27	2027/28	2028/29	2029/30	2030/31	Total Impact
<b>Agreed Budget</b>	£2,606,000	£2,606,000	£2,606,000	£2,606,000	£2,606,000	
<b>Option Impact</b>	- £270,000	£0	£0	£0	£0	<b>- £270,000</b>
<b>Option Budget</b>	£2,336,000	£2,606,000	£2,606,000	£2,606,000	£2,606,000	

- 6.7.3 The outcome of the strategy is unknown and will not be available until after a proposed budget and MTFS are brought to Council. Should the strategy not support the charges as agreed, this would impact the agreed budget and MTFS.

## 7. RECOMMENDATIONS

*The Cabinet is recommended to:*

- a) *Note the agreed MTFS baseline position in relation to parking charges and in particular the 20p increase; along with the other financial information included in this report.*

*The Cabinet is further recommended to choose from either b), c) or d) below as the agreed way forward:*

- b) *Agree to implement the charge increase as set out in the MTFS, and;*
- i. *Delegate authority to the Corporate Director (Place) in consultation with the Executive Councillor for Parks and Countryside, Waste and Street Scene to make and confirm necessary changes to Parking Orders in order to confirm and implement the agreed charges, and;*
  - ii. *Delegate authority to the Corporate Director (Place) to instruct the undertaking of any other activities necessary to implement and communicate the increase in charges.*

OR

- c) *Recommend to Council*
- i. *That the 20p increase as set out in the MTFS should not be implemented and;*
  - ii. *Delegate authority to the Corporate Director (Finance and Resources) and Section 151 Officer in consultation with the Executive Councillor for Finance & Resources to make necessary changes to the Councils finances, including movements from Reserves, to ensure that a balanced MTFS position for 25/26 is maintained.*

OR

- d) *Recommend to Council*
- i. *That an alternative increase in car parking fees for 25/26 be implemented and;*
  - ii. *Delegate authority to the Corporate Director (Finance and Resources) and Section 151 Officer in consultation with the Executive Councillor for Finance & Resources to make necessary changes to the Councils finances, including movements from Reserves, to ensure that a balanced MTFS position for 25/26 is maintained, and;*
  - iii. *Delegate authority to the Corporate Director (Place) in consultation with the Executive Councillor for Parks and Countryside, Waste and Street Scene to make and confirm necessary changes to Parking Orders in order to confirm and implement the agreed charges, and;*
  - iv. *Delegate authority to the Corporate Director (Place) to instruct the undertaking of any other activities necessary to implement and communicate the increase in charges.*

OR

- e) *Recommend to Council*
- i. *That the 20p increase as set out in the MTFS should not be implemented in 2026/27. The detail of the charges will be considered and agreed in 2026/27 and will be considered against an updated Car Parking Strategy, and;*
  - ii. *2025/26 - Delegate authority to the Corporate Director (Finance and Resources) and Section 151 Officer in consultation with the Executive Councillor for Finance & Resources to make necessary changes to the Councils finances, including movements from Reserves, to ensure that a balanced MTFS position for 25/26 is maintained, and;*
  - iii. *2026/27 - Delegate authority to the Corporate Director (Finance and Resources) and Section 151 Officer in consultation with the Executive Councillor for Finance & Resources to make necessary changes to the Councils finances, including movements from Reserves, to ensure that a balanced MTFS position for 26/27 is maintained notwithstanding the budget process for the 2026/27 MTFS, and;*
  - iv. *Delegate authority to the Corporate Director (Place) in consultation with the Executive Councillor for Parks and Countryside, Waste and Street Scene to make and confirm necessary changes to Parking Orders in order to confirm and implement the agreed charges and;*
  - v. *Delegate authority to the Corporate Director (Place) to instruct the undertaking of any other activities necessary to implement and communicate the increase in charges.*

## **8. COMMENTS OF O&S**

- 8.1 No pre-decision scrutiny has been undertaken. Given the nature of the decision, Cabinet will either be delegating to implement the will of Council; or in the alternative, will be recommending to Full Council to consider an alternative and the subsequent changes to budget policy which are reserved for Full Council. In that context, there is sufficient scope for Scrutiny of any alternative proposal by Full Council.

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

- 9.1 The budget is the financial interpretation of the Council's strategic and operational priorities that are included within the Corporate Plan.
- 9.2 The Council has recently adopted an Economic Growth Strategy (2025–2030) which includes a strong focus on revitalising town centres—specifically Huntingdon, St Ives, Ramsey, and St Neots—by supporting infrastructure, businesses, public realm improvements, and connectivity.
- 9.3 Car parking plays a significant role in supporting town centres by influencing accessibility, economic vitality, and overall attractiveness.

## **10. Financial Implications**

- 10.1 Deviation from the current charges agreed will impact the income received by the Council in relation to parking charges. The Council approved a balanced budget and MTFS which set a dependency on a level of income received and associated with an increase to parking charges.
- 10.2 Failure to implement Option A would be a deviation from the Council's existing Medium-Term Financial Strategy which received full Council approval in February 2025. This decision would immediately create an in-year shortfall of £136,000 and a recurring annual deficit of £270,000, equating to over £1 million across the MTFS period.
- 10.3 It is highly unlikely that such a gap could be absorbed without needing to utilise reserves, undermine financial resilience, or consider service delivery. This would effectively cause other community priorities to have to be reconsidered to subsidise parking. These are ultimately choices for Members to make, balancing up the need for financial sustainability, with other priorities. This could include money from reserves, stopping or reducing services, or reallocating money from other objectives such as the Community Health and Wealth Building Strategy (CHAWS) fund – thus resulting in less money being available for those objectives.
- 10.4 Parking charges have not increased since the change implemented in 2019 and remain below inflationary levels; in this time, costs have increased (for example business rates, utilities, and staffing costs); rejecting this modest increase would not be financially prudent. If not increased, over time the gap between the charges and the costs will continue to widen, and the shortfall in income cannot be recovered.
- 10.5 The Council has a legal commitment to maintain a balanced budget.

- 10.6 The implementation of charges other than those set out in the 'Fees and Charges schedule for 2025/26' will require a formal decision to agree and establish prior to the service related implementation process of charges which includes the Notice of Variation and other activities set out in 6.2

**11. Legal Implications**

- 11.1 The process of Notice of Variation may be used by the Council to implement changes to parking charges and is allowed for under the Road Traffic Regulations Act 1984, the Parking Places (Variation of Charges) Act 2017, and the Local Authorities' Traffic Orders (Procedure).
- 11.2 The Council exercises its power for off-street parking places in accordance with the Road Traffic Regulations Act 1984 (the Act). Section 55 of the Act comments on the ringfencing of income in respect of parking on highways for payment. The ringfencing is not applicable to off-street parking places.

**12. Background papers**

Meeting of Council, 26<sup>th</sup> Feb 2025 - Final 2025/26 Revenue Budget & Medium-Term Financial Strategy (2026/27 to 2029/30)

[Agenda item - FINAL 2025/26 REVENUE BUDGET AND MEDIUM-TERM FINANCIAL STRATEGY \(2026/27 TO 2029/30\) - Huntingdonshire.gov.uk](#)

**13. Contact Officers**

Head of Economy, Regeneration & Housing (PS)

**Public**  
**Key Decision – No**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

<b>Title/Subject Matter:</b>	Reorganisation of Community Governance Order - Glatton and Conington
<b>Meeting/Date:</b>	Council – 17th December 2025
<b>Executive Portfolio:</b>	Councillor J Harvey – Executive Councillor for Governance and Democratic Services
<b>Report by:</b>	Elections and Democratic Services Manager
<b>Ward affected:</b>	Stilton, Folksworth and Washingley

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### **Executive Summary:**

The purpose of this report is to update Members on the Community Governance Review of Glatton and Conington parishes following public consultation.

The recommendations within the report have been endorsed by the Corporate Governance Committee at their meeting on 9th July 2025.

The Council is

### **RECOMMENDED**

**to approve the drafting of a Reorganisation of Community Governance Order to be made in accordance with the Local Government and Public Involvement in Health Act 2007 for the amendment of the parish boundaries between the parishes of Glatton and Conington.**

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

- 1.1 The purpose of this report is to consider the outcome of the consultation exercise undertaken as part of the Community Governance Review (CGR) following the request received from Glatton Parish Council to review the parish boundary between Glatton and Conington parishes.

## **2. BACKGROUND**

- 2.1 The Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) provides for a principal council to conduct a review of the community governance arrangements for the whole or part of its area for the purpose of considering whether or not to make changes to parish boundaries or size and/or the creation of new parishes; and the review of the electoral arrangements for new and/or existing parishes.
- 2.2 Section 93 of the 2007 Act allows principal councils to decide how to undertake such a review, provided they comply with the duties in the Act which apply to council’s undertaking reviews. If, following a review, the Council decides that changes should be made to the parish boundaries they may make an Order giving effect to these changes.
- 2.3 On 17th April 2024 a request was received from Glatton Parish Council following a resolution at a meeting of the Parish Council on 1st March 2024 for Huntingdonshire District Council to review the parish boundary between Glatton and Conington.
- 2.4 The Committee at their meeting on 25th September 2024 declined to instigate a CGR and requested that Glatton Parish Council either seeks to reach an agreement with Conington Parish Council and/or submit a petition to the Council with the requisite number of signatories from the area expressing support for the proposed boundary change. This was as a result of the response provided by Conington Parish Council stating that it “preferred to respect the historical boundaries and maintain the status quo”.
- 2.5 A valid community governance petition was submitted by Glatton Parish Council on 12th November 2024. A principal council is under a duty to carry out a CGR if it receives a valid petition. The petition set out that the review was to consider the alteration of boundaries of existing parishes of Glatton and Conington.
- 2.6 The Terms of Reference of the CGR were approved at the meeting of the Committee on 29th January 2025 and were published on 3rd February 2025. The maps set out in the Terms of Reference detailing the proposals for boundary changes are attached for completeness at Appendices A and B.

## **3. CONSULTATION**

- 3.1 Public consultation opened on 3rd February 2025 and details were published on the District Council’s website with an e-form for submission



of comments, also shared directly with Glatton and Conington parishes and they were encouraged to publicise the review locally.

- 3.2 The consultation was open for submissions for a period of eight weeks and closed on 31st March 2025. In total, 82 responses were received, with a split of 53 for and 29 against the proposal to amend the boundaries.
- 3.3 The Council is required to ensure that community governance within the area under review will be reflective of the identities and interests of the community in that area and effective and convenient. In doing so, a CGR is required to take account of –
- The impact of community governance arrangements on community cohesion; and
  - The size, population and boundaries of a local community or parish.
- 3.4 The impact on community cohesion is linked specifically to the identities and interests of local communities. The Guidance states that “In many cases a boundary change between existing parishes, or parishes and unparished areas, rather than the creation of an entirely new parish, will be sufficient to ensure that parish arrangements reflect local identities and facilitate effective and convenient local government”. It also provides an opportunity to put in place strong boundaries and remove anomalous boundaries.
- 3.5 The Committee at their meeting on 9th July 2025 considered the outcome of responses received to determine a way forward for final decision. Member of the Committee acknowledged that the decision was not straightforward but considered it a rational request, taking into account the guidance and legislation, and agreed that a recommendation be made to the Council for the drafting of a Reorganisation of Community Governance Order to amend the parish boundaries.

#### **4. KEY IMPACTS**

- 4.1 Undertaking a CGR gives residents the opportunity to engage with local democracy and help determine parish boundaries. The Council has the power to amend parish boundaries. Any changes to parish boundaries as a result of a Council decision will come into effect at the next scheduled Parish elections in May 2026. The proposed amendments to the parish boundaries fall within the existing ward of Stilton, Folksworth and Wasingley and there is no requirement to make a formal request to the Local Government Boundary Commission for England for a related alteration to the District Ward boundary.

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

[See Corporate Plan](#)

- 5.1 The undertaking of a Community Governance Review aligns with Priority 2: Creating a better Huntingdonshire for future generations set out in the Corporate Plan 2023 to 2028.

## **6. LEGAL IMPLICATIONS**

- 6.1 Part 4 of the Local Government and Public Involvement in Health Act 2007 devolved power from the Secretary of State to principal councils to carry out Community Governance reviews and put in place or make changes to local governance arrangements. The Community Governance Review was undertaken in accordance with this Act.
- 6.2 To implement the outcome of the review, the Council will be required to make a Reorganisation of Community Governance Order.

## **7. RESOURCE IMPLICATIONS**

- 7.1 There are no significant resource implications arising from this report.

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

- 8.1 There is a requirement to keep community governance under review to ensure that it is reflective of the identities and interests of the community in that area and is effective and convenient.
- 8.2 The Council is required to consider the outcome of the Community Governance Review of Glatton and Conington parish boundaries and, and taking into account the legislation and guidance, consider the recommendation for the drafting of a Reorganisation of Community Governance Order to amend the parish boundaries in accordance with the review as undertaken by the Corporate Governance Committee that has taken into account all evidence presented. .

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

Appendix A - Glatton Boundary  
Appendix B - Conington Boundary

## **10. BACKGROUND PAPERS**

[Local Government and Public Involvement in Health Act 2007](#)  
[Ministry of Housing, Communities and Local Government - Guidance on community governance reviews](#)

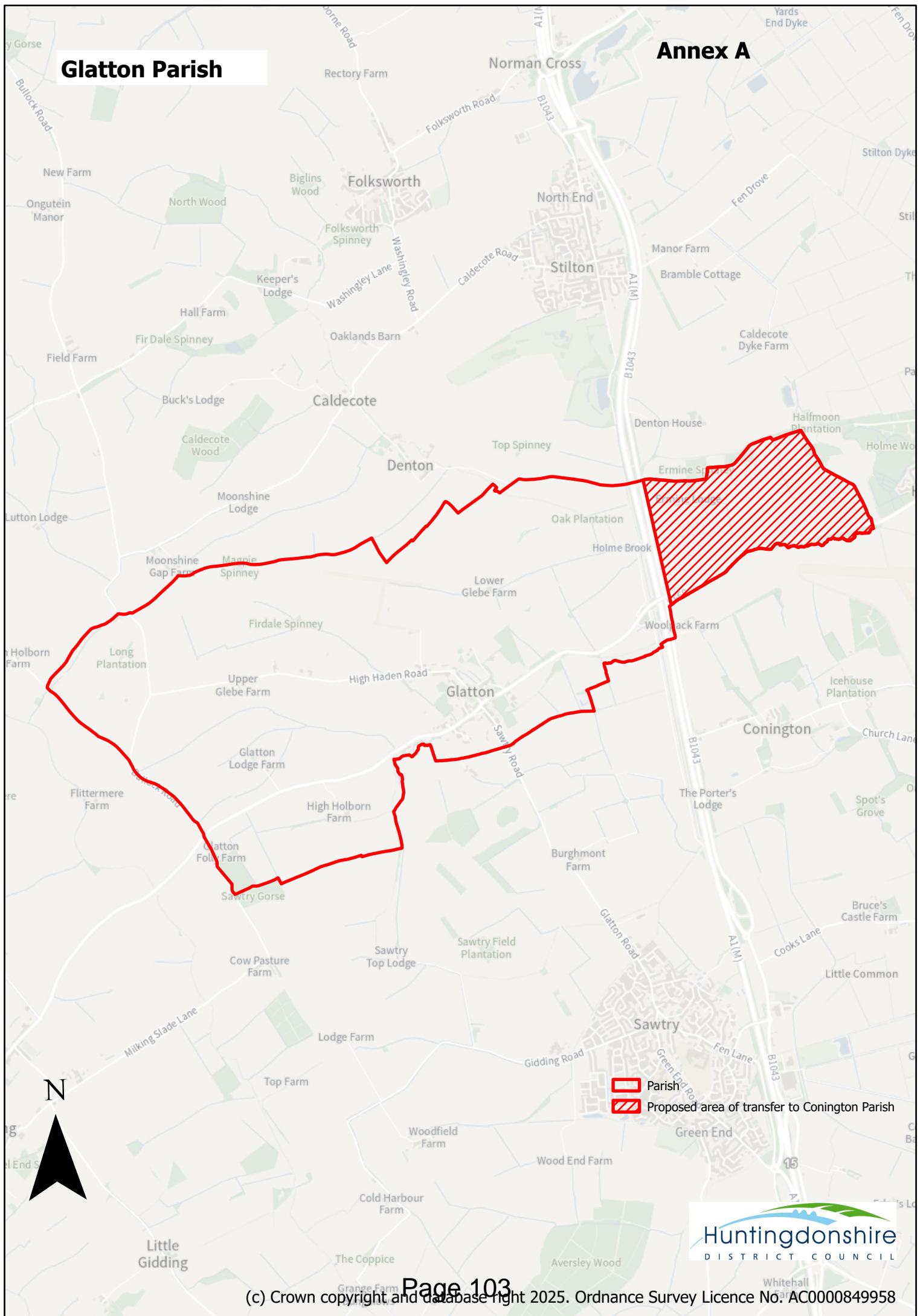
Report and Minutes of the Corporate Governance Committee – 25th September 2024, 29th January 2025 and 9th July 2025

## **CONTACT OFFICER**

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# Glatton Parish

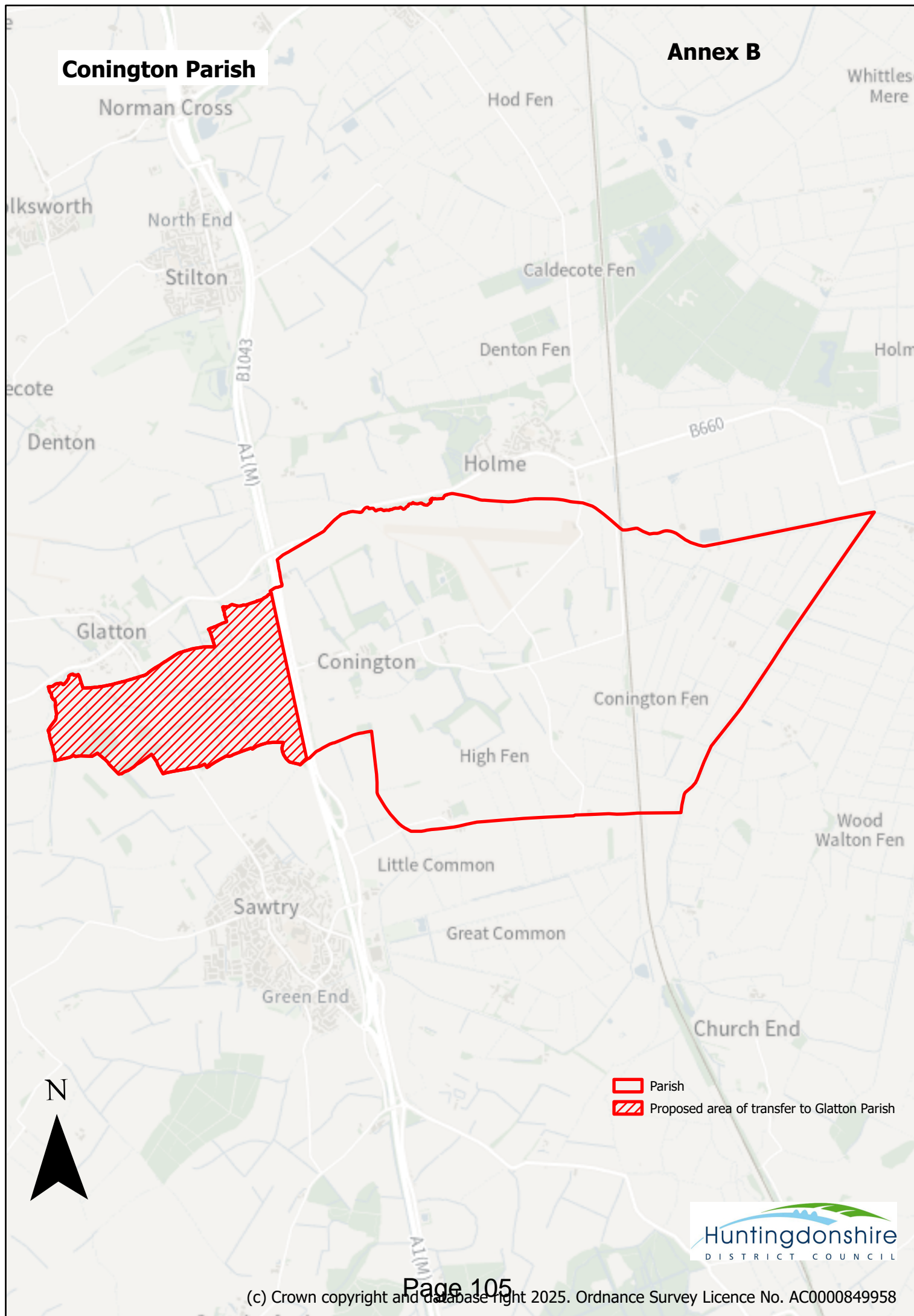
## Annex A



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# Conington Parish

## Annex B



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Public  
Key Decision - No

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Changes to the Constitution – Council Procedure Rules and Substitutes Policy
<b>Meeting/Date:</b>	Corporate Governance Committee – 26th November 2025 Council – 17th December 2025
<b>Executive Portfolio:</b>	Councillor J Harvey, Executive Councillor for Governance and Democratic Services
<b>Report by:</b>	Elections and Democratic Services Manager
<b>Ward(s) affected:</b>	All

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### Executive Summary:

The Council has appointed a Working Group to review the Constitution. The Constitution Review Working Group comprises Councillors M Burke, J Gray, J Harvey (Chair), P Hodgson-Jones, R Martin, D Mickelburgh, T Sanderson and S Wakeford. The Working Group has met on seven occasions and can now report on two aspects of the Constitution. These are the Council Procedure Rules and a Substitutes Policy. They are submitted for endorsement and for submission to the Council for approval.

### Recommendations:

The Committee is

### RECOMMENDED

- (a) to endorse the revised Council Procedure Rules as set out in Appendix 1 to the report now submitted;
- (b) to recommend to Council the approval of the replacement of the Council Procedure Rules in the Council's Constitution;
- (c) to endorse new the Substitutes Policy as set out in Appendix 3 to the report now submitted; and
- (d) to recommend to Council the approval of the Substitutes Policy for insertion into the Council's Constitution.



The Council is

**RECOMMENDED**

**to approve the revised Council Procedure Rules and the Substitutes Policy for insertion into the Council's Constitution.**



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

- 1.1 The purpose of the report is to amend the Council's Constitution to update the Council Procedure Rules and to establish a mechanism for any Councillor to act as a substitute on a Council body.

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

- 2.1 The last full review of the Constitution took place in 2015. In line with recommendations arising from the Peer Review, the Council has appointed a Working Group to review the Constitution. The Constitution Review Working Group comprises Councillors M Burke, J Gray, J Harvey (Chair), P Hodgson-Jones, R Martin, D Mickelburgh, T Sanderson and S Wakeford.

- 2.2 Assisted by legally qualified representatives of the Association of Democratic Services Officers (ADSO), the following objectives were established:

- To include an index and definitions, together with a glossary explaining technical terms;
- Update the document in respect of his/her references;
- Address various detailed aspects identified by the ADSO representatives;
- Changes required on questions without notice with a supplementary question and questions on notice;
- Amend the scope of Notices of Motion;
- Clarify the definition and deadline for receipt of urgent questions;
- To include provision relating to amendments proposed to the budget;
- Introduction of a mechanism for councillors to act as substitutes on Council bodies;
- To update the Officer Scheme of Delegation.

- 2.3 The Working Group has met on seven occasions and can now report on two aspects of the Constitution. These are the Council Procedure Rules and a Substitutes Policy. They are submitted for endorsement and for submission to the Council for approval.

## **3. ANALYSIS**

- 3.1 The main change to the Council Procedure Rules is to extend the scope of questions to include any matter which affects the residents of the District. This is consistent with the rules for the presentation of Motions. The Chair has discretion to manage responses if necessary. The general approach has been to regularise what already takes place at Council

meetings. For this purpose, an extensive review has taken place of the order and cross-referencing of the Procedure Rules.

- 3.2 Regarding the Substitutes Policy, the Working Group is of the view that it is required to ensure there is significant and comprehensive attendance by Members at all Committee and Sub-Committee meetings and to ensure meetings are quorate.

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

- 4.1 Subject to Full Council approving the proposed changes to the Constitution, the text contained in the Appendices will be incorporated into the Constitution. The new Council Procedure Rules and the Substitutes Policy will be effective immediately after approval by Council.

#### **5. LEGAL IMPLICATIONS**

- 5.1 It is essential for councils regularly to review and update their constitution to ensure they remain compliant with the law and or changes to Council policy and procedure. As set out above, the review has had the benefit of legally qualified experts in local government procedures advising Members.
- 5.2 The Council's Constitution provides the framework from which it conducts business. It describes who is responsible for making decisions and how decisions are made.

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

- 6.1 It is generally accepted that council constitutions should be regularly reviewed. The Council has commenced a review of its Constitution and the outcome of the first phase of this work has been completed. The recommended changes will ensure that the Constitution reflects changes in the law and provides a strong framework of rules through which the Council acts.

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

Appendix 1 – Council Procedure Rules  
Appendix 2 – Council Procedure Rules (Tracked Changes)  
Appendix 2 – Substitutes Policy

#### **8. BACKGROUND PAPERS**

HDC Constitution

## **CONTACT OFFICER**

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**COUNCIL PROCEDURE RULES  
(STANDING ORDERS)**

**1. SCOPE**

- 1.1 These rules apply to meetings of the Council

**2. ANNUAL MEETING OF THE COUNCIL**

**Timing and Business**

- 2.1 In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year the Annual Council will take place in March April or May and normally will be held on the third Wednesday in May of each year commencing at 6.00 pm.
- 2.2 The annual meeting will:-
- (i) elect a person to preside if the Chair of the Council is not present;
  - (ii) elect the Chair of the Council;
  - (iii) appoint the Vice-Chair of the Council;
  - (iv) elect a person to preside for the annual meeting if the Chair and Vice-Chair of the Council are not present;
  - (v) approve the minutes of the last meeting;
  - (vi) receive any announcements from the Chair and/or Head of Paid Service;
  - (vii) elect the Executive Leader;
  - (viii) receive any declaration of interests from Members
  - (ix) appoint members to Overview and Scrutiny Panels, the Licensing Committee and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution) and to alter their membership at any ordinary meeting;
  - (x) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
  - (xi) approve a programme of ordinary meetings of the Council for the

year; and

- (xii) consider any business set out in the notice convening the meeting in the order in which it appears in the Council summons, but that order may be varied at the discretion of the Chair or by resolution of the Council.

### **Selection of Councillors on Committees and Panels**

23 At the annual meeting, the Council will:-

- (i) decide which committees and panels in addition to the statutory Licensing Committee should be established for the ensuing municipal year;
- (ii) decide the size and terms of reference for those committees/panels with the exception of the Licensing Committee;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules;
- (iv) receive nominations of Councillors to serve on each committee and panel; and
- (v) appoint to those committees and panels annually.
- (vi) To receive nominations and appoint Councillors to serve as representatives on outside bodies for non-executive functions; and
- (vii) To appoint to those outside bodies except to the extent that the appointment has been delegated by the Council.

## **3. ORDINARY MEETINGS OF THE COUNCIL**

3.1 Ordinary meetings of the Council will take place in accordance with the annual programme of meetings. Ordinary meetings will:-

- (i) elect a person to preside if the Chair or Vice-Chair are not present;
- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest from members;
- (iv) receive any announcements from the Chair or Head of Paid Service;
- (v) receive any petitions in accordance with the Council's petition scheme;
- (vi) receive any questions from, and provide answers to the public;
- (vii) receive any written questions from Councillors in accordance with 9.3
- (viii) receive any oral questions from Councillors in accordance with 9.9

- (ix) receive reports from the Executive Leader, Deputy Executive Leader or other member of the Cabinet and Chair of the Overview and Scrutiny Panels, committees and other panels, receive questions and answers on any of those reports and consider any recommendations contained therein.
- (x) consider motions;
- (xi) consider any other business specified in the summons to the meeting in the order in which it appears in the Council summons; but that order may be varied at the discretion of the Council or by resolution of the Council including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework and reports of the Overview and Scrutiny Panels for debate.

#### **4. EXTRAORDINARY MEETINGS**

##### **Calling Extraordinary Meetings**

4.1 Those listed below may request the Head of Paid Service to call Council meetings in addition to ordinary meetings:-

- (i) the Council by resolution;
- (ii) the Chair of the Council;
- (iii) the Monitoring Officer; and
- (iv) any five members of the Council if they have signed a requisition presented to the Chair of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

##### **Business**

4.2 The summons to an extraordinary meeting of the Council shall set out the item of business to be considered thereat and no business other than that set out in the summons shall be considered at that meeting.

#### **5. TIME AND PLACE OF MEETINGS**

5.1 The time and place of meetings will be determined by the Head of Paid Service and notified in the summons. Meetings of the Council normally shall be convened for 7 pm. In special circumstances, the Head of Paid Service (after consultation with the Chair) may fix some other hour of commencement of any meeting of the Council.

#### **6. NOTICE OF AND SUMMONS TO MEETING**

6.1 The Head of Paid Service will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Head of Paid Service will send a summons signed by him or her by post (or electronically if requested) to

every member of the Council or leave it at their usual residence. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.

## **7. CHAIR OF MEETING**

- 7.1 The person presiding at the meeting may exercise any power or duty of the Chair. Whenever the Chair rises during debate a member then standing shall resume his seat and the Council shall be silent. Where these Rules apply to panel and committee meetings, references to the Chair also include the Chair of such panel and committee.

## **8. QUORUM**

- 8.1 The quorum of a meeting will be one quarter of the whole number of members. During any meeting if the Chair counts the number of members present and declares that there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting of the Council.

## **9. QUESTIONS BY MEMBERS**

### **Oral Questions on items considered by the Cabinet, Committee or Panel**

- 9.1 A member of the Council may ask the Executive Leader, a member of the Cabinet with portfolio responsibility, or the Chair of a Committee or Panel any question, without notice, upon any item listed in the report referred to in 3.1 (ix) detailing outcomes from the Cabinet, committees and panels.

### **Oral Questions on Recommendations of the Cabinet, Committee or Panel or Other Reports to the Council**

- 9.2 Before a recommendation of the Cabinet, Committee or Panel or a report that is otherwise included on the agenda is open for consideration by the Council, a Member of the Council may ask a question, without notice, on the recommendation or report to:-
- (i) the Executive Leader, a member of the Cabinet with portfolio responsibility, or the Chair of a Committee or Panel, as appropriate; and/or
  - (ii) the author of the report in the case of a report that is otherwise included on the agenda for the meeting.

### **Written Questions**

- 9.3 Subject to Rule 9.4 a member of the Council may ask the Executive Leader, a member of the Cabinet with executive responsibility or the Chair of any Committee or Panel a question, in writing, on any matter in relation to which the Council has powers or duties or which affects the District or its residents.



## **Notice of Questions**

- 94 A member may only ask a question under Rule 9.3 if, either -
- (a) They have submitted their question in writing to the office of the Monitoring Officer not later than 12 noon on the 8th clear working day before the date of the meeting; or
  - (b) Where a question relates to a matter of urgency, a member must have the agreement of the Chair of the Council and the member to whom the question is to be put that they are prepared to accept the question as a matter of urgency. The content of the question must be given in writing to the office of the Monitoring Officer at least one hour before the scheduled start of the meeting.
  - (c) A matter of urgency will be an item that not could appear on the agenda and cannot reasonably be deferred until the next meeting of the Council.

## **Response to Questions**

### **Written Questions**

- 95 A response to a written question shall take the form of a written reply by the member concerned which shall be made available to members of the Council and to the public prior to the start of the meeting.
- 96 Where an urgent question has been submitted under Rule 9.4(b), a written response will be made available to members of Council and to the public as soon as practicable.
- 97 Members will seek to respond to questions as fully as possible but shall not be required to divulge confidential or exempt information.

### **Supplementary Questions**

- 98 A member asking a question under Rule 9.1 and 9.3 may ask one supplementary question without notice of the member to whom the first question was addressed. The supplementary question must arise directly out of the original question or the reply and shall be limited to a maximum of one minute's duration. An oral response will be limited to two minutes.

### **Oral Questions**

- 99 At each ordinary meeting of the Council (excluding the annual meeting or any special meeting convened to consider a specific issue), there shall be a period for oral questions. A member of the Council may ask the Executive Leader or a member of the Cabinet with portfolio responsibility any question, without notice, on any matter relevant to the Council's powers and duties which relate to their individual portfolio responsibilities. The conduct of oral question time shall be regulated by the Chair of the

Council.

All questions:

- must be relevant to matters for which the Council has powers or duties which relate to the Executive Leader's or Cabinet members individual portfolio responsibility
- must not relate to an item which is included elsewhere on the Council agenda since they can be raised at that point in the meeting;
- should be limited to obtaining information or pressing for action
- must not exceed two minutes in duration

Questions should not –

- be incapable of being adequately answered in two minutes;
- contain offensive expressions;
- divulge, or require to be divulged, confidential or exempt information.

a. Any facts on which a question is based should be identified briefly when the question is asked. A member who asks a question may be asked to verify the authenticity of any factual statement.

b. Where a member considers that the subject matter demands a comprehensive detailed answer, the question should be submitted to Monitoring Officer by noon at least 8 clear days in advance of the meeting.

### **Response**

**10.** An answer to an oral question may take the form of:

- (a) a direct oral answer of up to a maximum of two minutes duration;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner and made available to all members of the Council and the public.

### **11. QUESTIONS BY MEMBERS OF THE PUBLIC**

11.1 Any person who lives, works or owns property in the District shall be able to ask a question at ordinary meetings of the Council using the same criteria as set out in Rules 9.3 but notice of the question **MUST** be submitted to the office of the Monitoring Officer five days prior to the meeting. Questions by members of the public will be dealt with in accordance with the guidelines published on the Council's website.

### **12. NOTICES OF MOTION**

#### **Notice**

- 12.1 Except for motions which can be moved without notice under Rule 13, written notice of every motion, shall be given in writing, signed by the member giving the notice and delivered not later than noon on the 8th clear working day (i.e. excluding Saturdays, Sundays and Bank Holidays) before the meeting at which it is to be considered, to the office of the Monitoring Officer by whom it should be dated, numbered in the order in which it is received and entered into a book which shall be open for inspection by every member of the Council. The submission of a written notice of motion via e-mail addressed to the Monitoring Officer will be acceptable.

**Motions set out in agenda**

- 12.2 The Head of Paid Service shall set out in the summons for every meeting of the Council all motions of which notice has been duly given in the order in which they have been received, unless the Member giving such notice intimated in writing when giving it, that he proposed to move it at some later meeting, or subsequently had withdrawn it in writing.

**Scope**

- 12.3 Every Motion shall be relevant to matters for which the Council has a responsibility or which affects the District or its residents and shall only be submitted in circumstances when the subject matter is not referred to elsewhere at the meeting in a report from the Cabinet, Overview and Scrutiny Panel, Committee or Panel etc.

**Failure to Move**

- 12.4 If a motion set out in the summons is not moved either by the member who gave notice thereof or by some other member on his behalf it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

**12.5 Reference to Cabinet, Committee or Panel**

- (i) Subject to paragraph 12.5 (iii) post, if a Motion is within the terms of reference of the Cabinet, an Overview and Scrutiny Panel, a committee or panel, it shall, upon being moved and seconded, stand referred without discussion to the Cabinet, Overview and Scrutiny Panel, committee or panel as the Council may determine, provided that such Cabinet, Overview and Scrutiny Panel, committee or panel shall report on the matter with recommendations to an ensuing meeting of the Council.
- (ii) This Rule shall have precedence over Rule 14.6.
- (iii) The Chair may, if they consider it convenient and conducive to the despatch of business, allow the Motion to be dealt with at the meeting at which it is brought forward.

**13. MOTIONS WITHOUT NOTICE**

- 13.1 The following motions may be moved without notice:-

- (a) to appoint a Chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or panel or member arising from an item on the summons for the meeting;
- (f) to receive, defer or refer back reports or adoption of recommendations of the Cabinet, Overview and Scrutiny Panels, committees, panels or officers and any subsequent motions and amendments arising therefrom;
- (g) to grant leave to withdraw a motion;
- (h) to amend a motion; (the text of the proposed amendment to be forwarded to the Head of Paid Service, or in her absence, the Monitoring Officer prior to the commencement of the meeting of the Council and a copy circulated to the meeting to ease understanding of the proposed text);
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) to suspend a particular Council procedure rule;
- (n) to exclude the public and press in accordance with the Access to Information Rules;
- (o) to not hear further a member named under Rule 23.3 or to exclude them from the meeting under Rule 23.4;
- (p) to give the consent of the Council where its consent is required by this Constitution;
- (q) to invite a member to remain;
- (r) to record a vote in accordance with Rule 17.4 or 17.7;
- (s) in connection with voting on appointments in accordance with Rule 17.9; and
- (t) to extend the time limit for speeches.

## **14. RULES OF DEBATE**

### **Standing to Speak**

- 14.1 When a member speaks at full Council they must stand and address the meeting through the Chair. If more than one member stands, the Chair will ask one to speak and the other must sit. Other members must remain seated whilst another member is speaking unless they wish to make a point of order or a point of personal explanation.

### **Chair Standing**

- 14.2 When the Chair stands during a debate any members speaking at the time must stop and sit down. The meeting must be silent.

### **Right to Require Motion in Writing**

- 14.3 Unless notice of the motion has already been given, the Chair may require it to be written down and handed to him/her before it is discussed.
- 14.4 No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

### **Seconder's Speech**

- 14.5 When seconding a motion or amendment, a member may reserve their speech until later in the debate.

### **Content and Length of Speeches**

- 14.6 Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes in length without the consent of the Chair given by reason of the exceptional importance of the subject it shall be within the discretion of the Chair to permit up to a further 5 minutes. This rule shall not apply to the member of the Cabinet with executive responsibility in presenting the annual budget statement and statutory and non-statutory plans to the Council and the Chair has discretion to disapply this rule to the leaders of the opposition groups in their response to the annual budget statement and statutory and non-statutory plans.

### **When a Member May Speak Again**

- 14.7 A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:-
- (a) to speak once on an amendment moved by another member;
  - (b) to move a further amendment if the motion has been amended since he/she last spoke;
  - (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);

- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

#### **14.8 Amendments to Motions**

- (a) An amendment to a motion must be relevant to a motion and will either be:-
  - (i) to refer a subject of debate to the Cabinet, Overview and Scrutiny Panel, committee or panel for consideration or reconsideration;
  - (ii) to leave out words;
  - (iii) to leave out words and insert or add others; or
  - (iv) to insert or add words.

as long as such omission, insertion or addition of words does not have the effect of negating the motion before the Council.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) If an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there is none, put it to the vote except in the case of such an amendment as is referred to in 14.8(a)(i) when no further amendment may be moved.

#### **14.9 Alteration of Motion**

- (a) A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

## **Withdrawal of Motion**

- 14.10 A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

## **14.11 Right of Reply**

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.
- (d) A member exercising a right of reply shall not introduce new matters.

## **Motions which may be moved during debate**

- 14.12 When a motion is under debate, no other motion may be moved except the following procedural motions:-

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) to exclude the public and press in accordance with the Access to Information Rules; and
- (h) to not hear further a member named under Rule 23.3 or to exclude them from the meeting under Rule 23.4.

## **14.13 Closure Motions**

- (a) A member may move, without comment, the following motions at the end of a speech of another member:-
  - (i) to proceed to the next business;
  - (ii) that the question be now put;
  - (iii) to adjourn a debate; or
  - (iv) to adjourn a meeting.

- (b) If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, the Chair will put the procedural motion to the vote. If it is passed the Chair will give the mover of the original motion the right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion he/ she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.
- (e) If a motion to adjourn the meeting is seconded and the Chair thinks that the remaining business before the meeting cannot be sufficiently discussed on that occasion he shall put the adjournment motion to the vote without giving the mover to any motion under discussion his/her right of reply. If the motion for the adjournment is carried, the remaining business shall stand adjourned to a time fixed by the Chair at the time the meeting is adjourned, or otherwise, to the next ordinary meeting of the Council.

### **Point of Order**

- 14.14 A member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chair on the matter will be final.

### **Personal Explanation**

- 14.15 A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by a member which may appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation will be final.

## **15. ANNUAL STATE OF THE DISTRICT ADDRESS**

### **Procedure**

- 15.1 The Chair will invite the Executive Leader to address the Council at its summer meeting on the State of the District.

### **Response**

- 15.2 The Chair will invite the Leader(s) of the Opposition to respond to the



address.

### **Discussion**

- 15.3 The ensuing discussion in which a Member may speak once and to which only paragraphs 14.6, 14.14 and 14.15 of the Rules of Debate will apply will be chaired by the Chair.

## **16. PREVIOUS DECISIONS AND MOTIONS**

### **Motion to Rescind a Previous Decision**

- 16.1 A motion or amendment to rescind a decision made at a meeting of the Council within the previous six months cannot be moved unless a notice of motion is signed by at least 7 members of the Council.

### **Motion Similar to One Previously Rejected**

- 16.2 A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the previous 6 months cannot be moved within a further period of 6 months.

## **17. VOTING**

### **Majority**

- 17.1 All matters will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

### **Chair's Casting Vote**

- 17.2 If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

### **Show of Hands**

- 17.3 Unless a recorded vote is demanded by legislation or under Rule 17.4 the Chair will take the vote by a show of hands, or if there is no dissent by the affirmation of the meeting.

### **Recorded Vote**

- 17.4 If at least five members present demand it and before a vote is taken, the names for and against the motion or amendment or abstaining from voting will be taken down and entered into the minutes.

### **Recorded Vote at Council Budget Decision Meetings**

- 17.5 Recorded votes must be taken at the Budget meeting(s) each year, when voting on any motion or amendment which makes a calculation (whether originally or by way of substitution) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local

Government Finance Act 1992 or issues a precept under Chapter 4 of Part 1 of that Act.

### **Right to Require Individual Vote to be Recorded**

- 17.6 Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

### **Voting on Appointments**

- 17.7 If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## **18. PETITIONS**

### **Definition**

- 18.1 For the purposes of these procedural Standing Orders a petition shall be defined as a document embodying a formal written request for some form of action or the consideration of some matter by the Council. The submission of a petition is seen by many as lending weight to a particular viewpoint and demonstrating that the view is shared by others. Both written and electronic petitions will qualify under this scheme. Petitions made under any specific enactment such as that calling for a referendum on the form of executive of the Council, will not be dealt with under this procedure.

### **Scope**

- 18.2 Every petition shall be relevant to some matter of major significance in relation to which the Council has powers or duties or which is of more general concern affecting the District, its Council Tax or NNDR payers or concerns a matter on the agenda for the Council meeting to which the petition is to be submitted.

### **Eligibility**

- 18.3 The District Council will not accept petitions which are vexatious, abusive or otherwise inappropriate or which relate to a specific or identifiable person or otherwise are considered to be an abuse of its powers, responsibilities or obligations. Petitions shall not be admissible where petitioners are representing personal or prejudicial issues, matters associated with political parties or organisations, where the matter involves a right of appeal to the courts, a tribunal or to a Government Minister or which in the opinion of the Monitoring Officer is of a quasi-judicial nature. The interpretation of the above criteria by the Monitoring Officer is final. Additionally, the following matters will be excluded from the scheme:-

- (a) any matter relating to a planning decision;

(b) any matter relating to a licensing decision; or

(c) any other matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment.

- 18.4 Petitions may be co-ordinated by individuals or by local organisations. If considered to be eligible, a petition will be referred to the first appropriate meeting after its submission.

### **Form**

- 18.5 The petition shall clearly state the purpose for which it is submitted and shall be addressed to the District Council.

- 18.6 A written petition shall contain the name, address and signature of each person who signed it. The name and address shall be in legible format. An on-line petition shall contain the name and address of each person who is party to it and shall remain open for signature on the Council's website for a maximum period of 90 days. A petition shall indicate which one of the signatories is to present the petition. If the petition organiser, or his/her nominee, indicates that they are unable to present the petition at the relevant meeting, the petition will still be considered. The petition shall be sent to the office of the Monitoring Officer who will place it upon the agenda for the next Council meeting provided that the requirements are satisfied.

- 18.7 A maximum of three petitions will be presented at any meeting.

- 18.8 A petition shall not be presented to a meeting of the Council unless it is delivered to the office of the Monitoring Officer no later than noon on the tenth clear working day before the meeting at which it is to be considered. The petition shall be acknowledged in writing by or on behalf of the Monitoring Officer within ten clear working days of receipt of the petition. Online petitions will automatically be submitted to the Council for acknowledgement once the petition has been closed for signature.

- 18.9 No petition may be considered by the Council which effectively duplicates a previous petition submitted to the Council in the preceding six months.

### **Procedure**

- 18.10 Any resident who lives, works or studies (including those under 18) or who owns or occupies commercial premises in the District may present a petition to a meeting of the Council provided that it bears at least 50 signatures of people who either live or whose place of work or study is located in the District and satisfies the conditions of paragraphs 18.2 and 18.3 above.

- 18.11 Petitions which are considered at a meeting of the Council shall be presented at the conclusion of the receipt of any announcements by the Chair. A summary of the wording of the petition shall be incorporated on the Agenda for the meeting. If the petition relates to an item on the Agenda

for a Full Council meeting, the presentation will be made at the beginning of that item.

- 18.12 On being called by the Chair, the person(s) presenting the petition may speak for a total of no more than five minutes in support of the petition. District Councillors may question the person(s) presenting the petition for a period of up to five minutes thereafter. The period for questions may be extended at the discretion of the Chair.
- 18.13 Other than to respond to questions asked by District Councillors, petitioners shall not participate in debate nor discussion of the item to which their petition relates.
- 18.14 Petitions shall be presented to Council in the order in which they have been received.

### **Petitions which are not the responsibility of the Council**

- 18.15 Petitions concerning a matter that the Council does not have direct control over, which relates to the functions of another local authority or concerning a matter delivered in partnership with any of the Council's partner organisations will be submitted to the Monitoring Officer who shall determine what steps the Council should take. The Monitoring Officer's decision on the matter is final. The Petition Organiser will be notified of any actions that have been taken.

## **19. MINUTES**

### **Signing the Minutes**

- 19.1 The Chair will sign the minutes of the proceedings at the next meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

### **No Requirement to Sign Minutes of Previous Meeting at Extraordinary Meeting**

- 19.2 Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an extraordinary meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purpose of paragraphs 41 (1) and (2) of Schedule 12 relating to the signing of minutes.

### **Form of Minutes**

- 19.3 Minutes will contain all motions and amendments in the exact form and order the Chair put them.

## **20. RECORD OF ATTENDANCE**

- 20.1 All members present during the whole part of the meeting must sign their

names on the attendance sheet before the conclusion of every meeting to assist with the record of attendance.

## **21. EXCLUSION OF THE PUBLIC**

- 21.1 Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 23 (Disturbance by the Public).

## **22. PHOTOGRAPHY, BROADCASTING AND RECORDING OF MEETINGS**

- 22.1 The Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and microblogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. These arrangements will operate in accordance with 'Filming, Photography and Recording at Council Meetings' guidelines published on the Council's website.

## **23. DISORDERLY CONDUCT**

### **General Disturbance**

- 23.1 If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.
- 23.2 A member shall comply with the adopted Members' Code of Conduct reproduced in Part 5 of the Constitution. Further to the Code of Conduct, a Member must withdraw from a meeting room during the consideration of any item of business in which he/she has a disclosable pecuniary interest.

### **Member not to be heard further**

- 23.3 If a member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

### **Member to leave the Meeting**

- 23.4 If the member continues to behave improperly after such a motion is carried, the Chair may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

## **24. DISTURBANCE BY THE PUBLIC**

- 24.1 If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.

### **Removal of Member of the Public**

- 24.2 If a member of the public interrupt's proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.

### **Clearance of Part of Meeting Room**

- 24.3 If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.

## **25. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES**

### **Suspension**

- 25.1 All of these Council Rules of Procedure except Rule 17.8 and 19.2 may be suspended by motion on notice or without notice if at least two thirds of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting.

### **Amendment**

- 25.2 Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

## **26. APPOINTMENT OF SUB-COMMITTEES, SUB-GROUPS AND ADVISORY GROUPS**

- (a) The Council, Cabinet and any committee or panel may appoint such sub-committees or sub-groups as they may consider necessary from time to time and shall specify the purpose and terms of reference of such sub-committee or sub-group;
- (b) The Council, Cabinet and any committee or panel may appoint such advisory groups as they may consider necessary from time to time and shall specify the purpose, duration and terms of reference of such advisory group, except that such advisory group shall be of a deliberative nature only and shall report back with or without recommendations to the body that appointed them;

- (c) The appointment of members to any sub-committee, sub-group or advisory group, shall be in accordance with legislative or regulatory requirements for the representation of political groups and shall have regard in particular to (b) above.

## **27. DEVELOPMENT MANAGEMENT APPLICATIONS**

### **(a) Public Speaking at Council**

In those circumstances where a planning application is to be determined by full Council, the Council's Chief Planning Officer, Head of Development or Planning Service Manager (Development Management) or his representative and other relevant Officers shall be permitted to present reports to the Council and the public speaking process adopted by the Development Management Committee be applied;

### **(b) Consideration of Departures from the Development Plan**

Planning applications for the following types of development should be referred to the Secretary of State if the Development Management Committee is minded to approve them under the Town and Country Planning (Consultation) (England) Direction 2009 unless the application in question is considered by the Chief Planning Officer, Head of Development and Monitoring Officer to be so 'significant' that it should remain the decision of the Council to refer the application to the Secretary of State. The Development Plan shall, on the recommendation of the Development Management Committee, be considered by the Council having regard to advice received from the Chief Planning Officer, Head of Development and Corporate Director (Delivery) and guidelines on the Council's website.

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## **COUNCIL PROCEDURE RULES (STANDING ORDERS)**

### **1. SCOPE**

- 1.1 These rules apply to meetings of the Council

### **2. ANNUAL MEETING OF THE COUNCIL**

#### **Timing and Business**

- 2.1 In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year the Annual Council will take place in March April or May and normally will be held on the third Wednesday in May of each year commencing at 6.00 pm.

- 2.2 The annual meeting will:-

- (i) elect a person to preside if the Chair of the Council is not present ;
- (ii) elect the Chair of the Council;
- (iii) appoint the Vice-Chair of the Council;
- (iv) elect a person to preside for the annual meeting if the Chair and Vice-Chair of the Council are not present;
- (v) approve the minutes of the last meeting;
- (vi) receive any announcements from the Chair and/or Head of Paid Service;
- (vii) elect the Executive Leader;
- (viii) receive any declaration of interests from Members
- (ix) appoint members to Overview and Scrutiny Panels, the Licensing Committee and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution) and to alter their membership at any ordinary meeting;
- (x) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3 of this Constitution);
- (xi) approve a programme of ordinary meetings of the Council for the year; and

- (xi) consider any business set out in the notice convening the meeting in the order in which it appears in the Council summons, but that order may be varied at the discretion of the Chair or by resolution of the Council.

### **Selection of Councillors on Committees and Panels**

2.3 At the annual meeting, the Council will:-

- (i) decide which committees and panels in addition to the statutory Licensing Committee should be established for the ensuing municipal year;
- (ii) decide the size and terms of reference for those committees/panels with the exception of the Licensing Committee;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules;
- (iv) receive nominations of Councillors to serve on each committee and panel; and
- (v) appoint to those committees and panels annually.
- (vi) To receive nominations and appoint Councillors to serve as representatives on outside bodies for non-executive functions; and
- (vii) To appoint to those outside bodies except to the extent that the appointment has been delegated by the Council.

## **3. ORDINARY MEETINGS OF THE COUNCIL**

3.1 Ordinary meetings of the Council will take place in accordance with the annual programme of meetings. Ordinary meetings will:-

- (i) elect a person to preside if the Chair or Vice-Chair are not present;
- (ii) approve the minutes of the last meeting;
- (iii) receive any declarations of interest from members;
- (iv) receive any announcements from the Chair or Head of Paid Service;
- (v) receive any petitions in accordance with the Council's petition scheme;
- (vi) receive any questions from, and provide answers to the public;
- (vii) receive any written questions from Councillors in accordance with 9.3
- (viii) receive any oral questions from Councillors in accordance with 9.9
- (ix) receive reports from the Executive Leader, Deputy Executive Leader or other member of the Cabinet and Chair of the Overview and Scrutiny Panels, committees and other panels, receive questions and answers on any of those reports and consider any recommendations contained therein.

- (x) consider motions;
- (xi) consider any other business specified in the summons to the meeting in the order in which it appears in the Council summons; but that order may be varied at the discretion of the Council or by resolution of the Council including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework and reports of the Overview and Scrutiny Panels for debate.

#### **4. EXTRAORDINARY MEETINGS**

##### **Calling Extraordinary Meetings**

4.1 Those listed below may request the Head of Paid Service to call Council meetings in addition to ordinary meetings:-

- (i) the Council by resolution;

- (ii) the Chair of the Council;
- (iii) the Monitoring Officer; and
- (iv) any five members of the Council if they have signed a requisition presented to the Chair of the Council and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

## **Business**

- 4.2 The summons to an extraordinary meeting of the Council shall set out the item of business to be considered thereat and no business other than that set out in the summons shall be considered at that meeting.

## **5. TIME AND PLACE OF MEETINGS**

- 5.1 The time and place of meetings will be determined by the Head of Paid Service and notified in the summons. Meetings of the Council normally shall be convened for 7 pm. In special circumstances, the Head of Paid Service (after consultation with the Chair) may fix some other hour of commencement of any meeting of the Council.

## **6. NOTICE OF AND SUMMONS TO MEETING**

- 6.1 The Head of Paid Service will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Head of Paid Service will send a summons signed by him or her by post (or electronically if requested) to every member of the Council or leave it at their usual residence. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.

## **7. CHAIR OF MEETING**

- 7.1 The person presiding at the meeting may exercise any power or duty of the Chair. Whenever the Chair rises during debate a member then standing shall resume his seat and the Council shall be silent. Where these Rules apply to panel and committee meetings, references to the Chair also include the Chair of such panel and committee.

## **8. QUORUM**

- 8.1 The quorum of a meeting will be one quarter of the whole number of members. During any meeting if the Chair counts the number of members present and declares that there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting of the Council.

## **9. QUESTIONS BY MEMBERS**

### **Oral Questions on items considered by the Cabinet, Committee or Panel**

- 9.1 A member of the Council may ask the Executive Leader, a member of the Cabinet with portfolio responsibility, or the Chair of a Committee or Panel any question, without notice, upon any item listed in the report referred to in 3.1 (ix) detailing outcomes from the Cabinet, committees and panels.

### **Oral Questions on Recommendations of the Cabinet, Committee or Panel or Other Reports to the Council**

- 9.2 Before a recommendation of the Cabinet, Committee or Panel or a report that is otherwise included on the agenda is open for consideration by the Council, a Member of the Council may ask a question, without notice, on the recommendation or report to:-

- (i) the Executive Leader, a member of the Cabinet with portfolio responsibility, or the Chair of a Committee or Panel, as appropriate; and/or

*the author of the report in the case of a report that is otherwise included on the agenda for the meeting..*

### **Written Questions**

- 9.3 Subject to Rule 9.4 a member of the Council may ask the Executive Leader, a member of the Cabinet with executive responsibility or the Chair of any Committee or Panel a question, in writing, on any matter in relation to which the Council has powers or duties or which affects the District or its residents.

### **Notice of Questions**

- 9.4 A member may only ask a question under Rule 9.3 if, either -

- (a) They have submitted their question in writing to the office of the Monitoring Officer not later than 12 noon on the 8th clear working day before the date of the meeting; or
- (b) Where a question relates to a matter of urgency, a member must have the agreement of the Chair of the Council and the member to whom the question is to be put that they are prepared to accept the question as a matter of urgency. The content of the question must be given in writing to the office of the Monitoring Officer at least one hour before the scheduled start of the meeting.

- (c) A matter of urgency will be an item that not could appear on the agenda and cannot reasonably be deferred until the next meeting of the Council.

## **Response to Questions**

### **Written Questions**

- 9.5 A response to a written question shall take the form of a written reply by the member concerned which shall be made available to members of the Council and to the public prior to the start of the meeting.
- 9.6 Where an urgent question has been submitted under Rule 9.4(b), a written response will be made available to members of Council and to the public as soon as practicable.
- 9.7 Members will seek to respond to questions as fully as possible but shall not be required to divulge confidential or exempt information.

### **Supplementary Questions**

- 9.8 A member asking a question under Rule 9.1 and 9.3 may ask one supplementary question without notice of the member to whom the first question was addressed. The supplementary question must arise directly out of the original question or the reply and shall be limited to a maximum of one minute's duration. An oral response will be limited to two minutes.

### **Oral Questions**

- 9.9 At each ordinary meeting of the Council (excluding the annual meeting or any special meeting convened to consider a specific issue), there shall be a period for oral questions. A member of the Council may ask the Executive Leader or a member of the Cabinet with portfolio responsibility any question, without notice, on any matter relevant to the Council's powers and duties which relate to their individual portfolio responsibilities. The conduct of oral question time shall be regulated by the Chair of the Council.

All questions:

- must be relevant to matters for which the Council has powers or duties which relate to the Executive Leader's or Cabinet members individual portfolio responsibility
- must not relate to an item which is included elsewhere on the Council agenda since they can be raised at that point in the meeting;
- should be limited to obtaining information or pressing for action
- must not exceed two minutes in duration

Questions should not –

- be incapable of being adequately answered in two minutes;
- contain offensive expressions;
- divulge, or require to be divulged, confidential or exempt information.

a. Any facts on which a question is based should be identified briefly when the question is asked. A member who asks a question may be asked to verify the authenticity of any factual statement.

b. Where a member considers that the subject matter demands a

comprehensive detailed answer, the question should be submitted to Monitoring Officer by noon at least 8 clear days in advance of the meeting.

## **Response**

**10.** An answer to an oral question may take the form of:

- (a) a direct oral answer of up to a maximum of two minutes duration;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner and made available to all members of the Council and the public.

(a)

## **11. QUESTIONS BY MEMBERS OF THE PUBLIC**

11.1 Any person who lives, works or owns property in the District shall be able to ask a question at ordinary meetings of the Council using the same criteria as set out in Rules 9.3 but notice of the question **MUST** be submitted to the office of the Monitoring Officer five days prior to the meeting. Questions by members of the public will be dealt with in accordance with the guidelines published on the Council's website.

## **12. NOTICES OF MOTION**

### **Notice**

12.1 Except for motions which can be moved without notice under Rule 13, written notice of every motion, shall be given in writing, signed by the member giving the notice and delivered not later than noon on the 8th clear working day (i.e. excluding Saturdays, Sundays and Bank Holidays) before the meeting at which it is to be considered, to the office of the Monitoring Officer by whom it should be dated, numbered in the order in which it is received and entered into a book which shall be open for inspection by every member of the Council. The submission of a written notice of motion via e-mail addressed to the Monitoring Officer will be acceptable.

### **Motions set out in agenda**

12.2 The Head of Paid Service shall set out in the summons for every meeting of the Council all motions of which notice has been duly given in the order in which they have been received, unless the Member giving such notice intimated in writing when giving it, that he proposed to move it at some later meeting, or subsequently had withdrawn it in writing.

## **Scope**

- 12.3 Every Motion shall be relevant to matters for which the Council has a responsibility or which affects the District or its residents and shall only be submitted in circumstances when the subject matter is not referred to elsewhere at the meeting in a report from the Cabinet, Overview and Scrutiny Panel, Committee or Panel etc.

## **Failure to Move**

- 12.4 If a motion set out in the summons is not moved either by the member who gave notice thereof or by some other member on his behalf it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

## **12.5 Reference to Cabinet, Committee or Panel**

- (i) Subject to paragraph 12.5 (iii) post, if a Motion is within the terms of reference of the Cabinet, an Overview and Scrutiny Panel, a committee or panel, it shall, upon being moved and seconded, stand referred without discussion to the Cabinet, Overview and Scrutiny Panel, committee or panel as the Council may determine, provided that such Cabinet, Overview and Scrutiny Panel, committee or panel shall report on the matter with recommendations to an ensuing meeting of the Council.
- (ii) This Rule shall have precedence over Rule 14.6.
- (iii) The Chair may, if they consider it convenient and conducive to the despatch of business, allow the Motion to be dealt with at the meeting at which it is brought forward.

## **13. MOTIONS WITHOUT NOTICE**

- 13.1 The following motions may be moved without notice:-

- (a) to appoint a Chair of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or panel or member arising from an item on the summons for the meeting;
- (f) to receive, defer or refer back reports or adoption of recommendations of the Cabinet, Overview and Scrutiny Panels,



committees, panels or officers and any subsequent motions and amendments arising therefrom;

- (g) to grant leave to withdraw a motion;
- (h) to amend a motion; (the text of the proposed amendment to be forwarded to the Head of Paid Service, or in her absence, the Monitoring Officer prior to the commencement of the meeting of the Council and a copy circulated to the meeting to ease understanding of the proposed text);
- (i) to proceed to the next business;
- (j) that the question be now put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) to suspend a particular Council procedure rule;
- (n) to exclude the public and press in accordance with the Access to Information Rules;
- (o) to not hear further a member named under Rule 23.3 or to exclude them from the meeting under Rule 23.4;
- (p) to give the consent of the Council where its consent is required by this Constitution;
- (q) to invite a member to remain;
- (r) to record a vote in accordance with Rule 17.4 or 17.7;
- (s) in connection with voting on appointments in accordance with Rule 17.9; and
- (t) to extend the time limit for speeches.

## **14. RULES OF DEBATE**

### **Standing to Speak**

- 14.1 When a member speaks at full Council they must stand and address the meeting through the Chair. If more than one member stands, the Chair will ask one to speak and the other must sit. Other members must remain seated whilst another member is speaking unless they wish to make a point of order or a point of personal explanation.

### **Chair Standing**

- 14.2 When the Chair stands during a debate any members speaking at the time must stop and sit down. The meeting must be silent.

#### **Right to Require Motion in Writing**

- 14.3 Unless notice of the motion has already been given, the Chair may require it to be written down and handed to him/her before it is discussed.
- 14.4 No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

#### **Seconders' Speech**

- 14.5 When seconding a motion or amendment, a member may reserve their speech until later in the debate.

#### **Content and Length of Speeches**

- 14.6 Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes in length without the consent of the Chair given by reason of the exceptional importance of the subject it shall be within the discretion of the Chair to permit up to a further 5 minutes. This rule shall not apply to the member of the Cabinet with executive responsibility in presenting the annual budget statement and statutory and non-statutory plans to the Council and the Chair has discretion to disapply this rule to the leaders of the opposition groups in their response to the annual budget statement and statutory and non-statutory plans.

#### **When a Member May Speak Again**

- 14.7 A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:-
- (a) to speak once on an amendment moved by another member;
  - (b) to move a further amendment if the motion has been amended since he/she last spoke;
  - (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
  - (d) in exercise of a right of reply;
  - (e) on a point of order; and
  - (f) by way of personal explanation.

#### **14.8 Amendments to Motions**

- (a) An amendment to a motion must be relevant to a motion and will either be:-

- ① to refer a subject of debate to the Cabinet, Overview and Scrutiny Panel, committee or panel for consideration or reconsideration;

- (i) to leave out words;
- (ii) to leave out words and insert or add others; or
- (iii) to insert or add words.

as long as such omission, insertion or addition of words does not have the effect of negating the motion before the Council.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) If an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there is none, put it to the vote except in the case of such an amendment as is referred to in 14.8(a)(i) when no further amendment may be moved.

#### 14.9 **Alteration of Motion**

- (a) A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

#### **Withdrawal of Motion**

- 14.10 A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

#### 14.11 **Right of Reply**

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.
- (d) A member exercising a right of reply shall not introduce new matters.

#### **Motions which may be moved during debate**

14.12 When a motion is under debate, no other motion may be moved except the following procedural motions:-

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) to exclude the public and press in accordance with the Access to Information Rules; and
- (h) to not hear further a member named under Rule 23.3 or to exclude them from the meeting under Rule 23.4.

#### **14.13 Closure Motions**

- (a) A member may move, without comment, the following motions at the end of a speech of another member:-
  - (i) to proceed to the next business;
  - (ii) that the question be now put;
  - (iii) to adjourn a debate; or
  - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Chair thinks the item has been sufficiently discussed, he or she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Chair thinks the item has been sufficiently discussed, the Chair will put the procedural motion to the vote. If it is passed

the Chair will give the mover of the original motion the right of reply before putting his/her motion to the vote.

- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Chair thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion he/ she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.
- (e) If a motion to adjourn the meeting is seconded and the Chair thinks that the remaining business before the meeting cannot be sufficiently discussed on that occasion he shall put the adjournment motion to the vote without giving the mover to any motion under discussion his/her right of reply. If the motion for the adjournment is carried, the remaining business shall stand adjourned to a time fixed by the Chair at the time the meeting is adjourned, or otherwise, to the next ordinary meeting of the Council.

#### **Point of Order**

- 14.14 A member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Chair on the matter will be final.

#### **Personal Explanation**

- 14.15 A member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by a member which may appear to have been misunderstood in the present debate. The ruling of the Chair on the admissibility of a personal explanation will be final.

### **15. ANNUAL STATE OF THE DISTRICT ADDRESS**

#### **Procedure**

- 15.1 The Chair will invite the Executive Leader to address the Council at its summer meeting on the State of the District.

#### **Response**

- 15.2 The Chair will invite the Leader(s) of the Opposition to respond to the address.

#### **Discussion**

- 15.3 The ensuing discussion in which a Member may speak once and to which only paragraphs 14.6, 14.14 and 14.15 of the Rules of Debate will apply will be chaired by the Chair.

## **16. PREVIOUS DECISIONS AND MOTIONS**

### **Motion to Rescind a Previous Decision**

- 16.1 A motion or amendment to rescind a decision made at a meeting of the Council within the previous six months cannot be moved unless a notice of motion is signed by at least 7 members of the Council.

### **Motion Similar to One Previously Rejected**

- 16.2 A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the previous 6 months cannot be moved within a further period of 6 months.

## **17. VOTING**

### **Majority**

- 17.1 All matters will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

### **Chair's Casting Vote**

- 17.2 If there are equal numbers of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

### **Show of Hands**

- 17.3 Unless a recorded vote is demanded by legislation or under Rule 17.4 the Chair will take the vote by a show of hands, or if there is no dissent by the affirmation of the meeting.

### **Recorded Vote**

- 17.4 If at least five members present demand it and before a vote is taken, the names for and against the motion or amendment or abstaining from voting will be taken down and entered into the minutes.

### **Recorded Vote at Council Budget Decision Meetings**

Recorded votes must be taken at the Budget meeting(s) each year, when voting on any motion or amendment which makes a calculation (whether originally or by way of substitution) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992 or ; issues a precept under Chapter 4 of Part 1 of that Act

### **Right to Require Individual Vote to be Recorded**

- 17.5 Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

## **Voting on Appointments**

- 17.6 If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## **18. PETITIONS**

### **Definition**

- 18.1 For the purposes of these procedural Standing Orders a petition shall be defined as a document embodying a formal written request for some form of action or the consideration of some matter by the Council. The submission of a petition is seen by many as lending weight to a particular viewpoint and demonstrating that the view is shared by others. Both written and electronic petitions will qualify under this scheme. Petitions made under any specific enactment such as that calling for a referendum on the form of executive of the Council, will not be dealt with under this procedure.

### **Scope**

- 18.2 Every petition shall be relevant to some matter of major significance in relation to which the Council has powers or duties or which is of more general concern affecting the District, its Council Tax or NNDR payers or concerns a matter on the agenda for the Council meeting to which the petition is to be submitted.

### **Eligibility**

- 18.3 The District Council will not accept petitions which are vexatious, abusive or otherwise inappropriate or which relate to a specific or identifiable person or otherwise are considered to be an abuse of its powers, responsibilities or obligations. Petitions shall not be admissible where petitioners are representing personal or prejudicial issues, matters associated with political parties or organisations, where the matter involves a right of appeal to the courts, a tribunal or to a Government Minister or which in the opinion of the Monitoring Officer is of a quasi-judicial nature. The interpretation of the above criteria by the Monitoring Officer is final. Additionally, the following matters will be excluded from the scheme:-

- (a) any matter relating to a planning decision;
- (b) any matter relating to a licensing decision; or
- (c) any other matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment.



- 18.4 Petitions may be co-ordinated by individuals or by local organisations. If considered to be eligible, a petition will be referred to the first appropriate meeting after its submission.

### **Form**

- 18.5 The petition shall clearly state the purpose for which it is submitted and shall be addressed to the District Council.
- 18.6 A written petition shall contain the name, address and signature of each person who signed it. The name and address shall be in legible format. An on-line petition shall contain the name and address of each person who is party to it and shall remain open for signature on the Council's website for a maximum period of 90 days. A petition shall indicate which one of the signatories is to present the petition. If the petition organiser, or his/her nominee, indicates that they are unable to present the petition at the relevant meeting, the petition will still be considered. The petition shall be sent to the office of the Monitoring Officer who will place it upon the agenda for the next Council meeting provided that the requirements are satisfied.
- 18.7 A maximum of three petitions will be presented at any meeting.
- 18.8 A petition shall not be presented to a meeting of the Council unless it is delivered to the office of the Monitoring Officer no later than noon on the tenth clear working day before the meeting at which it is to be considered. The petition shall be acknowledged in writing by or on behalf of the Monitoring Officer within ten clear working days of receipt of the petition. Online petitions will automatically be submitted to the Council for acknowledgement once the petition has been closed for signature.
- 18.9 No petition may be considered by the Council which effectively duplicates a previous petition submitted to the Council in the preceding six months.

### **Procedure**

- 18.10 Any resident who lives, works or studies (including those under 18) or who owns or occupies commercial premises in the District may present a petition to a meeting of the Council provided that it bears at least 50 signatures of people who either live or whose place of work or study is located in the District and satisfies the conditions of paragraphs 18.2 and 18.3 above.
- 18.11 Petitions which are considered at a meeting of the Council shall be presented at the conclusion of the receipt of any announcements by the Chair. A summary of the wording of the petition shall be incorporated on the Agenda for the meeting. If the petition relates to an item on the Agenda for a Full Council meeting, the presentation will be made at the beginning of that item.
- 18.12 On being called by the Chair, the person(s) presenting the petition may speak for a total of no more than five minutes in support of the

petition. District Councillors may question the person(s) presenting the petition for a period of up to five minutes thereafter. The period for questions may be extended at the discretion of the Chair.

- 18.13 Other than to respond to questions asked by District Councillors, petitioners shall not participate in debate nor discussion of the item to which their petition relates.
- 18.14 Petitions shall be presented to Council in the order in which they have been received.

#### **Petitions which are not the responsibility of the Council**

- 18.15 Petitions concerning a matter that the Council does not have direct control over, which relates to the functions of another local authority or concerning a matter delivered in partnership with any of the Council's partner organisations will be submitted to the Monitoring Officer who shall determine what steps the Council should take. The Monitoring Officer's decision on the matter is final. The Petition Organiser will be notified of any actions that have been taken.

### **19. MINUTES**

#### **Signing the Minutes**

- 19.1 The Chair will sign the minutes of the proceedings at the next meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

#### **No Requirement to Sign Minutes of Previous Meeting at Extraordinary Meeting**

- 19.2 Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an extraordinary meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purpose of paragraphs 41 (1) and (2) of Schedule 12 relating to the signing of minutes.

#### **Form of Minutes**

- 19.3 Minutes will contain all motions and amendments in the exact form and order the Chair put them.

### **20. RECORD OF ATTENDANCE**

- 20.1 All members present during the whole part of the meeting must sign their names on the attendance sheet before the conclusion of every meeting to assist with the record of attendance.

## **21. EXCLUSION OF THE PUBLIC**

- 21.1 Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 23 (Disturbance by the Public).

## **22. PHOTOGRAPHY, BROADCASTING AND RECORDING OF MEETINGS**

- 22.1 The Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and microblogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. These arrangements will operate in accordance with 'Filming, Photography and Recording at Council Meetings' guidelines published on the Council's website.

## **23. DISORDERLY CONDUCT**

### **General Disturbance**

- 23.1 If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.
- 23.2 A member shall comply with the adopted Members' Code of Conduct reproduced in Part 5 of the Constitution. Further to the Code of Conduct, a Member must withdraw from a meeting room during the consideration of any item of business in which he/she has a disclosable pecuniary interest.

### **Member not to be heard further**

- 23.3 If a member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

### **Member to leave the Meeting**

- 23.4 If the member continues to behave improperly after such a motion is carried, the Chair may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

## **24. DISTURBANCE BY THE PUBLIC**

- 24.1 If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary.

### **Removal of Member of the Public**

- 24.2 If a member of the public interrupt's proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.

### **Clearance of Part of Meeting Room**

- 24.3 If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.

## **25. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES**

### **Suspension**

- 25.1 All of these Council Rules of Procedure except Rule 17.8 and 19.2 may be suspended by motion on notice or without notice if at least two thirds of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting.

### **Amendment**

- 25.2 Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

## **26. APPOINTMENT OF SUB-COMMITTEES, SUB-GROUPS AND ADVISORY GROUPS**

- (a) The Council, Cabinet and any committee or panel may appoint such sub-committees or sub-groups as they may consider necessary from time to time and shall specify the purpose and terms of reference of such sub-committee or sub-group;
- (b) The Council, Cabinet and any committee or panel may appoint such advisory groups as they may consider necessary from time to time and shall specify the purpose, duration and terms of reference of such advisory group, except that such advisory group shall be of a deliberative nature only and shall report back with or without recommendations to the body that appointed them;
- (c) The appointment of members to any sub-committee, sub-group or advisory group, shall be in accordance with legislative or regulatory requirements for the representation of political groups and shall have regard in particular to (b) above.

## **27. DEVELOPMENT MANAGEMENT APPLICATIONS**

### **(a) Public Speaking at Council**

In those circumstances where a planning application is to be determined by full Council, the Council's Chief Planning Officer, Head of Development or Planning Service Manager (Development Management) or his representative and other relevant Officers shall be permitted to present reports to the Council and the public speaking process adopted by the Development Management Committee be applied;

**(b) Consideration of Departures from the Development Plan**

Planning applications for the following types of development should be referred to the Secretary of State if the Development Management Committee is minded to approve them under the Town and Country Planning (Consultation) (England) Direction 2009 unless the application in question is considered by the Chief Planning Officer, Head of Development and Monitoring Officer to be so 'significant' that it should remain the decision of the Council to refer the application to the Secretary of State. The Development Plan shall, on the recommendation of the Development Management Committee, be considered by the Council having regard to advice received from the Chief Planning Officer, Head of Development and Corporate Director (Delivery) and guidelines on the Council's website.



### Substitutes Policy

The aim of the rules in this Policy are to allow a significant and comprehensive attendance by Members at all Committee and Sub Committee meetings and to help ensure that meetings are quorate.

Subject to any other restrictions elsewhere in the Constitution, any councillor is permitted to act as a substitute on a Council body provided that:

- Democratic Services is notified of the arrangement no later than 2 hours before the start of the meeting to which it applies. This notification should be in writing (including email);
- A Substitute Member who replaces a Member at a meeting must be of the same Political Group to ensure that they are politically balanced in accordance with the Local Government (Committees and Political Groups) Regulations;
- The Licensing Sub-Committee does not require political balance and therefore it is not necessary for the Member and the Substitute Member to be of the same political group.
- Where attendance at specific training is a pre-requisite for participation in a committee or sub-committee, the substitute has completed the required training.

Substitutes will have all the powers and duties of a member of the committee but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

Substitutes may attend meetings in that capacity only:

- to take the place of the councillor for whom they are substituting; and
- where the nominating councillor will be absent for the whole of the meeting.

Any councillor attending a meeting as a substitute will **only** be entitled to travelling and subsistence allowance in accordance with the scheme approved by the Council. No additional allowance is payable for attendance at the meeting as a Substitute.

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

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title:** Treasury Management 6 Month Performance Review 2025/26

**Meeting/Date:** Council – 17<sup>th</sup> December 2025

**Executive Portfolio:** Executive Councillor for Finance & Resources

**Report by:** Corporate Director (Finance and Resources)

**Wards affected:** All Wards

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### Executive Summary:

Best practice and prescribed treasury management guidance requires members to be kept up to date in respect of treasury management activity for the first half of the year, including investment and borrowing activity and treasury performance.

The Council's 2025/26 Treasury Management Strategy was approved by the Council on the 26<sup>th</sup> February 2025, this report sets out the Treasury Performance and indicators for period between 1<sup>st</sup> April 2025 and 30<sup>th</sup> September 2025.

### **Treasury Management is;**

The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

### **The main purpose of Treasury Management is to.**

- Ensure the Council has sufficient cash to meet its day-to-day obligations.
- Borrow when necessary to fund capital expenditure, including borrowing in anticipation of need when rates are low.
- Invest surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest, and prioritising liquidity before considering optimising investment returns.

### **The key market Treasury Management issues through the first half of 2025/26 influencing the Council's decision-making were.**

- The Bank of England (BoE) Bank Rate decreased over the period from 4.5% to 4.0% in August 2025.
- Gilt rates (10 year government bonds) fluctuated between 4.4% and 4.8% and fell to 4.7% at the end of September. Gilt rates feed into the

rates paid for investing in the Debt Management Office.

- Interest rates are forecast to fall over the next 1 to 2 years, as long as the inflation rate continues to fall.
- Inflation and interest rates are both relatively high for the recent past, this feeds into the council's current strategy of using lower risk investments while high interest rates (and debt defaults) may lead to increased stress in financial institutions.

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

- When the Council has surplus funds, these will primarily be invested on a short-term basis, primarily in the DMO, money market funds, and the council's transactional bank NatWest.
- Where possible to take a higher return without sacrificing liquidity eg use of timed deposits at the DMO, as long as sufficient cash is available for short-term needs. Although currently money market fund and DMO rates are similar.
- If economic conditions are forecast to deteriorate it is vital to monitor financial institutions credit rating, and credit default swap rates (the cost to insure lending). This information is provided by the Council's treasury adviser – Link Group in regular updates.

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

Indicators relating to the investments are shown in **section 11** of the report.

The commercial property portfolio is forecast to generate £2.5m of net income for the Council in 2025/26. The breakdown of the property portfolio is shown in **Appendix F** and the proportion of commercial property and service investments income in relation to net revenue stream, in **section 11** of the report.

The **Treasury Management 6 Month Performance Review** is appended to this report.

**Recommendation:**

**The Council is recommended to note the contents of this report.**

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

- 1.1 The purpose of this report is to update Members on the Council's treasury management activity for the first 6 months of the year, including investment and borrowing activity and treasury performance.

## **2. BACKGROUND**

- 2.1 It is regarded as best practice and prescribed treasury management practice, that Members are kept up to date with treasury management activity.
- 2.2 The Council approved the 2025/26 Treasury Management Strategy at its meeting on 26th February 2025.
- 2.3 All treasury management activity undertaken during the first half of 2025/26 complied with the CIPFA Code of Practice, relevant legislative provisions and the Treasury Management Strategy.
- 2.4 The investment strategy is to invest any surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest. The Council's borrowing strategy permits borrowing for cash flow purposes and funding current and future capital expenditure over whatever periods are in the Council's best interests.

## **3. ANALYSIS**

### **Economic Review**

- 3.1 An economic review of the year has been provided by the council's treasury management advisors, Link Group, and is attached with an analysis of the local context implications in **section 3** of the report.

### **Performance of Council Funds**

- 3.2 The treasury management transactions undertaken during the first 6 months of 2025/26 financial year and the details of the investments and loans held as at 30<sup>th</sup> September 2025 are shown in detail in **Appendix D** of the report.

### **Risk Management**

- 3.3 The Council's primary objectives for the management of its investment are to give priority to the security and liquidity (how quickly cash can be accessed) of its funds before seeking the best rate of return. For more details see **section 9**.

## **Non-Treasury Investments**

- 3.5 The definition of investments in CIPFA's Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council holds primarily for financial return. The full details of these investments can be found in **Section 11** and **Appendix F** of the report.

## **Compliance**

- 4.0 Compliance with specific investment and debt limits and risk measures are indicated in **Appendix C** and **Appendix D**.


## **Treasury Management Indicators**

- 5.0 The Council measures and manages its exposure to treasury management risks using indicators which are details in the **section 8** of the report, and Appendices C and D.

**Treasury Management 6 Month Performance Review** is appended Including;

- Economic review (source: MUFG)
- Prudential and Treasury Indicators
- Borrowing and the Liability Benchmark
- Treasury and Prudential Limit Compliance
- Commercial Investment Strategy Indicators
- Borrowing and Investing Schedules
- Commercial Estates Property Listing
- Glossary

## **CONTACT OFFICER**

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# **Treasury Management 6 Month Performance Review 2025/26**

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2. Introduction
3. Economics and Interest Rates
4. Treasury Management Strategy Statement & Annual Investment Strategy
5. The Capital Position and Prudential Indicators
6. Borrowing and the Liability Benchmark
7. Debt Rescheduling
8. Treasury and Prudential Limit Compliance
9. Annual Investment Strategy
10. Other Treasury Issues
11. Commercial Investment Strategy Indicators

## **Appendices**

- A** Borrowing Schedule
- B** Capital Financing Requirement, Liability Benchmark and Borrowing
- C** Prudential and Treasury Indicators
- D** Investment Portfolio
- E** Approved Countries for Investments
- F** Commercial Estates Property Listing

## **Glossary**

## **1. Background**

### **1.1 CIPFA Consultation on the Treasury Management Code of Practice and the Prudential Code of Practice**

The Chartered Institute of Public Finance and Accountancy is currently consulting local authorities in respect of potential changes to the Codes. The focus appears to primarily be on the Non-Treasury investment aspects of local authority activity. An update will be provided on material developments and changes after the consultation is completed..

### **1.2 Treasury management**

The council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low-risk counterparties, providing adequate liquidity initially before considering optimising investment return.

The second main function of the treasury management service is the funding of the council's capital plans. These capital plans provide a guide to the borrowing need of the council, essentially the longer-term cash flow planning to ensure the council can meet its capital spending operations. This management of longer-term cash may involve arranging long or short-term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet council's risk or cost objectives.

Accordingly, treasury management is defined as:

“The management of the local council's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

## **2. Introduction**

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2021).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the council will seek to achieve those policies and objectives.
3. Receipt by the full Council of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year. Quarterly reports are also required for the periods ending April to June and October to December, these are

included with and follow the same process as the quarterly finance performance reports.

4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this council, the delegated body is Overview and Scrutiny Panel (Performance and Growth).

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first half of the 2025/26 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the council's investment portfolio for 2025/26;
- A review of the council's borrowing strategy for 2025/26;
- A review of any debt rescheduling undertaken during 2025/26;
- A review of compliance with Treasury and Prudential Limits for 2025/26.

### 3. Economics and Interest Rates

#### 3.1 Economics Update

- The first half of 2025/26 saw:
- A 0.3% pick up in GDP for the period April to June 2025. More recently, the economy flatlined in July, with higher taxes for businesses restraining growth.
- The 3month/year-on-year rate of average earnings growth excluding bonuses has fallen from 5.5% to 4.8% in July.
- CPI inflation has ebbed and flowed but finished September at 3.8%, whilst core inflation eased to 3.6%.
- The Bank of England cut interest rates from 4.50% to 4.25% in May, and then to 4% in August.
  - The 10-year gilt yield fluctuated between 4.4% and 4.8%, ending the half year at 4.70%.
- From a GDP perspective, the financial year got off to a bumpy start with the 0.3% month-on-month fall in real GDP in April as front-running of US tariffs in Quarter 1 (when GDP grew 0.7% on the quarter) weighed on activity. Despite the underlying reasons for the drop, it was still the first fall since October 2024 and the largest fall since October 2023. However, the economy surprised to the upside in May and June so that quarterly growth ended up 0.3% quarter-on-quarter. Nonetheless, the 0.0% month-on-month change in real GDP in July will have caused some concern, with the hikes in taxes for businesses that took place in April this year undoubtedly playing a part in restraining growth. The weak overseas environment is also likely to have contributed to the 1.3% month on month fall in manufacturing output in July. That was the second large fall in three months and left the 3month rate at a 20-month low of -1.1%. The 0.1% month on month rise in services output kept its 3monthly rate at 0.4%, supported by stronger output in the health and arts/entertainment sectors. Looking ahead, ongoing speculation about further tax rises in the Autumn Budget on 26 November will remain a drag on GDP growth for a while yet. GDP growth for 2025 is forecast by Capital Economics to be 1.3%.
- For future economic sentiment, the composite Purchasing Manager Index for the UK fell from 53.5 in August to 51.0 in September. The decline was mostly driven by a fall in the services PMI, which declined from 54.2 to 51.9. The manufacturing PMI output balance also fell, from 49.3 to 45.4. That was due to both weak overseas demand (the new exports orders balance fell for the fourth month in a row) and the cyber-attack-induced shutdown at Jaguar Land Rover since 1 September reducing car production across the automotive supply chain. The PMIs suggest tepid growth is the best that can be expected when the Q3 GDP numbers are released.
- For retail sales, the 0.5% month on month rise in volumes in August was the third such rise in a row and was driven by gains in all the major categories except fuel sales, which fell by 2.0% month on month. Sales may have been supported by the warmer-than-usual weather. If sales were just flat in September, then in Q3 sales volumes would be up 0.7% quarter on quarter compared to the 0.2% quarter on quarter gain in Q2.



- With the November Budget getting nearer, the public finances position looks weak. Public net sector borrowing of £18.0bn in August means that after five months of the financial year, borrowing is already £11.4bn higher than the OBR forecast at the Spring Statement in March. The overshoot in the Chancellor's chosen fiscal mandate of the current budget is even greater with a cumulative deficit of £15.3bn. All this was due to both current receipts in August being lower than the OBR forecast (by £1.8bn) and current expenditure being higher (by £1.0bn). Over the first five months of the financial year, current receipts have fallen short by a total of £6.1bn (partly due to lower-than-expected self-assessment income tax) and current expenditure has overshoot by a total of £3.7bn (partly due to social benefits and departmental spending). Furthermore, what very much matters now is the OBR forecasts and their impact on the current budget in 2029/30, which is when the Chancellor's fiscal mandate bites. As a general guide, Capital Economics forecasts a deficit of about £18bn, meaning the Chancellor will have to raise £28bn, mostly through higher taxes, if the chancellor wants to keep the buffer against the rule of £10bn.
- The weakening in the jobs market looked clear in the spring. May's 109,000 month on month fall in the PAYE measure of employment was the largest decline (barring the pandemic) since the data began and the seventh in as many months. The monthly change was revised lower in five of the previous seven months too, with April's 33,000 fall revised down to a 55,000 drop. More recently, however, the monthly change was revised higher in seven of the previous nine months by a total of 22,000. So instead of falling by 165,000 in total since October, payroll employment is now thought to have declined by a smaller 153,000. Even so, payroll employment has still fallen in nine of the ten months since the Chancellor announced the rises in National Insurance Contributions (NICs) for employers and the minimum wage in the October Budget. The number of job vacancies in the three months to August stood at 728,000. Vacancies have now fallen by approximately 47% since its peak in April 2022. All this suggests the labour market continues to loosen, albeit at a declining pace.
- A looser labour market is driving softer wage pressures. The 3 monthly year on year rate of average earnings growth excluding bonuses has fallen from 5.5% in April to 4.8% in July. The rate for the private sector slipped from 5.5% to 4.7%, putting it on track to be in line with the Bank of England's Q3 forecast (4.6% for September).
- CPI inflation fell slightly from 3.5% in April to 3.4% in May, and services inflation dropped from 5.4% to 4.7%, whilst core inflation also softened from 3.8% to 3.5%. More recently, though, inflation pressures have resurfaced, although the recent upward march in CPI inflation did pause for breath in August, with CPI inflation staying at 3.8%. Core inflation eased once more as well, from 3.8% to 3.6%, and services inflation dipped from 5.0% to 4.7%. So, we finish the half year in a similar position to where we started, although with food inflation rising to an 18-month high of 5.1% and households' expectations for inflation standing at a six year high, a further loosening in the labour market and weaker wage growth may be a requisite to UK inflation coming in below 2.0% by 2027.
- An ever-present issue throughout the past six months has been the pressure being exerted on medium and longer dated gilt yields. The yield on the 10-year gilt moved

upwards in the second quarter of 2025, rising from 4.4% in early April to 4.8% in mid-April following wider global bond market volatility stemming from the “Liberation Day” tariff announcement, and then easing back as trade tensions began to de-escalate. By the end of April, the 10-year gilt yield had returned to 4.4%. In May, concerns about stickier inflation and shifting expectations about the path for interest rates led to another rise, with the 10-year gilt yield fluctuating between 4.6% and 4.75% for most of May. Thereafter, as trade tensions continued to ease and markets increasingly began to price in looser monetary policy, the 10-year yield edged lower, and ended Q2 at 4.50%.

- More recently, the yield on the 10-year gilt rose from 4.46% to 4.60% in early July as rolled-back spending cuts and uncertainty over Chancellor Reeves’ future raised fiscal concerns. Although the spike proved short lived, it highlighted the UK’s fragile fiscal position. In an era of high debt, high interest rates and low GDP growth, the markets are now more sensitive to fiscal risks than before the pandemic. During August, long-dated gilts underwent a particularly pronounced sell-off, climbing 22 basis points and reaching a 27-year high of 5.6% by the end of the month. While yields have since eased back, the market sell-off was driven by investor concerns over growing supply-demand imbalances, stemming from unease over the lack of fiscal consolidation and reduced demand from traditional long-dated bond purchasers like pension funds. For 10-year gilts, by late September, inflation, resilient activity data and a hawkish Bank of England have kept yields elevated over 4.70%.
- The FTSE 100 fell sharply following the “Liberation Day” tariff announcement, dropping by more than 10% in the first week of April - from 8,634 on 1 April to 7,702 on 7 April. However, the de-escalation of the trade war coupled with strong corporate earnings led to a rapid rebound starting in late April. As a result, the FTSE 100 closed Q2 at 8,761, around 2% higher than its value at the end of Q1 and more than 7% above its level at the start of 2025. Since then, the FTSE 100 has enjoyed a further 4% rise in July, its strongest monthly gain since January and outperforming the S&P 500. Strong corporate earnings and progress in trade talks (US-EU, UK-India) lifted share prices and the index hit a record 9,321 in mid-August, driven by hopes of peace in Ukraine and dovish signals from Fed Chair Powell. September proved more volatile and the FTSE 100 closed Q3 at 9,350, 7% higher than at the end of Q1 and 14% higher since the start of 2025. Future performance will likely be impacted by the extent to which investors’ global risk appetite remains intact, Fed rate cuts, resilience in the US economy, and AI optimism. A weaker pound will also boost the index as it inflates overseas earnings.

- **MPC meetings: 8 May, 19 June, 7 August, 18 September 2025**
- There were four Monetary Policy Committee (MPC) meetings in the first half of the financial year. In May, the Committee cut Bank Rate from 4.50% to 4.25%, while in June policy was left unchanged. In June's vote, three MPC members (Dhingra, Ramsden and Taylor) voted for an immediate cut to 4.00%, citing loosening labour market conditions. The other six members were more cautious, as they highlighted the need to monitor for "signs of weak demand", "supply-side constraints" and higher "inflation expectations", mainly from rising food prices. By repeating the well-used phrase "gradual and careful", the MPC continued to suggest that rates would be reduced further.
- In August, a further rate cut was implemented. However, a 5-4 split vote for a rate cut to 4% laid bare the different views within the Monetary Policy Committee, with the accompanying commentary noting the decision was "finely balanced" and reiterating that future rate cuts would be undertaken "gradually and carefully". Ultimately, Governor Bailey was the casting vote for a rate cut but with the CPI measure of inflation expected to reach at least 4% later this year, the MPC will be wary of making any further rate cuts until inflation begins its slow downwards trajectory back towards 2%.
- The Bank of England does not anticipate CPI getting to 2% until early 2027, and with wages still rising by just below 5%, it was no surprise that the September meeting saw the MPC vote 7-2 for keeping rates at 4% (Dhingra and Taylor voted for a further 25bps reduction).
- The Bank also took the opportunity to announce that they would only shrink its balance sheet by £70bn over the next 12 months, rather than £100bn. The repetition of the phrase that "a gradual and careful" approach to rate cuts is appropriate suggests the Bank still thinks interest rates will fall further but possibly not until February.

### 3.2 Interest Rate Forecasts

The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20bps) which has been accessible to most authorities since 1 November 2012.

MUFG Corporate Markets' latest forecast on 11 August sets out a view that short, medium and long-dated interest rates will fall back over the next year or two, although there are upside risks in respect of the heightened inflation and a continuing tight labour market, as well as the size of gilt issuance.

MUFG Corporate Markets Interest Rate View 11.08.25													
	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28	Jun-28	Sep-28
BANK RATE	4.00	4.00	3.75	3.75	3.50	3.50	3.50	3.50	3.25	3.25	3.25	3.25	3.25
3 month ave earnings	4.00	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.30	3.30	3.30	3.30	3.30
6 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.30	3.40	3.40	3.40
12 month ave earnings	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.40	3.50	3.60	3.60
5 yr PWLB	4.80	4.70	4.50	4.40	4.30	4.30	4.30	4.20	4.20	4.20	4.20	4.10	4.10
10 yr PWLB	5.30	5.20	5.00	4.90	4.80	4.80	4.80	4.70	4.70	4.70	4.70	4.60	4.60
25 yr PWLB	6.10	5.90	5.70	5.70	5.50	5.50	5.50	5.40	5.40	5.30	5.30	5.30	5.20
50 yr PWLB	5.80	5.60	5.40	5.40	5.30	5.30	5.30	5.20	5.20	5.10	5.10	5.00	5.00

## 4. Treasury Management Strategy Statement and Annual Investment Strategy

The Treasury Management Strategy Statement, (TMSS), for 2025/26 was approved by the Council on 26<sup>th</sup> February 2025.

- There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

## 5. The Council's Capital Position and Prudential Indicators

This part of the report updates on:

- The council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

## 5.1 Prudential Indicator for Capital Expenditure

This table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the Budget.

Capital Expenditure by Service	2025/26 Original Budget £000s	2025/26 Current Budget <sup>(1)</sup> £000s	2025/26 Forecast £000s
Chief Digital and Information Officer	660	988	775
Customer Services	0	50	0
Facilities	80	80	699
Environmental Services	4,994	5,584	5,055
Community Services	1,650	1,610	2,150
Parks, Countryside & Climate	2,224	2,556	3,112
Finance	50	161	111
Housing and Regeneration	80	10,439	7,338
Leisure and Health	1,386	1,428	1,854
Planning	2,706	3,202	1,615
Property and Facilities	697	1,590	1,340
<b>Total capital expenditure</b>	<b>14,527</b>	<b>27,687</b>	<b>24,048</b>

<sup>(1)</sup>Includes rephased budgets from 2024/25

## 5.2 Changes to the Financing of the Capital Programme

The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Financing	2025/26 Original Budget £000s	2025/26 Current Budget £000s	2025/26 Forecast £000s
<b>Total Capital expenditure</b>	<b>14,527</b>	<b>27,687</b>	<b>24,048</b>
<b>Financed by:</b>			
Capital Grants	5,303	14,242	12,721
Capital Reserves	2,706	3,202	2,140
Capital Receipts	100	100	100
<b>Total financing</b>	<b>8,109</b>	<b>17,544</b>	<b>14,961</b>
<b>Borrowing requirement</b>	<b>6,418</b>	<b>10,143</b>	<b>9,087</b>

Capital is not charged directly to revenue, but there is an effect on revenue of capital expenditure. This is made up of the interest on any loans taken out to finance capital, and

the annual Minimum Revenue Provision (MRP) charge. The MRP charge is based on the cost of each asset divided by the life of the asset, the result is charged to revenue each year. The table below shows the effect on the charge to revenue as a result of changes to the capital programme.

Proportion of Financing Costs to Net Revenue Stream	2025/26 Budget £000s	2025/26 Current Budget £000s	2025/26 Forecast £000s
Net Revenue Stream	26,464	26,772	25,848
Financing Costs	4,156	3,833	3,833
Proportion of Net Revenue Stream	16%	14%	15%

### 5.3 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary

The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

#### Prudential Indicator – Capital Financing Requirement

The CFR is forecast to be £1.056m less than current budget (the current budget includes budget rephasings from 2024/25).

#### Prudential Indicator – the Operational Boundary for external debt

	2025/26 Original Budget £000s	2025/26 Current Budget £000s	2025/26 Forecast £000s
<b>Prudential Indicator – Capital Financing Requirement</b>			
<b>Capital Financing Requirement<sup>(1)</sup></b>	<b>82,664</b>	<b>80,138</b>	<b>79,082</b>
<b>Net Movement in CFR</b>	<b>5,940</b>	<b>7,283</b>	<b>6,227<sup>(4)</sup></b>
<b>Prudential Indicator – the Operational Boundary for external debt</b>			
<b>Borrowing<sup>(2)</sup></b>	<b>115,000</b>	<b>34,255</b>	<b>34,255</b>
<b>Other long-term liabilities<sup>(3)</sup></b>	<b>544</b>	<b>544</b>	<b>544</b>
<b>Total debt (year-end position)</b>	<b>115,000</b>	<b>34,799</b>	<b>34,799</b>

<sup>(1)</sup> Opening CFR 2025/26 £72.855m actual used for Current Budget. For the original budget £76.724m.

<sup>(2)</sup> £115m is the limit set in the 2025/26 Treasury Management Strategy.

<sup>(3)</sup> Finance lease for Phoenix Court.

<sup>(4)</sup> Borrowing Requirement – MRP = £9.087m - £2.860m = £6.227m

## 5.4 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purposes. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and next two financial years. This allows some flexibility for limited early borrowing for future years.

<b>Total Debt</b>	<b>2025/26 Original Budget £000s</b>	<b>2025/26 Current Budget £000s</b>	<b>2025/26 Forecast £000s</b>
Borrowing <sup>(1)</sup>	34,255	34,255	34,255
Other long-term liabilities <sup>(2)</sup>	600	544	544
<b>Total debt</b>	<b>34,855</b>	<b>34,799</b>	<b>34,799</b>
<b>CFR (Year end position)</b>	<b>82,664</b>	<b>80,138</b>	<b>79,082</b>

(1) A Salix loan repayment is due in February 2026 of £4k, current balance of borrowing is £34.259m see listing in Appendix A, at year end the balance will be £34.255m.

(2) Finance lease for Phoenix Court.

A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

<b>Authorised limit for external debt</b>	<b>2025/26 Original Indicator £000s</b>	<b>2025/26 Current Budget £000s</b>	<b>2025/26 Forecast £000s</b>
General Debt and Other long-term liabilities	95,000	10,544	10,544
Service Loans	15,000	0	0
CIS Debt	25,000	24,255	24,255
<b>Total</b>	<b>135,000</b>	<b>34,799</b>	<b>34,799<sup>(1)</sup></b>

(1) This is the sum of the debt at the year-end (£34.255m) plus long-term liabilities (Phoenix Court lease) of £0.544m. The current debt is £34.259m, the Salix loan of £4k will be paid off in February 2026.

## 6. Borrowing

The council's forecast capital financing requirement (CFR) for 2025/26 is £79.1m. The CFR denotes the council's underlying need to borrow for capital purposes. If the CFR is positive the council may borrow from the PWLB or the market (external borrowing), or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. The table in 5.4 shows the council has borrowings of £34.8m and has utilised £44.3m of cash flow and balance sheet funds in lieu of borrowing (CFR – external borrowing). This is a prudent and cost-effective approach in



the current economic climate but will require ongoing monitoring if gilt yields remain elevated, particularly at the longer-end of the yield curve (25 to 50 years).

It is anticipated that further borrowing will not be undertaken during this financial year.

### **Liability Benchmark**

The Council is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum. See Appendix B for the Liability Benchmark chart

The Council is currently in an under-borrowed position (external borrowing is less than the CFR, internal borrowing is being used i.e. reserves and working capital to fund capital expenditure), this according to the liability benchmark will continue until the mid 2030s, although as plans evolve the CFR will likely move outwards. The CFR is being gradually reduced by application of the minimum revenue provision (MRP) charge to revenue, although as new expenditure plans are made the CFR line will reduce at a slower rate, and will not in reality reach zero.

The cash available to invest will increase as the MRP builds up in the cash balances. The liability benchmark line (dotted) is the cash available to invest less a liquidity buffer to meet any immediate cashflow needs.

### **PWLB maturity certainty rates (gilts plus 80bps) year to date to 30 September 2025**

Gilt yields and PWLB certainty rates have remained relatively volatile throughout the six months under review, but the general trend has been for medium and longer dated parts of the curve to shift higher whilst the 5-year part of the curve finished September close to where it began in April.

Concerns around the resilience of inflation, elevated wages, households' inflation expectations reaching a six-year high, and the difficult funding choices facing the Chancellor in the upcoming Budget on 26 November dominated market thinking, although international factors emanating from the Trump administration's fiscal, tariff and geo-political policies also played a role.

At the beginning of April, the 1-year certainty rate was the cheapest part of the curve at 4.82% whilst the 25-year rate was relatively expensive at 5.92%. Early September saw the high point for medium and longer-dated rates, although there was a small reduction in rates, comparatively speaking, by the end of the month.

The spread in the 5-year part of the curve (the difference between the lowest and highest rates for the duration) was the smallest at 37 basis points whilst, conversely, the 50-years' part of the curve saw a spread of 68 basis points.

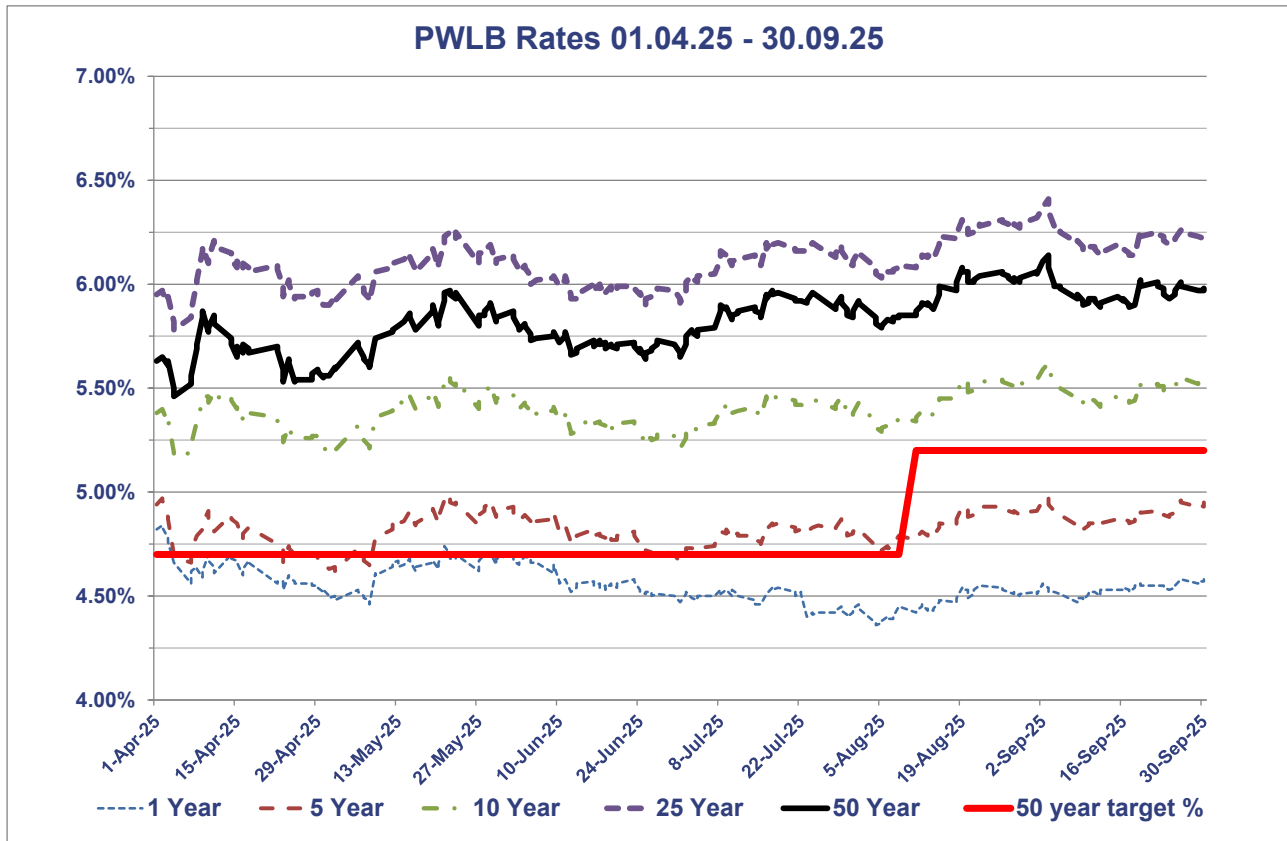
At this juncture, MUFG Corporate Markets still forecasts rates to fall back over the next two to three years as inflation dampens, although there is upside risk to all forecasts at present. The CPI measure of inflation is expected to fall below 2% in early 2027 but hit a peak of 4% or higher later in 2025.

The Bank of England announced in September that it would be favouring the short and medium part of the curve for the foreseeable future when issuing gilts, but market reaction



to the November Budget is likely to be the decisive factor in future gilt market attractiveness to investors and their willingness to buy UK sovereign debt.

#### PWLB RATES 01.04.25 - 30.09.25



#### HIGH/LOW/AVERAGE PWLB RATES FOR 01.04.25 – 30.09.25

	1 Year	5 Year	10 Year	25 Year	50 Year
01/04/2025	4.82%	4.94%	5.38%	5.95%	5.63%
30/09/2025	4.58%	4.95%	5.53%	6.23%	5.98%
Low	4.36%	4.62%	5.17%	5.78%	5.46%
Low date	04/08/2025	02/05/2025	02/05/2025	04/04/2025	04/04/2025
High	4.84%	4.99%	5.62%	6.41%	6.14%
High date	02/04/2025	21/05/2025	03/09/2025	03/09/2025	03/09/2025
Average	4.55%	4.82%	5.40%	6.11%	5.83%
Spread	0.48%	0.37%	0.45%	0.63%	0.68%

- The current PWLB rates are set as margins over gilt yields as follows: -
  - PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
  - PWLB Certainty Rate (GF)** is gilt plus 80 basis points (G+80bps)
  - PWLB Local Infrastructure Rate** is gilt plus 60 basis points (G+60bps)
  - PWLB Certainty Rate (HRA)** is gilt plus 40bps (G+40bps)

- The **National Wealth Fund** will lend to local authorities that meet its scheme criteria at a rate currently set at gilt plus 40bps (G+40bps).

## 7. Debt Rescheduling

Debt repayment and rescheduling opportunities have increased over the course of the past six months and will be considered if giving rise to long-term savings. However, no debt repayments or rescheduling have been undertaken to date in the current financial year.

## 8. Compliance with Treasury and Prudential Limits

It is a statutory duty for the council to determine and keep under review the affordable borrowing limits. During the half year ended 30 September 2024, the council has operated within the treasury and prudential indicators set out in the council's Treasury Management Strategy Statement for 2025/26, and no difficulties are envisaged for the current or future years in complying with these indicators.

All treasury management operations have also been conducted in full compliance with the council's Treasury Management Strategy and Practices.

See Appendix C for details of the Prudential and Treasury indicators.

## 9. Annual Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2025/26, which includes the Annual Investment Strategy, was approved by the Council on 26<sup>th</sup> February 2025. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the council's investment priorities as being:

- Security of capital
- Liquidity
- Yield

The council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the council's risk appetite. In the current economic climate, it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with high credit quality financial institutions, using the Link suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

### **Creditworthiness.**

The UK's sovereign rating has proven robust through the first half of 2025/26. The Government is expected to outline in detail its future fiscal proposals in the Budget scheduled for 26 November 2025.

### **Investment Counterparty criteria**

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function. The portfolio of investments as at 30<sup>th</sup> September 2025 are listed in Appendix D.

### **Credit Default Swap prices**

It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances. See Appendix D.

### **Investment balances**

The average level of funds available for short-term investment purposes during the first half of the financial year was **£71.6m**. These funds are available in the short-term to medium-term, the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the capital programme as well as balances on reserves (eg CIL reserve) and balance sheet working capital e.g. debtors and creditors.

### **Investment Performance**

The following indicators are to be reported on as stated within the Treasury Management Strategy 2025/26. See also Appendix C.

- Portfolio risk score; **1.01**
- Average credit rating (security); **AA-**
- Weighted average maturity (Fixed term deposits); **14 days** (as at 30/09/2024)
- Interest rate risk; **£600,733**
- Rate of return; **4.11%**
- Liquidity; **£18.185m**

The council's budgeted investment interest return for 2025/26 is £1.14m, and the current forecast for the year is £2.62m.

### **Approved limits**

The approved limits within the Annual Investment Strategy were not breached during the period ended 30 September 2025.

## Proportionality of Investments

The Council is dependent on investment activity to achieve a balanced revenue budget. The table below shows the extent to which the expenditure planned to meet the service delivery objectives of the Council is dependent on achieving the expected net investment income from investments, and how this has changed since the budget was set.

Proportionality of Investments	2025/26 Budget £000s	2025/26 Current Budget £000s	2025/26 Forecast £000s
Gross Service Expenditure	84,349	84,793	90,837
Net Investment income	3,620	3,600	2,854
Proportion	4%	4%	3%

## Approved limits

Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the half year ended 30 September 2025.

## 10. Other Treasury Issues

### 1. IFRS 9 Fair Value of Assets Statutory Override

Following the consultation undertaken by the Department of Levelling Up, Housing and Communities (DLUHC) on IFRS 9, the Government has extended the statutory override for local authorities to reverse out (to an unusable reserve) all unrealised fair value movements resulting from pooled investment funds until 1st April 2029. This only applies to existing pooled fund investments not to new investments. This mechanism applies to the CCLA Property Fund in which the council has £4m invested.

### 2. Changes in risk appetite

The 2021 CIPFA Codes and guidance notes place importance on risk management. Where an council changes its risk appetite e.g., for moving surplus cash into or out of certain types of investment funds or other types of investment instruments. During this half year the council has maintained its use of the Debt Management Officer (DMADF) and Money Market Funds as been its strategy over the last few years.

### 3. Sovereign limits

The Council has determined that it will only use approved counterparties from the UK, and from countries with a **minimum sovereign credit rating of AA- from fitch or equivalent (investing in the UK will continue even if the UK's credit rating falls below AA-)**. The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix E. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

## 11. Commercial Investment Strategy Indicators

Commercial Investment Indicators	2025/26 Original Forecast	2025/26 Current Forecast	2026/27 Forecast
Interest Cover Ratio	1.7	1.7	1.7
Loan to Value Ratio	104.9%	104.9%	104.9%
Gross Rent Multiplier	14.0	12.9	14.0

Interest cover ratio (income/interest) is used to measure how readily a business can pay the interest due on loans. The reduction from Original Forecast to Current Forecast is due to vacant units at Fareham and Rowley. Loan to value is the value of the loan to the value of the property. If the percentage is over 100% that means the value of loan is more than the value of the property. Gross rent multiplier is the value of a property compared to its annual rental income, the lower the ratio the higher the yield.

Net income from Commercial and Service Investments	2025/26 Budget £000s	2025/26 Current Budget £000s	2025/26 Forecast £000s
Net income <sup>(1)</sup>	3,620	3,600	2,854
Net revenue stream	26,464	26,772	25,848
Proportion of net revenue stream	14%	13%	11%

<sup>(1)</sup> This is the total of CCLA Property Fund, Loans to Organisations and Commercial Estates.  
Forecast - £160k+£150k+£2,544k = £2,854k

The summary property listing is below, with valuations as at 31<sup>st</sup> March 2025. See Appendix F for the full detail.

<b>Commercial Investment Property (Summary)</b>	<b>31/03/2024 Value £000s</b>	<b>Gain/(Loss) Addition £000s</b>	<b>31/03/2025 Value<sup>(1)</sup> £000s</b>
Legacy Properties;			
Huntingdon	21,592	367	21,959
St Ives	1,444	79	1,523
St Neots	7,278	49	7,327
	<b>30,314</b>	<b>495</b>	<b>30,809</b>
<b>CIS Properties</b>			
2 Stonehill	2,276	0	2,276
80 Wilbury Way	1,908	0	1,908
Shawlands Retail Park	5,783	(232)	5,551
1400 & 1500 Parkway	4,037	0	4,037
Rowley Arts Centre, St Neots	6,543	(644)	5,899
Little End Road, St Neots	3,288	1,977	5,265
Tri-link, Wakefield	14,686	1,264	15,950
Alms Close	1,449	57	1,506
	<b>39,970</b>	<b>2,422</b>	<b>42,392</b>
<b>Total</b>	<b>70,284</b>	<b>2,917</b>	<b>73,201</b>

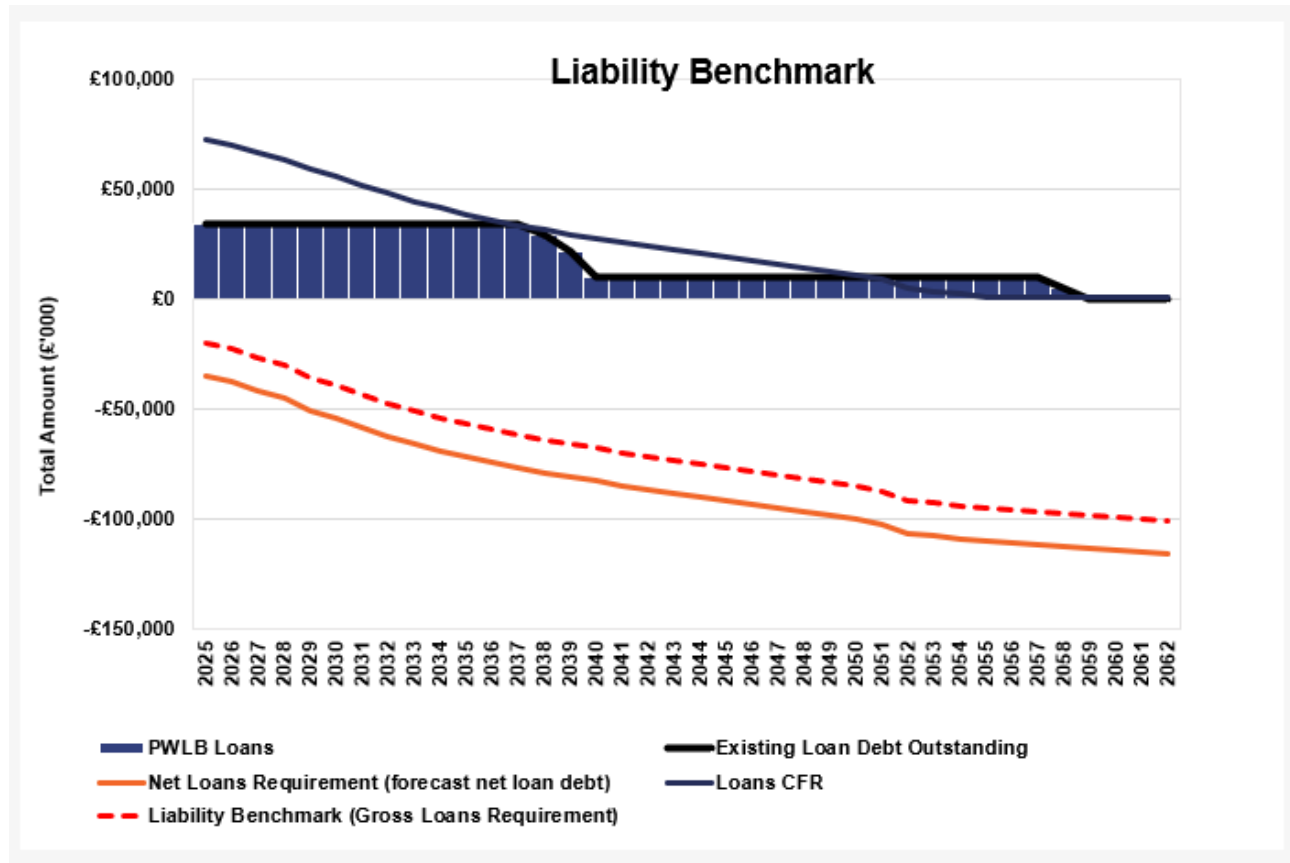
<sup>(1)</sup>The valuations are still subject to review and audit

## APPENDIX A: Borrowing Schedule

Counterparty	Type	Amount £	Rate %	Start Date	Maturity Date
PWLB	Maturity	5,000,000	3.91	19/12/2008	19/12/2057
PWLB	Maturity	5,000,000	3.90	19/12/2008	19/12/2058
PWLB	Maturity	5,000,000	2.78	02/10/2017	02/10/2037
PWLB	Maturity	7,291,685	2.49	11/03/2019	11/03/2039
PWLB	Maturity	11,963,000	2.18	26/06/2019	26/06/2039
Salix	Repayment	4,387	0.00	17/02/2021	17/02/2026
		<b>34,259,072</b>			

## APPENDIX B: CFR, Liability Benchmark and Borrowing

The Council is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum.



There are four components to the LB: -

1. **Existing loan debt outstanding:** the Council's existing loans that are still outstanding in future years.
2. **Loans CFR:** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP. This includes only current borrowing not future unplanned borrowing.
3. **Net loans requirement:** this will show the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
4. **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance. In practice this is the amount required to pay the regular precept payments.

The Council is currently in an under-borrowed position (external borrowing is less than the CFR, internal borrowing is being used i.e. reserves and working capital to fund capital expenditure), this according to the liability benchmark will continue until the mid 2030s, although as plans evolve the CFR will likely move outwards. The CFR is being gradually reduced by application of the minimum



revenue provision (MRP) charge to revenue, although as new expenditure plans are made the CFR line will reduce at a slower rate, and will not in reality reach zero.

The cash available to invest will increase as the MRP builds up in the cash balances. The liability benchmark line (dotted) is the cash available to invest less a liquidity buffer to meet any immediate cashflow needs

## APPENDIX C: Prudential and Treasury Indicators

Treasury Indicators	2025/26 Limit £'000	30.09.25 Actual £'000
<b>Authorised limit for external debt</b>	135,000	34,259
<b>Operational boundary for external debt</b>	115,000	34,259
<b>Gross external debt</b>		34,259
<b>Investments</b>		87,637
<b>Net investment</b>		53,378
<b>Maturity structure of fixed rate borrowing - upper and lower limits</b>		
Under 12 months	0%/80%	0.1%
12 months to 2 years	0%/80%	0.0%
2 years to 5 years	0%/80%	0.0%
5 years to 10 years	0%/100%	0.0%
10 years to 20 years	0%/100%	70.7%
20 years to 30 years	0%/100%	0.0%
30 years to 40 years	0%/100%	29.2%
40 years to 50 years	0%/100%	0.0%
<b>Upper limit for principal sums invested over 365 days</b>		
Year 1	10,000	4,000
Year 2	9,000	4,000
Year 3	8,000	4,000
<b>Minimum Total Cash Available (3 month rolling – July to September)<sup>(1)</sup></b>	15,000	18,185

<b>Interest Rate Risk (Impact of 1% rise/fall)</b>	600	601
<b>Average Credit Rating<sup>(2)</sup> of investments<sup>(3)</sup></b>	A-	AA-
<b>Portfolio Average Risk<sup>(4)</sup></b>		1.01

<sup>(1)</sup> Simple average on month end balances

<sup>(2)</sup> Credit ratings (Fitch, investment grade) are in descending order AAA, AA+, AA, AA-, A+, A, A-, BBB+, BBB, BBB-.

<sup>(3)</sup> Includes MMFs, DMO and Banks

<sup>(4)</sup> Score is on scale 1 to 7, with 7 the highest risk, this is calculated by Link from a return made monthly  
30/09/2023 = 1.03, 31/03/2024 = 1.02, 30/06/2024 = 1.01

<b>Prudential Indicators</b>	<b>2025/26 Budget £'000</b>	<b>2025/26 Forecast £'000</b>
<b>Capital expenditure</b>		
Capital Financing Requirement (CFR)	82,664	79,082
Annual change in CFR	5,940	6,227
In year borrowing requirement	0	0
<b>Proportion of financing costs to net revenue stream</b>	16%	15%

## APPENDIX D: Investment Portfolio

Investments held as of 30 September 2024 compared to the 2024/25 counterparty list:

Counterparty	2025/26 Limit £m	30/09/2025 Actual £m
<b>Deposit Accounts</b>		
Natwest Business Reserve Account	4.00	0.20
Barclays Interest Bearing Account	4.00	.0001
Debt Management Office (DMO)	Unlimited	63.10
<b>Money Market Funds</b>		
Aberdeen Liquidity Fund	5.00	2.700
BlackRock Institutional sterling liquidity Fund	5.00	2.685
CCLA Public Sector Deposit Fund	5.00	2.300
Federated Short Term Prime Fund	5.00	2.825
HSBC Global Liquidity Funds ESG	5.00	2.650
Insight Liquidity Fund	5.00	1.200
Invesco Liquidity Fund	5.00	2.790
Legal & General Sterling Liquidity Fund	5.00	1.200
<b>Property Fund</b>		
CCLA Property Fund	5.00	4.000
<b>Total Investments</b>		<b>85.650</b>

Counterparty	Balance 01/04/2025 £m	Movement £m	Balance 30/09/2025 £m	Weighted Average Rate <sup>(1)</sup> %	Weighted Average Maturity (Days) <sup>(1)</sup>
Banks	0.333	(0.130)	0.203	2.50	1
Debt Mgt Office	47.750	15.350	63.100	3.98	14
Money Market Funds	17.030	1.320	18.350	4.06	1
Property Fund	4.000	0.000	4.000 <sup>(5)</sup>	4.59 <sup>(3)</sup>	>365
<b>Total Investments</b>	<b>69.113</b>	<b>16.54</b>	<b>85.653<sup>(2)</sup></b>	<b>4.02</b>	
Loans	1.986	(0.002)	1.984	7.92	1,108
<b>Total</b>	<b>71.099</b>	<b>16.538</b>	<b>87.637<sup>(4)</sup></b>	<b>4.11</b>	

<sup>(1)</sup>At month end

<sup>(2)</sup>This is a net movement, invested was £408.778m and repaid £323.125m.

<sup>(3)</sup>Dividend yield on net asset value.

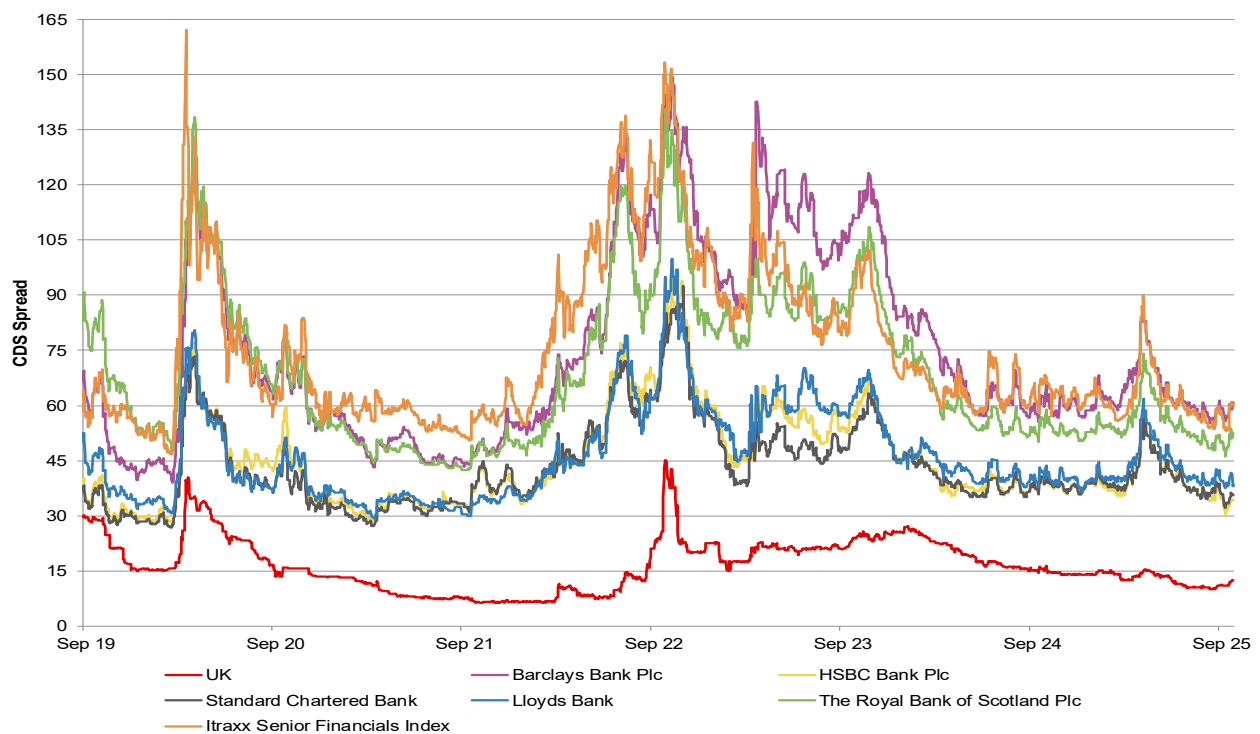
<sup>(4)</sup>The total investment balance at the end of Q1 was £74.904m

<sup>(5)</sup>The Net Asset Valuation as at 30/09/2025 is £3.659m

## UK Banks 5 Year Senior Debt Credit Default Swaps (CDS) Spreads as of 30 September 2025

The cost of insuring against default low in historic terms, this cover is available to large financial institutions only. The chart below shows the cost in basis points of ensuring against the prospect of default on 5 year “paper” issued by major UK banks v the ITRAXX Senior Financials Index.

The price paid for CDS swaps by institutions is an indicator of risk within that institution, and so it is often used as in addition to credit rating to assess counterparty risk.



## **APPENDIX E: Approved Countries for Investments as of 30 September 2025**

The UK will remain on the list of approved countries even if its credit rating drops below AA-.

### ***Based on lowest available rating***

#### **AAA**

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

#### **AA+**

- Canada
- U.S.A.

#### **AA**

- Abu Dhabi (UAE)
- Finland
- Qatar

#### **AA-**

- U.K.

#### **A+**

- Belgium
- France

## Appendix F: Commercial Estates Property Listing

Commercial Investment Property	31/03/2023 Value £000s	Gain/(Loss) Additions £000s	31/03/2024 Value £000s	Gain/(Loss) Additions £000s	31/03/2025 Value £000s
<b>Legacy Properties;</b>					
<b>Huntingdon</b>					
Cinema and Shops	540	12	552	(5)	547
Oak Drive Shops	977	134	1,111	(52)	1,059
Mayfield Road Shops	750	(8)	742	(62)	680
Pub Site Sapley Square	193	0	193	0	193
Oak Tree Health Centre	11,786	0	11,786	0	11,786
Clifton Road Industrial Units	1,825	0	1,825	(79)	1,746
Alms Close Industrial Units	1,453	102	1,555	86	1,641
Land Clifton Road	144	0	144	0	144
Land St Peters Road	2,930	0	2,930	0	2,930
Land Redwongs Way	380	5	385	0	385
Phoenix Court Units	621	(252)	369	479	848
	<b>21,599</b>	<b>(7)</b>	<b>21,592</b>	<b>367</b>	<b>21,959</b>
<b>St Ives</b>					
Library Row Shops	532	29	561	0	561
Enterprise Centre	883	0	883	79	962
	<b>1,415</b>	<b>29</b>	<b>1,444</b>	<b>79</b>	<b>1,523</b>
<b>St Neots</b>					
Queens Gardens Shops	430	78	508	17	525
Naseby Gardens Shops	273	0	273	0	273
Leys Road Shops	117	9	126	0	126
Cambridge Street Shops	140	(8)	132	0	132
Cambridge Street Warehouse and Yard	719	0	719	0	719
Levellers Lane Industrial Units	5,220	(115)	5,105	32	5,137
Caravan Site Rush Meadows	257	0	257	0	257
Café Riverside Park	158	0	158	0	158
	<b>7,314</b>	<b>(36)</b>	<b>7,278</b>	<b>49</b>	<b>7,327</b>
<b>Total</b>	<b>30,328</b>	<b>(14)</b>	<b>30,314</b>	<b>495</b>	<b>30,809</b>
<b>CIS Properties</b>					
2 Stonehill, Huntingdon	2,481	(205)	2,276	0	2,276
80 Wilbury Way, Hitchin	1,873	35	1,908	0	1,908
Shawlands Retail Park, Sudbury	6,055	(273)	5,783	(232)	5,551
1400 & 1500 Parkway, Fareham	4,037	0	4,037	0	4,037
Rowley Arts Centre, St Neots	6,641	(98)	6,543	(644)	5,899
Little End Road, St Neots	3,321	(33)	3,288	1,977	5,265
Tri-link, Wakefield	14,748	(62)	14,686	1,264	15,950
Alms Close, Huntingdon	1,447	2	1,449	57	1,506
	<b>40,603</b>	<b>(634)</b>	<b>39,970</b>	<b>2,422</b>	<b>42,392</b>
<b>Total</b>	<b>70,931</b>	<b>(648)</b>	<b>70,284</b>	<b>2,917</b>	<b>73,201</b>



## **GLOSSARY**

### **Bail in Risk**

Bail in risk arises from the failure of a bank. Bondholders or investors in the bank would be expected to suffer losses on their investments, as opposed to the bank being bailed out by government.

### **Bank Equity Buffer**

The mandatory capital that financial institutions are required to hold, in order to provide a cushion against financial downturns, to ensure the institution can continue to meet its liquidity requirements.

### **Bank Rate**

The official interest rate of the Bank of England, this rate is charged by the bank on loans to commercial banks.

### **Bank Stress Tests**

Tests carried out by the European Central Bank on 51 banks across the EU. The tests put banks under a number of scenarios and analyse how the bank's capital holds up under each of the scenarios. The scenarios include a sharp rise in bond yields, a low growth environment, rising debt, and adverse action in the unregulated financial sector.

### **Basis Point**

1/100<sup>th</sup> of 1% i.e. 0.01%. 10 basis points is 0.1%.

### **Bonds**

A bond is a form of loan, the holder of the bond is entitled to a fixed rate of interest (coupon) at fixed intervals. The bond has a fixed life and can be traded.

### **Call Account**

A bank account that offers a rate of return and the funds are available to withdraw on a daily basis.

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

The CFR is a measure of the capital expenditure incurred historically but has yet to be financed; by for example capital receipts or grants funding. The current CFR balance is therefore financed by external borrowing, and internal borrowing (i.e. use of working capital on the balance sheet – creditors, cash etc).

### **Capital Receipts**

Funds received when an asset is sold. This can be used to fund new capital expenditure.

### **Certificate of Deposit**

Evidence of a deposit with a financial institution repayable on a fixed date. They are negotiable instruments, and have a secondary market, and can be sold before maturity.

### **Collar (Money Market Fund)**

The fund "collar" forms part of the valuation mechanism for the fund. LVNAV funds allow investors to purchase and redeem shares at a constant NAV calculated to 2 decimal places, i.e. £1.00. This is achieved by the fund using amortised cost for valuation purposes, subject to the variation against the marked-to-market NAV being no greater than

20 basis points (0.2%). (This compares to current Prime CNAV funds which round to 50 basis points, or 0.5%, of the NAV.)

### **Constant Net Asset Value (CNAV)**

Constant Net Asset Value refers to funds which use amortised cost accounting to value all of their assets. They aim to maintain a Net Asset Value (NAV), or value of a share of the fund at £1 and calculate their price to 2 decimal places.

### **Counterparty**

Another organisation with which the Council has entered into a financial transaction with, for example, invested with or borrowed from. There will be an exposure of risk with a counterparty.

### **Credit Default Swaps (CDS)**

A financial agreement that the seller of the CDS will compensate the buyer in the event of a loan default. The seller insures the buyer against a loan defaulting.

### **Credit Ratings**

A credit rating is the evaluation of a credit risk of a debtor and predicting their ability to pay back the debt. The rating represents an evaluation of a credit rating agency of the qualitative and quantitative information, this result in a score, denoted usually by the letters A to D and including +/-.

### **DMADF**

The Debt Management Account Deposit Facility. This is run by the UK's Debt Management Office and provides investors with the ability to invest with UK central government.

### **ECB**

The European Central Bank, one of the institutions that makes up the EU. Its main function is to maintain price stability across the Eurozone.

### **ESG**

Environmental, society, and governance investing, makes reference to a set of standards for an organisation's behaviour, which can be used by a socially aware investor to make investment decisions. Environmental factors include how an organisation safeguards the environment, social criteria look at how the organisation manages its relationships with the community, employees, suppliers, and customers, and governance deals with leadership, internal controls and audits.

### **Federal Reserve (Fed)**

The central bank of the United States.

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

The committee within the US Federal Reserve that makes decisions about interest rates, and the US money supply.

**Forward Deal**

The act of agreeing today to deposit/loan funds for an agreed time limit at an agreed date and rate.

**GDP (Gross Domestic Product)**

The total value of all final goods and services produced and sold in a year by a country.

**Gilts**

Bonds issued by the Government in Sterling.

**Link Group**

The council's treasury advisors, who took over from Arlingclose in March 2023. Now called MUFG Corporate Markets.

**Liquidity**

The degree to which an asset can be bought or sold quickly.

**LVNAV Money Market Fund**

Low volatility net asset value. The fund will have at least 10% of its assets maturing on a daily basis and at least 30% of assets maturing on a weekly basis.

**MiFID**

Markets in Financial Instruments Directive, is a regulation that increases the transparency across the EU's financial markets and standardises the regulatory disclosures required. In force since 2008.

**Minimum Revenue Provision (MRP)**

An amount set aside annually from revenue to repay external debt.

**Monetary Policy Committee (MPC)**

A committee of the Bank of England that meets to decide on the UK interest rate.

**Monetary Policy**

A policy adopted by government to affect monetary and financial conditions in the economy.

**Money Market Funds**

An open-ended mutual fund that invests in short-term debt securities. A deposit will earn a rate of interest, whilst maintaining the net asset value of the investment. Deposits are generally available for withdrawal on the day.

**MUFG Corporate Markets**

The council's treasury advisors, were called Link Group.

**Office of Budget Responsibility (OBR)**

An independent public sector body that provides independent forecasts.

**Passive Investor**

An investor that does not usually or frequently buy individual stocks, and does not individually pick investments to beat the market. Holdings are usually long term. This contrasts with an active investor.

**Prudential Code**

The CIPFA code of practice which ensures local authorities spending plans are affordable, prudent and sustainable.

**Public Works Loans Board (PWLB)**

The PWLB is an agency of the Treasury, it lends to public bodies at fixed rates for periods up to 50 years. Interest rates are determined by gilt yields.

**Purchasing Managers Index**

Economic indicators derived from monthly surveys of private sector companies.

**REFCUS**

Revenue Expenditure Funded from Capital Under Statute. Expenditure which would normally be considered revenue expenditure, but has been statutorily defined as capital expenditure, including the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure. Or expenditure incurred on the acquisition, production or construction of assets for use by, or disposal to, a person other than the local authority which would be capital expenditure if those assets were acquired, produced or constructed for use by the local authority.

**Reserves**

The accumulation of past revenue surpluses and contributions, which can be used to meet future expenditure. The reserves can be general reserves, or earmarked for a specific purpose.

**Security, Liquidity, Yield (SLY)**

The factors taken into account when investing and are prioritised in the order.

**SONIA**

Sterling overnight index average interest rate. On each London business day, SONIA is measured as the trimmed mean, rounded to four decimal places, of interest rates paid on eligible sterling denominated deposit transactions.

**Transactional Banking**

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

**UN Principles for Responsible Banking**

Are a unique framework for ensuring that signatory banks' strategy and practice align with the vision society has set out for its future in the Sustainable Development Goals and the Paris Climate Agreement.

The framework consists of 6 Principles designed to bring purpose, vision and ambition to sustainable finance. They were created in 2019 through a partnership between founding

banks and the United Nations. Signatory banks commit to embedding these 6 principles across all business areas, at the strategic, portfolio and transactional levels.

- Principle 1: Alignment, align business strategy with individual's goals as expressed in the sustainable development goals, the Paris Climate Agreement and national and regional frameworks.
- Principle 2: Impact and Target Setting, increase positive impacts and reduce negative impacts on, and managing the risks to people and environment.
- Principle 3: Clients and Customers, work with clients and customers to encourage sustainable practices and enable economic activities that create shared prosperity.
- Principle 4: Stakeholders, engage with stakeholders to achieve society's goals.
- Principle 5: Governance and Culture, implement the commitment to these principles through effective governance.
- Principle 6: Transparency and Accountability, periodic review of the implementation of these principles, and be transparent about and accountable for the positive and negative impacts, and the contribution to society's goals.

•

A 3-step process guides signatories through implementing their commitment:

1. Impact Analysis: identifying the most significant impacts of products and services on the societies, economies and environments that the bank operates in.
2. Target Setting: setting and achieving measurable targets in a banks' areas of most significant impact.
3. Reporting: publicly report on progress on implementing the Principles, being transparent about impacts and contributions.

## UN Principles for Responsible Investments

The 6 principles for responsible investments offer possible actions for incorporating ESG issues into investment practice.

The principles that the signatories sign up to are;

- **Principle 1:** We will incorporate ESG issues into investment analysis and decision-making processes.
- **Principle 2:** We will be active owners and incorporate ESG issues into our ownership policies and practices.
- **Principle 3:** We will seek appropriate disclosure on ESG issues by the entities in which we invest.
- **Principle 4:** We will promote acceptance and implementation of the Principles within the investment industry.
- **Principle 5:** We will work together to enhance our effectiveness in implementing the Principles.
- **Principle 6:** We will each report on our activities and progress towards implementing the Principles.

The Principles for Responsible Investment were developed by an international group of institutional investors reflecting the increasing relevance of environmental, social and corporate governance issues to investment practices. The process was convened by the United Nations Secretary-General.

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**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**PAUL BRISTOW** MAYOR  
OF CAMBRIDGESHIRE  
& PETERBOROUGH

## **Reports from Constituent Council Representatives on the Combined Authority**

The following meetings have taken place in October 2025

**Combined Authority Board**, 22 October 2025

Councillor:

Decision Summary Link: [Combined Authority Board \(October\)](#)



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

**1. Apologies for Absence**

Apologies were received from Councillors Shabina Qayyum and Anna Smith; with Councillors Mohammed Farooq and Cameron Holloway substituting respectively. Apologies were also received from Nitin Patel and Darryl Preston.

**2. Declaration of Interests**

There were no declaration of interests made.

**3. Public Questions**

Two public questions were received for this meeting. The questions are published [here](#).

**4. Approval of Cambridgeshire and Peterborough Local Growth Plan - KD2025/034**

It was resolved to:

- A Approve the draft Local Growth Plan for Cambridgeshire and Peterborough subject to any revisions or amendments agreed by Members.
- B Delegate the completion and publication of the Local Growth Plan to the Executive Director for Economy and Growth in consultation with the Mayor.

**Notes:**

Statements in **bold type** indicate additional resolutions made at the meeting.

Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

For more information please contact: Democratic Services at  
[Democratic.Services@cambridgeshirepeterborough-ca.gov.uk](mailto:Democratic.Services@cambridgeshirepeterborough-ca.gov.uk)





**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

**PAUL BRISTOW** MAYOR  
OF CAMBRIDGESHIRE  
& PETERBOROUGH

## Reports from Constituent Council Representatives on the Combined Authority

The following meetings have taken place in November 2025

### **Funding Committee**, 3 November 2025

Councillor:

Decision Summary Link: [Funding Committee \(November\)](#)

### **Growth Committee**, 5 November 2025

Councillor:

Decision Summary Link: [Growth Committee \(November\)](#)

### **Skills Committee**, 10 November 2025

Councillor:

Decision Summary Link: [Skills Committee \(November\)](#)

### **Audit and Governance Committee**, 11 November 2025

Councillor:

Decision Summary Link: [Audit and Governance Committee \(November\)](#)

### **Overview and Scrutiny Committee**, 13 November 2025

Councillor:

Decision Summary Link: [Overview and Scrutiny Committee \(November\)](#)

### **Transport Committee**, 17 November 2025

Councillor:

Decision Summary Link: [Transport Committee \(November\)](#)

### **Combined Authority Board**, 22 October 2025

Councillor:

Decision Summary Link: [Combined Authority Board \(November\)](#)



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

**3 Minutes of the previous meeting**

The minutes of the meeting held on 1 September 2025 were approved.

**4 Single Assurance Framework Business Case Approvals: Chief Executive Decisions**

RESOLVED:

- A. To note the Chief Executive business case decisions for projects less than £1m under the Single Assurance Framework.

**5 Single Assurance Framework Business Case Approvals: Funding Committee Decisions**

RESOLVED:

- A. To approve the A16 Norwood Project (KD2025/042) Change Request of £727,000 and timing change and to delegate approval to amend the grant funding agreement to the Executive Director in consultation with the Monitoring Officer and Chief Finance Office.
- B. To approve the Capital Consolidated Fund (Active Travel) (KD2025/058) Full Business Case of £3,795,125 and to delegate approval to commence the grant funding agreement to the Executive Director in consultation with the Monitoring Officer and Chief Finance Officer.

**6 Single Assurance Framework: Reporting of Most Complex Programmes and Projects**

RESOLVED:

- A. To note the performance report on the Most Complex Projects and Programmes.

**7 Work Programme**

RESOLVED:

- A To note the Funding Committee's Work Programme.

**8 Exclusion of the Press and Public**

RESOLVED:

It was resolved that the Committee stay in public session and that Members refrain from mentioning the specific detail in the exempt appendices.

**9 Combined Authority Subsidiary Companies and Equity Interests**

RESOLVED

- A. To note the subsidiary company information and current equity holdings of the Combined Authority.

**Notes:**

Statements in **bold type** indicate additional resolutions made at the meeting.

Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

For more information please contact: Democratic Services at  
[Democratic.Services@cambridgeshirepeterborough-ca.gov.uk](mailto:Democratic.Services@cambridgeshirepeterborough-ca.gov.uk)



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

### 3 Minutes of the previous meeting

The minutes of the meeting on 10 September 2025 were approved as an accurate record.

The action log was noted by the Committee.

### 5 Combined Authority Forward Plan

RESOLVED:

A. To note the Combined Authority Forward Plan

### 6 Director's Highlight Report

RESOLVED:

A. To note the Director's Highlight Report.

### 7 Update on Development Work for a Spatial Development Strategy

RESOLVED:

- A. To note the progress through Parliament of the Planning & Infrastructure Bill and its implications for the Cambridgeshire and Peterborough Combined Authority
- B. To note progress in development work being undertaken by the Combined Authority in responding to the Planning & Infrastructure Bill.
- C. To recommend that the Combined Authority Board approves the allocation of £585k in the MTFP budget for spatial planning to progress the Spatial Development Strategy.

### 8 Local Nature Recovery Strategy

RESOLVED:

- A. To recommend ~~to~~ **that** the Combined Authority Board ~~the approval of~~ approve the Cambridgeshire and Peterborough Local Nature Recovery Strategy **and support the proposals for the implementation of the Delivery Plan to deliver the Strategy, once adopted.**
- ~~B. To note the proposals for supporting the implementation and delivery of the Local Nature Recovery Strategy, once adopted~~

\*statements in **bold** type indicate changes to resolutions made at the meeting

## 9 Developing The Resilience Plan

### RESOLVED:

- A. To note the preparations for developing a Resilience Plan
- B. Subject to the Combined Authority approving the allocation of £220,000 in the MTFP, the Combined Authority Board is recommended to approve the progress of the Resilience Plan.

## 10 Cambridgeshire and Peterborough Local Growth Plan (LGP)

### RESOLVED:

- A. To review and note the details of the Local Growth Plan.

## 11 Budget and Performance Report

### RESOLVED:

- A. To note the financial position of the Growth Committee for the financial year 25/26 to the end of the second quarter, September 2025

## 12 Work Programme

### RESOLVED:

- A. To note the Committee's Work Programme.

### **Notes:**

Statements in **bold type** indicate additional resolutions made at the meeting.

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## **2 Minutes of the previous meeting**

The minutes of the meeting on 8th September 2025 were approved as an accurate record.

The Action Log was noted by the Committee

## **3 Declaration of Interests**

Councillor M Goldsack declared an interest in Minute No. 9 as the Ward Member for Soham North and as a trustee for the Beeches Community Centre in Isleham.

Katy Davies declared an interest in Minute No. 9 as a Director of the Citizens Hub.

## **4 Public Questions**

One public Question was received. The question and response is published [here](#).

## **5 Combined Authority Forward Plan**

### RESOLVED:

- A. To note the CPCA's Forward Plan for November 2025.

## **6 Director's Highlight Report**

### RESOLVED:

- A. To note the report

## **7 Local Get Britain Working Plan "Get Cambridgeshire and Peterborough Working Plan"**

### RESOLVED: (Unanimous)

- A. To receive an update on feedback and amends to the first edition of the Get Cambridgeshire and Peterborough Working Plan.
- B. Subject to feedback/amendments, to endorse and recommend that the Combined Authority Board approve the latest draft of the Local Get Britain Working Plan and final Labour Market Analysis

## **8 Proposal for Review of Adult Skills Funding**

### RESOLVED: (Unanimous)

- A. To endorse and recommend to the Combined Authority Board the proposal for reviewing adult skills funding, as set out in Section 2 of the report
- B. To recommend that the Combined Authority Board delegate authority to the Assistant Director of Skills & Employment to appoint an independent skills specialist to review the report outcomes and propose recommendations.
- C. To note that the first draft of the review will be provided on 19th January 2026 and a final report on 9th March 2026.

## **9 FE Cold Spots**

### RESOLVED:

- A. To note progress with the Further Education (FE) Cold Spots Skills Capital Programme
- B. For the Skills Committee to receive a further progress report in January 2026

## **10 Update on the Wider CPCA Outcomes Framework**

### RESOLVED:

- A. To note the progress of implementation of the Wider Outcomes Framework and current findings
- B. To note the next steps for the Authority to use the Wider Outcomes Framework across all non-regulated learning activity.

## **11 ESOL Local Planning Partnership - Information Report**

### RESOLVED:

- A. To note the update on English for Speakers for Other Languages Local Planning Partnership for the 2024/25 academic year, and to note progress made with the delivery and partnership development.

## **12 Budget and Performance Report**

### RESOLVED:

- A. To note the financial position of the Skills Division for the financial year 2025/26 to September 2025.

## **13 Work Programme**

### RESOLVED:

- A. To note the Committee's Work Programme.

## **15 Youth Guarantee Trailblazer - Year 2 Proposal**

### RESOLVED: (Unanimous)

- A. To note a proposal has been submitted to the Authority by the Department for Education and Work and Pensions to secure further funding for year two of the Youth Guarantee Trailblazer.
- B. To note a business case has been submitted into the Authority's Single Assurance Framework process to enable Youth Guarantee Trailblazer activities to be extended by a further 12 months (April 26 – March 27), subject to DFE/DWP approvals.
- C. To note the approach being taken to develop local delivery and policy in response to high levels of economic inactivity and high volumes of young people who are NEET
- D. To endorse the approach being taken by the Authority. This endorsement will be shared with the Funding Committee and subsequently the Board.

## **16 Date of Next Meeting**

The next meeting is scheduled for Monday 19th January 2026. The meeting venue is CPCA Meeting Room, Pathfinder House, Huntingdon.

**Notes:**

Statements in **bold type** indicate additional resolutions made at the meeting.

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**2 Declaration of Interests**

Councillor R Stobart declared an interest in Minute No. 9 as a Member of a parochial Church Council in receipt of a zero Carbon Grant from the Combined Authority.

**3 Chair's Announcements**

The Chair announced that a minutes silence would be observed at 11:00am to honour those who have served in past and present conflicts. The meeting would be paused briefly to allow all to participate.

**4 Minutes of the previous meeting**

The minutes of the meeting on 18th September 2025 were approved as a correct record.

The Action Log was noted by the Committee.

**5 CPCA Update**

The Executive Director for Resources provided an update on recent CPCA activities.

**6 External Audit: Cambridgeshire and Peterborough Combined Authority Audit Results Report**

The Committee noted the contents of the Audit Results Report.

**7 Audited Statement of Accounts and Annual Governance Statement 2024/25**

RESOLVED: (Unanimous)

- A. To review and agree the Annual Governance Statement for 2024/25
- B. To approve the audited Statement of Accounts 2024/25, including the adjustment to Group Long Term Assets which is still to be finalised
- C. To authorise the Chair of the Audit and Governance Committee to sign off any changes required following the updated valuation of the subsidiary's property, as set out in Section 5 of the report, as well as any other immaterial changes required to the Statement of Accounts and Annual Governance Statement for 2024/25 prior to publication.

**8 Internal Audit - Progress Report 25/26**

The Committee noted the Internal Auditor's Progress Report.

**9 2025/26 Treasury Management Mid Year Review**

The Committee reviewed and noted the in-year performance against the adopted prudential and treasury indicators.

**10 Updates to Constitution**

RESOLVED: (Unanimous)

- A. To consider the proposed amendments to the Constitution contained within the report.
- B. To recommend that Combined Authority Board make changes to the Constitution as proposed.
- C. To retain the Constitution Working Group to support the next phase of the ongoing review of the Constitution.

**11 Code of Corporate Governance**

RESOLVED: (Unanimous)

- A. To comment on and note the updated Corporate Governance Code and Framework (Appendix A)
- B. To Recommend to the Combined Authority Board that the updated Corporate Governance Code and Framework be approved, subject to any comments made by the Audit and Governance Committee.

**12 Update on Cambridgeshire and Peterborough Combined Authority Subsidiary Companies**

The Committee noted the update on Subsidiary Companies of the Combined Authority and the equity investments held by the Combined Authority.

**13 Single Assurance Framework Review**

RESOLVED: (Unanimous)

- A. To consider and comment on the updated Single Assurance Framework document at Appendix B
- B. To recommend to the Combined Authority Board that the updated Single Assurance Framework (SAF) be approved.

#### **14 Risk Management Framework Review**

RESOLVED: (Unanimous)

- A. To recommend to the CPCA Board the approval of the Risk Management Framework and Procedure.
- B. To note the updated Risk Appetite Statement within the Framework
- C. To note the Chief Executive Risk Policy Statement within the Framework.

#### **15 Corporate Risk Register and Deep Dive**

RESOLVED: (Unanimous)

- A. To endorse the Corporate Risk Register, Dashboard and Heatmap for October 2025 (Appendices A-C) and the deep dive scheduled for the remainder of the year.
- B. To undertake a Deep Dive into the Future Funding risk.

#### **16 Performance Management Framework Refresh**

RESOLVED: (Unanimous)

- A. To consider and comment on the refreshed Performance Management Framework.
- B. To recommend to the Combined Authority Board that the refreshed Performance Management Framework (PMF) be approved.

#### **17 Standing Items**

The Committee received an update on Fraud Prevention.

There were no Health and Safety updates provided to the Committee.

#### **18 Work Programme**

The Committee reviewed and noted the Work Programme.

#### **20 Date of Next Meeting**

The Committee noted that their next meeting is scheduled on Tuesday 13 January 2026 at 11am in the CPCA Meeting Room, Pathfinder House, Huntingdon.

#### **Notes:**

Statements in **bold type** indicate additional resolutions made at the meeting.

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**1 Apologies for Absence**

Apologises from Cllr Meschini substituted by Cllr Bulat, apologies from Cllr Alison Whelan substituted by Cllr Wyatt, apologies from Cllr Christine Whelan substituted by Cllr Inskip, apologies from Cllr Wells substituted by Cllr Harvey.

**2 Declaration of Interests**

There were no declaration of interests made.

**3 Minutes of the previous meeting**

The minutes of the meeting on the 9<sup>th</sup> September were approved as an accurate record.

The Action Log was noted by the Committee.

**4 Public Questions**

No public questions were received.

**5 Review of Mayoral Decision Notice 007-2025 Appointment of Commissioners**

The Committee received statements from CA Board members Cllr Nethsingha and Cllr Smith and also from Mayor Bristow. Following debate the Committee RESOLVED: The Committee note the statements provided and acknowledge the concerns raised by the Board members and decided that the Mayoral Decision Notice was arrived at correctly and in accordance with the current procedure however, the Committee recommends to the Mayor for any future appointments of Commissioners, outside of the requirements of a subsequent legislation, that going forward that he ensures that the terms of reference and job descriptions are shared with CA Board members prior to taking a decision relating to commissioners.

**6 Chair of Skills Committee**

The Committee received a verbal update from the Chair for Skills Committee.

**7 Draft Interim Outcomes Framework**

The Committee reviewed and noted the report.

## **8 Bus Network Real Time Information System Update**

The Committee noted the update on the Real Time Passenger Information System.

The Committee agreed that Transport Rapporteur should monitor this going forward and report back to the Committee of any relevant updates.

## **9 Budget Working Group Report**

The Committee received the report which outlined the O&S Budget Working Group's feedback from the budget sessions held in September and October.

## **10 Questions and Recommendations to the CA Board**

The Committee did not make any recommendations for the CA Board.

## **11 Rapporteur Reports**

The Committee received updates from the rapporteurs for the Thematic Committees.

## **12 Forward Plan**

The Committee noted the Forward Plan

## **13 Work Programme**

The Committee noted the Work Programme.

## **14 Date of Next Meeting**

Informal O&S meeting: 11<sup>th</sup> December 2025

O&S Committee Meeting: 15<sup>th</sup> January 2026.

### **Notes:**

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**2 Declaration of Interests**

There were no declarations of interests.

**3 Minutes of the previous meeting**

The minutes of the meeting of 15 September 2025 were approved as an accurate record.

The Action Log was noted by the Committee.

**5 Forward Plan**

RESOLVED

A That the Combined Authority Forward Plan be noted.

**6 Exclusion of the Press and Public**

RESOLVED:

It was resolved that the press and public be excluded from the meeting on the grounds that the next report contained exempt information under Part 1 of Schedule 12A the Local Government Act 1972, paragraph 3 (*information relating to the financial or business affairs of any particular person (including the authority holding that information)*) as amended, and that it would not be in the public interest for this information to be disclosed.

**7 Tiger Pass Scheme 2026/27**

RESOLVED:

A. To recommend the Combined Authority Board give delegated authority for the Executive Director of Place and Connectivity to concurrently:

- Implement an application portal for the permanent scheme, as explained in the exempt report.
- Conclude modifications to the current Tiger Pass scheme in consultation with local bus operators and agree a fixed pot model for reimbursing operators for Tiger Pass use from 1 April 2026, as set out in the exempt report.

Additional recommendations were presented and discussed but these were not supported.

**8 Contracted Bus Services Review**

## RESOLVED

To recommend to the Combined Authority Board:

- A. To approve the draft bus service review framework and to agree that the Executive Director of Place and Connectivity will apply the framework to the existing contracted bus network to inform recommendations on future service changes. Further service recommendations to come forward to Transport Committee from January 2026
- B. To approve the recommendations related to specific bus services, which have contract expiry dates of 31 May 2026, **(excluding the No.15 service)** and to approve delegated authority for the Executive Director of Place and Connectivity to enter into contracts with successful bidders following a procurement process.

*\*text in **bold** denotes an amendment to the recommendation*

The following recommendation was also presented and put to the vote but did not meet the voting criteria, which required approval by the two Highways Authorities, and therefore was not passed. The recommendation would be presented to the Board at their meeting but without a Committee recommendation.

- ~~C. To approve the recommendations related to the three highest cost per passenger bus services: • 15 Haslingfield to Royston (Wednesday only service) • 8A March to Milton Park and Ride • South Cambridgeshire Tiger on Demand and approve delegated authority for the Executive Director of Place and Connectivity, in consultation with the Director for Legal & Governance and Chief Finance Officer to implement the recommended changes Strategic Objectives~~

## **9 E-Scooter Trial Update**

### RESOLVED:

- A. To recommend that the Combined Authority Board approve the extension of the E-Scooter Trial in Cambridge to 31 May 2028.
- B. To recommend that the Combined Authority Board approve the extension of Voi's contract to October 2026, the maximum duration of the current Concessions Contract.
- C. To recommend to the Combined Authority Board to approve the re-procurement of the Concession Contract for the remainder of the new trial period, with the option for extension beyond this date subject to potential new legislation and government actions. The Combined Authority Board are also recommended to provide delegated authority to the Assistant Director for Transport to enter into a contract following the procurement.
- D. To note the proposed Key Performance Indicators for the Concessions Contract and provide feedback and/or comment on them.

## **10 Director's Highlight Report**

### RESOLVED

- A. To note the contents of the report.

## **11 Greater Cambridge Transport Strategy**



## RESOLVED

- A. To note and provide feedback on the update regarding the Greater Cambridge Transport Strategy (GCTS) and planned next steps.
- B. To note and comment on the revised GCTS Vision and Objectives.
- C. **To re-instate the Member Working Group and ensure that it meets on a regular and frequent basis throughout the duration of the project.**

*\*text in **bold** denotes additional recommendation*

## **12 Local Transport Policies**

### RESOLVED

- A. To note the update on the Transport Strategy workstream at section 3 of this report.
- B. To note and comment on the Rail and Connectivity Strategy.
- C. To note the Transport Strategy Key Performance Indicators (KPIs) and endorse the proposed way forward using the free data and undertake an LTCP KPI report every 2 years as set out at section 3.7 of the report.

## **13 Community Transport Review**

### RESOLVED

- A. To note the interim findings of the commissioned review of Community Transport across the Cambridgeshire & Peterborough region, and the planned actions to finalise the review and publish its conclusions
- B. To note the continued work by officers to identify opportunities for integrating Community Transport services into wider public transport network planning.
- C. To note the ongoing evaluation of the region-wide Taxi Voucher Scheme, including assessment of its value for money and effectiveness, and the continuation of the existing scheme in South Cambridgeshire

## **14 Budget and Performance Report**

### RESOLVED

- A. To note the financial position of the Transport Division for the Financial Year 25/26 to September 2025.

## **15 Work Programme**

### RESOLVED

- A That the Transport Committee Work Programme be noted.

### **Notes:**

Statements in **bold type** indicate additional resolutions made at the meeting. Five Members of the Overview and Scrutiny Committee may call-in a key decision of the Mayor, the Combined Authority Board or an Officer for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

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**1. Apologies for Absence**

Apologies were received from Robin Porter, with Dorothy Gregson substituting, and from Darryl Preston.

**2. Minutes of the previous meeting**

The minutes of the meetings held on 24 September 2025 and 22 October 2025 were approved as an accurate record and signed by the Mayor. The action log was noted.

**3. Declaration of Interests**

No interests were declared at this stage, however Councillor Bridget Smith declared a non-pecuniary interest during discussion of agenda item 9 (updates to the Constitution) and Councillor Chris Boden declared a non-pecuniary interest during discussion of agenda item 18a.

**4. Announcements**

The Mayor expressed appreciation to board members for their constructive engagement over the past few days in addressing challenging decisions, acknowledging the positive attitude and collaborative approach taken to resolve issues. He also noted that the meeting agenda included important items and, due to other commitments afterward, emphasised the need to proceed efficiently.

**5. Public Questions**

Four public questions were received. The questions are published [here](#)

**6. Petitions**

No petitions were received.

**7. Forward Plan**

It was resolved to:

- A Approve the Forward Plan for November 2025

**8. Combined Authority Membership Update**

It was resolved to:

- A Agree for the co-opted status of the Cambridgeshire and Peterborough Integrated Care board to be extended to the merging Central East ICB and note the appointment of the member and substitute member from the Central East ICB.
- B Note the confirmation from Peterborough City Council of their new Peterborough First member on the Combined Authority's Overview and Scrutiny Committee.

C Note the change in membership from Cambridgeshire County Council on the Combined Authority's Overview and Scrutiny Committee.

## 9. Updates to the Constitution

It was resolved to:

- A Approve the changes to the Constitution as proposed, **subject to the amendments as agreed at the meeting.**
- B **Approve proposed alternative sections for the terms of reference for the Staffing Committee:**

Membership	<ul style="list-style-type: none"><li>• The Mayor (or the Deputy mayor acting in place of the Mayor)</li><li>• The constituent council representatives on the Combined Authority Board</li></ul> <p>All members may nominate a substitute when they cannot attend.</p>
Chair	The Committee will be chaired by the Mayor or the Deputy Mayor acting in place of the Mayor.

## 10. Chief Executive Highlights Report

It was resolved to:

- A Note the content of this report

## 11. Pathway to Established Mayoral Strategic Authority Status

It was resolved to:

- A Endorse the proposal to seek designation as an Established Mayoral Strategic Authority.
- B Note that on behalf of the region, the earliest the Mayor can apply to Government for the Combined Authority to be designated as an Established Mayoral Strategic Authority is after 9 March 2026.
- C Agree that the Mayor, in consultation with the Board, apply to Government at the earliest opportunity after 9 March 2026 for the Combined Authority to be designated as an Established Mayoral Strategic Authority.

## 12. Single Assurance Framework Review – KD2025/045

It was resolved to:

- A Approve the updated Single Assurance Framework (Appendix A), noting that it will then be submitted to Government in accordance with the sign off process for Local Assurance Frameworks

## 13. Q2 2025/26 Budget Monitoring Report - KD2025/019

It was resolved to:

- A Note the financial performance of the Combined Authority based on the actual expenditure as at 30 September 2025.
- B Approve the reprioritisation and virement of £3m capital from the Creative Industries project to the Local Growth Plan Delivery Fund as set out in section 7.

**14. Draft 2026-27 Business Plan and budget and Medium-Term Financial Plan 2026-2030 - KD2025/20**

It was resolved to:

- A Note progress in developing the draft 2026-27 Annual Business Plan following the approval of the Corporate Plan, 2025-2029.
- B Approve the draft budget for 2026-27 and the Medium-Term Financial Plan 2026-27 to 2029-30 as set out in this report and accompanying appendices for consultation **purposes only**, noting that the budget currently assumes that the Mayoral Precept is maintained at its current Band D equivalent level of £36.
- C Approve the timetable for consultation

**15. Recommendations from Funding Committee**

It was resolved to:

- A note the Funding Committee decisions to:
  - approve the A16 Norwood Project (KD2025/042) Change Request of £727,000 and timing change and to delegate approval to amend the grant funding agreement to the Executive Director in consultation with the Monitoring Officer and Chief Finance Officer.
  - approve the Capital Consolidated Fund (Active Travel) (KD2025/058) Full Business Case of £3,795,125 and to delegate approval to commence the grant funding agreement to the Executive Director in consultation with the Monitoring Officer and Chief Finance Officer.
- B note the Chief Executive approvals for projects less than £1m under the Single Assurance Framework

**16a Local Get Britain Working Plan KD2025/032**

It was resolved to:

- A Approve the latest draft Local Get Britain Working Plan and final Labour Market Analysis

**16b Proposal for Review of Adult Skills Provision - KD2025/70**

It was resolved to:

- A Approve the proposal for reviewing adult skills funding, as set out in section 2 of the report
- B Delegate authority to the Assistant Director of Skills and Employment to appoint an independent skills specialist to review the report outcomes and propose recommendations
- C Note that a first draft of the review will be provided in January 2026 and a final report in March 2026

**17a Spatial Development Strategy – KD2025/049**

It was resolved to:

- A Approve the allocation of £585k in the MTFP budget for spatial planning to progress the Spatial Development Strategy

## **17b Local Nature Recovery Strategy - KD2025/063**

It was resolved to:

- A Approve the **final** Cambridgeshire and Peterborough Local Nature Recovery Strategy and
- B **approve notifying the Supporting Authorities and all Neighbouring Responsible Authorities of the intended date to publish the final LNRS, and provide Supporting Authorities 28 days to respond to that intention to publish the LNRS; and**
- C **approve the publication of the LNRS as soon as is practical to do so (likely late December 2025 or early January 2026), but provided that no Supporting Authority objects to the CPCA doing so during the 28 day period; and**
- D ~~support the proposals for the implementation of the Delivery Plan to deliver the Strategy once adopted~~ **proposal to prepare a LNRS Delivery Plan, for approval by the Growth Committee, with a report by no later than 6 months after the LNRS is published.**

## **18a Contracted Bus Services Review - KD2025/045**

It was resolved to:

- A To approve the draft bus service review framework and to agree that the Executive Director of Place and Connectivity will apply the framework to the existing contracted bus network to inform recommendations on future service changes. Further service recommendations to come forward to Transport Committee from January 2026
- B To approve the recommendations related to specific bus services, which have contract expiry dates of 31 May 2026, **(excluding the No.15 service)** and to approve delegated authority for the Executive Director of Place and Connectivity to enter into contracts with successful bidders following a procurement process.
- C To approve the recommendations related to the three highest cost per passenger bus services:
  - 15 Haslingfield to Royston (Wednesday only service)
  - 8A March to Milton Park and Ride
  - ~~South Cambridgeshire Tiger on Demand~~and approve delegated authority for the Executive Director of Place and Connectivity, in consultation with the Director for Legal & Governance and Chief Finance Officer to implement the recommended changes

## **18b E-Scooter Trial Update and Next Step - KD2025/054**

It was resolved to:

- A Approve the extension of the E-Scooter Trial in Cambridge to 31 May 2028
- B Approve the extension of Voi's contract to October 2026, the maximum duration of the current Concessions Contract.
- C Approve the re-procurement of the Concession Contract for the remainder of the new trial period, with the option for extension beyond this date subject to potential new legislation and government actions. The Combined Authority Board are also recommended to provide delegated authority to the Assistant Director for Transport to enter into a contract following the procurement.

- D Note the proposed Key Performance Indicators for the Concessions Contract and provide feedback and/or comment on them.

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

### OCTOBER 2025

#### 20. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 2 Applications requiring reference to Development Management Committee

#### 21. CABINET – EXTRAORDINARY MEETING

- ❖ Preferred Options Draft Local Plan to 2046 and Supporting Sustainability Appraisal.

#### 22. LICENSING AND PROTECTION COMMITTEE

- ❖ Air Quality Review and Assessment – Revocation of Huntingdon Air Quality Management Area
- ❖ Monitoring Report on Delivery of the Service Plans For Food Law Enforcement and Health and Safety Regulation
- ❖ CCTV in Taxis – Consultation Update
- ❖ Street Trading Policy and Consent of the District
- ❖ Suspension and Revocation of Hackney Carriage and Private Hire Licences
- ❖ Public Space Protection Order Eynesbury
- ❖ Public Space Protection order Ramsey
- ❖ Community Action Team Update 2025 Quarter 2
- ❖ Licensing and Protection Sub Committees

#### 22. LICENSING COMMITTEE

- ❖ Licensing Act 2003: Statement of Licensing Policy
- ❖ Licensing Sub Committees

#### 22. EMPLOYMENT COMMITTEE

- ❖ Workforce Information Report (Quarter 1)
- ❖ Workforce Strategy Update
- ❖ Workforce Equality Report with Action Plan Update
- ❖ HR Policy Updates
- ❖ Representatives of Employees

### NOVEMBER 2025

#### 3. LICENSING AND PROTECTION SUB-COMMITTEE

- ❖ Review of a Private Hire Driver's Licence and Private Hire Operators Licence

**3. LICENSING SUB-COMMITTEE**

- ❖ Lancaster Lounge, 152 Main Street, Yaxley PE7 3LB
- ❖ Determination (Exempt)

**5. OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)**

- ❖ Corporate Performance Report 2025/26 (Quarter 2)
- ❖ Transformation Report

**6. OVERVIEW AND SCRUTINY (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS)**

- ❖ Play Sufficiency
- ❖ Council Tax Support 2026/27

**10. LICENSING SUB-COMMITTEE**

- ❖ The Crown and Pipes, 14 High Street, Fenstanton PE28 9LQ
- ❖ Determination (Exempt)

**10. LICENSING SUB-COMMITTEE**

- ❖ The Snug, Unit 3, The Mill, Free Church Passage, St Ives PE27 5AY
- ❖ Determination (Exempt)

**12. OVERVIEW AND SCRUTINY JOINT GROUP**

- ❖ Local Government Reorganisation in Cambridgeshire and Peterborough

**17. DEVELOPMENT MANAGEMENT COMMITTEE**

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

**18. CABINET**

- ❖ Environmental Sustainable Design and Construction Technical Advice Note
- ❖ Council Tax Support 2026-27
- ❖ Treasury Management 6 Month Performance Review
- ❖ 2025/26 Finance Performance Report – Forecast at Quarter 2
- ❖ Corporate Performance Report 2025/26 Quarter 2
- ❖ A Sustainable Framework for Play in Huntingdonshire
- ❖ Transformation Framework

**19. COUNCIL – EXTRAORDINARY MEETING**

- ❖ Local Government Reorganisation in Cambridgeshire and Peterborough



**21. HINCHINGBROOKE COUNTRY PARK JOINT GROUP**

- ❖ Head Ranger's Report
- ❖ Finance Report

**24. CABINET – EXTRAORDINARY MEETING**

- ❖ Local Government Reorganisation in Cambridgeshire and Peterborough

**26. CORPORATE GOVERNANCE COMMITTEE**

- ❖ Changes to the Constitution
- ❖ Corporate Risk Register
- ❖ Internal Audit Update Report
- ❖ Internal Audit Actions Update
- ❖ Corporate Governance Committee Progress Report

**DECEMBER 2025**

**4. CHAIR OF CORPORATE GOVERNANCE AND SECTION 151 OFFICER**

- ❖ Rural Rate Relief

**4. CHAIR OF CORPORATE GOVERNANCE AND SECTION 151 OFFICER**

- ❖ Council Tax Premiums

**15. DEVELOPMENT MANAGEMENT COMMITTEE**

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

**16. CABINET**

- ❖ Parking Charges – Implementation of Increase
- ❖ Market Towns – Ramsey Update
- ❖ Hinchingsbrooke Country Park Joint Group

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY JOINT GROUP held in CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Wednesday, 12 November 2025.

PRESENT: Councillor N J Hunt – Chair.

Councillors T Alban, S Bywater, J R Catmur, B S Chapman, I D Gardener, C M Gleadow, M A Hassall, A R Jennings, M Kadewere and Dr M Pickering.

APOLOGIES: An apology for absence from the meeting was submitted on behalf of Councillor D Terry.

### 1. MEMBERS' INTERESTS

Councillor N J Hunt declared an other registerable interest in minute 25/4 as a member of Huntingdon Town Council.

Councillor M A Hassall declared an other registerable interest in minute 25/4 as a ward member.

Councillor S Bywater declared an other registerable interest in minute 25/4 as a Cambridgeshire County Councillor.

Councillor M Kadewere declared an other registerable interest in minute 25/4 as a member of Huntingdon Town Council.

Councillor I D Gardener declared an other registerable interest in minute 25/4 as a Cambridgeshire County Councillor.

Councillor B S Chapman declared an other registerable interest in minute 25/4 as a member of St Neots Town Council.

Councillor T Alban declared an other registerable interest in minute 25/4 as a ward member.

Councillor C M Gleadow declared an other registerable interest in minute 25/4 as a ward member.

Councillor A R Jennings declared an other registerable interest in minute 25/4 as a member of St Neots Town Council.

Councillor J R Catmur declared an other registerable interest in minute 25/4 as a ward member.

Councillor M Pickering declared an other registerable interest in minute 25/4 as a ward member.

## **2. ELECTION OF CHAIR**

A proposal to elect Councillor T Alban to the Chair of the Joint Group was moved and seconded. On being put to the vote the proposal was declared to be LOST.

A proposal to elect Councillor N J Hunt to the Chair of the Committee was then moved and seconded, whereupon it was

RESOLVED

that Councillor N J Hunt be elected as Chair of the Overview and Scrutiny Joint Group.

**Councillor N J Hunt in the Chair.**

## **3. APPOINTMENT OF VICE-CHAIR**

A proposal to appoint Councillor C M Gleadow as the Vice-Chair of the Joint Group was moved and seconded, whereupon it was

RESOLVED

that Councillor C M Gleadow be appointed Vice-Chair of the Overview and Scrutiny Joint Group.

## **4. LOCAL GOVERNMENT REORGANISATION IN CAMBRIDGESHIRE AND PETERBOROUGH**

By means of a report by the Chief Executive (a copy of which was appended in the Minute Book), the Local Government Reorganisation in Cambridgeshire and Peterborough Report was presented to the Group.

Following an enquiry from Councillor Chapman, it was clarified that Huntingdonshire District Council (HDC) would be submitting one proposal to the Government. There had been some discussion as to whether neighbouring Councils would be submitting multiple preferences, however it was established that this was no longer the case. In response to a further question on the process from Councillor Gardener, it was clarified that each Council within the region would submit their preferred outcome option and that this would then be presented forwards on behalf of the region.

It was clarified to the Group following a query from Councillor Alban, that the Cabinet recommendations from F onwards referenced the action taken in recommendation E rather than the Business Case Option E.

Following an observation from Councillor Pickering on the differences between Options C and E, and the resulting creation of 2 or 3 new unitary authorities (UAs), the Group were assured that the current advice was to put forward one preferred option only or risk not having an option on the table. It was clarified

that there would be opportunity for the Secretary of State to adjust submitted options but not to suggest entirely new business cases, it was also noted that a statutory consultation would be held following the option submission and that HDC would be able to submit further information at this point as a statutory consultee. The Group heard that the legislation being used for the Local Government Reorganisation (LGR) process was fully tested and is considered robust by Government.

In answer to a question from Councillor Bywater, the Group heard that attention had initially been focussed on Option C and that the dataset for this had also been used when the addition of Options D and E were requested by Peterborough City Council (PCC). It was understood that the proposed split of Huntingdonshire in Option D had been hinted at in an open letter written by the two Peterborough Members of Parliament however any further detail on the reasoning for this would need to be requested from partners. This proposal was not one that HDC had put forward. It was clarified that scoring criteria had been awarded against the criteria set by the Government to allow for a best judgement approach to be taken.

The Group heard from Local Partnerships colleagues, who, in response to a question from Councillor Hassall, acknowledged that Option E implied a reoccurring financial pressure of £1m however, when the overall unitary budget was taken into consideration this would be a minimal figure. It was noted that in comparison, Option C had a recurring net saving of £3m however it was also noted that these pressures would need to be taken into account in line with the larger budgets at play and the many benefits that the larger UAs would bring. Councillor Hassall highlighted that there was a £4m net difference between the two budgets which could equate, at a sum of £25 per pothole fixed, to 160,000 potholes per year that potentially could be fixed under Option C.

Following questions from Councillor Jennings, the Group heard that scores weighting detailed within the agenda pack were based upon Government guidance (with no indication from Government about individual weighting) but that it was very much to allow Councillors to make an informed decision on which option they would prefer to support. It was acknowledged that initial summaries for scoring were succinct however following the addition of multiple layers of detail became more in depth. This was due to the development of the guidance throughout the process. It was noted that the resulting unitary authority would need to be sustainable so options which supported longevity should be sought and supported and to inform the decision of Councillors, the report looked to highlight strengths and robustness for the Options. It was noted that in weighing up the policies and the background papers, it may be prudent to take a more rounded approach when choosing an

option to ensure it provided the best or better fit for Huntingdonshire and its residents.

In response to a question from Councillor Hunt relating to the financial modelling of Option D, the Group heard that each Council's Medium Term Financial Strategy (MTFS) was taken and consolidated together to give a broad picture. The modelling also took into account funding streams such as Council Tax and how this would look for residents with the changes brought by LGR. It was noted that this brought significant challenges as more affluent areas of the region would generate different income to others and that the demands of a new unitary in funding demands including social care and special educational needs may vary geographically across the region as a whole thus affecting the income and expenditure of the new unitaries. Following a further question from Councillor Gleadow, it was further advised that the financial modelling had also aimed to forecast financial viability and sustainability.

Further to a question on risks to residents from Councillor Catmur, the Group heard that analysis showed greater financial savings with Options A and C but that it should be noted that this would need to be proportional across the region and take social requirements into consideration. The analysis undertaken showed that financial risks varied across the options but that this was a relatively minor consideration in the bigger picture for the new unitaries with the bigger picture of what is best for the region to be considered.

Councillor Alban expressed concern that should Huntingdonshire make its decision based on the Government's criteria residents may be disadvantaged by other neighbouring Councils who had voted in a more tactical manner. The Group were assured that the decision should be made against the Government's guidelines and criteria, however it would be prudent to be mindful of the decisions already made by neighbouring Council's as once submitted the Secretary of State is unable to introduce a new business case but is able to amend proposed and preferred options. It was clarified that the legislation in play is tried and tested and that it could be challenged by judicial review if necessary. It was also noted that following the decisions by the Secretary of State, elections would be held to appoint Councillors to the new shadow board for the new unitary, with it being observed that the political make up of these boards may be very different to the current political representation of the Councils affected.

Further concern was expressed by Councillor Alban in relation to the anticipated number of Councillors representing the current Huntingdonshire district being a vast reduction from the current number of District and County Councillors. The Group observed that the amount of work and time the new Councillors

would encounter with both Council business and parochial work on behalf of residents would prohibit those who were employed and would instead require significant time dedication thus skewing the representation of residents to either the wealthy or retired rather than the spectrum of ages and occupations who current represent residents. It was further clarified to the Group that the membership of the new unitary would be based upon the current boundaries set by the Electoral Commission, whilst the concerns of Councillors were noted, a further boundary review could not be requested until after the first term of officer for the new body. The Group were assured that the best fit for the area would be considered and presented as part of the development of the chosen business case but that ultimately the Government remained the decision maker on this and that Councillors needed to remain mindful of the looming deadline for submission.

Councillor Pickering queried the population figures referenced in Option E as varying from 213,000 to 300,000 and additional enquired about the potential for a boundary review to include Tempsford. The Group were advised that population guidance from the Government had evolved and that this was to be considered as part of the option criteria. The opportunity with the Tempsford development was acknowledged and that in the event of the business case moving forward, a boundary review could be requested as part of that.

Concern was expressed by Councillor Chapman in relation to statements within the report relating to the proportion of residents employed within the district, when local knowledge informed that many travelled outside of the district for employment. Councillor Chapman felt this painted a conflicting picture and referenced the data used to inform the St Neots Master Plan. The Group were advised that the data in the report was drawn from the 2021 census and due regard should also be given to the passage of time and the purposes of the respective reports and analysis. Officers took an action to further check the validity of the data. It was acknowledged that due to the geography of the district, residents may travel to another district for employment, especially for those residing in towns and villages near to the district boundary.

Councillor Gardener queried the validity of Option D due to the Government criteria stipulating that the existing district councils should be the building blocks of the new unitaries. The Group heard that this was an iterative process and a moving challenge, the nuance of the criteria has shifted from the original clear guidance and as a result there had been different interpretations and clarifications as a result. It had therefore been clarified that a business case could be made based on criteria to support and provide justification as to why the proposal could deviate from the guidance in splitting an existing

district.

It was observed by Councillor Gardener that the existing Shared Services functions between HDC, South Cambs District Council (SCDC) and Cambridge City Council (CCC) worked well and had proved that collaborative working could work and presumably continue to work should Option E progress. Comments were made by Councillor Gardener in respect of Option D. The Group heard that the comments within the report relating to Option D did not critique other Councils but did give an honest scoring and took logic, place and local identity into consideration with the Shared Services function being covered under the Other Considerations section. It was believed that the existing Shared Services structure could provide a good building block to better deliver services more efficiently and effectively under Option E.

In response to observations made by Councillor Hassall regarding ICT and the benefits of the existing Shared Services which could be transitioned under Option C, the Group heard that the existing Shared Services could provide a strong base for the future but that it was important to bear in mind that any new unitary would also have to integrate Cambridgeshire County Council and its systems thus acknowledging that there would be significant challenges with all Options.

Councillor Bywater expressed significant concern that the Schools Forum had not been consulted as part of the process but that education affected or would affect the majority of the region's residents. Clarification on the Newton data as a shared data set, agreed by the relevant, responsible officers in the existing Unitaries was provided. The Group were assured that the challenges of education were real and acknowledged with a White Paper due to provide further clarity and layering to the existing considerations. It was noted that by moving to a unitary system some current geographical challenges may be improved whilst acknowledging that new challenges could be presented. The Group was additionally advised that there would be further opportunity for input and opinions during the statutory consultation later in the process.

In response to a question from Councillor Jennings relating to the pay back periods quoted in the various options, the Group heard that a 5 year period had been used in order to create a standard comparable between the Options with this period felt to be a reasonable medium term assessment. Following a further query from Councillor Jennings, the Group heard that staffing assessments within the Options were based on the assumption that only one of each senior role would be required within the new unitary with the example of four Section 151 Officer roles being reduced to the one required role. It was also noted that the assumed Member Allowances were taken from



an average of existing Member Allowances. The Group also heard that the 5% savings quoted within the report were where duplication between shared third party suppliers for duplicate costs and that further savings could be explored as a business case developed. The Group were assured that best practice was being followed with hindsight learned from other authorities however the overriding aim was to be safe and legal from day one. The meeting was also reminded that the size and nature of any new unitary would be for that new organisation to determine – with new priorities and expectations for service delivery residing with that new authority. Bearing all these factors in mind the assessment of financial returns within the documents were prudent in their forecasts.

In response to a question from Councillor Gleadow regarding what officers felt to be the greatest risks to the process, the Group heard that the risks were identified within the report, however it was acknowledged that there were financial risks for all Options but that it was important to balance this against the benefits that each Option could bring. The implementation and integration of a new IT system was also identified as a risk with the importance of maintaining business as usual during the transition period which would be managed through programme management. Service Delivery was noted as an additional risk with the merging of district and county services and systems and it was advised that this was reflected in the report scoring. Learnings were being taken from other Councils who had already transitioned to unitary authorities and that the business cases were prudent without over inflation to create a balanced compelling business case to move forward from an operational perspective. The balance of risk versus reward was contemplated with the opportunities that the new unitaries could provide being considered as a counter to the perceived risks. The Group were also advised that Officers are already doing work on LGR risks, relating to our existing risk register.

Councillor Hunt observed the role of the Cambridgeshire and Peterborough Combine Authority and the Group heard that the headline of the Review was to support devolution and reference in the guidance to supporting functional economic areas. It was noted that there is existing evidence and understanding of the three functional economic areas of the region, Cambridge, Peterborough and the remaining rural districts/market towns – all 3 areas being interconnected.

Councillor Catmur observed that he perceived the biggest risk to be not making a decision. This sentiment was echoed by the Group and acknowledged by officers as not a viable option. It was clearly noted that in order to take the district and its residents forward a decision would need to be considered at the following Council meeting and ultimately made by Cabinet.

Following the discussion, it was

RESOLVED

that the comments from the meeting would be passed to Council for their consideration at their meeting on 19th November 2025 to discuss the report and also be passed to Cabinet at their meeting on 24th November 2025 for their consideration when making a decision upon the recommendations within the report.

Chair